

Glenshire/Devonshire Residents' Association, Inc.
Board of Directors Regular Meeting
MINUTES
November 15, 2023
Glenshire Clubhouse 15726 Glenshire Dr, Truckee, CA 96161
And Video/Teleconference

I. Call to Order and Establishment of Quorum

Adrian Juncosa called the meeting to order at 6:05pm. A quorum was established.

Directors Present

Board members present were Adrian Juncosa, Anna Grahn-Nilsson and Lisa Williams; Ken Hoedeman attended virtually.

Board members absent: Miriam Rack.

Others Present: Lori Kelley, Dylan Bonnie, and Jessica Johnson – GDRA. Diane Wagner – Dam Permit Consultant. Maureen Lucas, Thomas Lucas, and Denis Weil – Members.

II. Governing Documents Ballot Tabulating

- A. Lori reported that we've received approximately 700 ballots and still need 150 more to hold the election. Therefore, the ballots will not be tabulated tonight and the election will be extended. Details will be discussed later in this Board meeting.

III. Property Owner Comments Report

There were no comments.

IV. Presentations

- A. Dam Permit Process Update – Wagner and Bonsignore

Diane Wagner, civil engineering consultant, Wagner and Bonsignore provided some history and updates on the GDRA Dam permit process. Board members presented questions that Diane addressed accordingly. Adrian commented that the process seems pretty standard.

V. Reports

- A. **Water Year 2023 Monitoring – Pond (Draft)**

The Board reviewed reports and a brief discussion occurred. GDRA is required to monitor our reservoir storage and report annually to the State Water Resources Control Board. Balance Hydrologics, our water monitoring consultant for the pond indicated in their report there was more water in 2022 due to the abundant winter snow fall. Monitoring has been relatively consistent with infrequent need to perform manual water reading.

- B. **Manager Report**

Lori presented her written report, which was included in the meeting packet.

Ken inquired why we track our Defensible space hours and its use- Lori responded it is required for our annual Firewise recertification that includes five adjacent HOAs.

There were no additional Board member comments made.

- C. **Facilities Report**

Dylan's written report was included in the meeting packet. Comments were held for later discussion during the New Business agenda items.

VI. Consent Calendar

- A. Approval of Minutes – October 19, 2023 regular meeting**
- B. Committee Minutes**
- C. Correspondence**

It was moved by Adrian and seconded by Ken to approve the Consent Calendar as presented. Anna abstained. Motion carried.

VII. New Business

A. Non-budgeted Items/Budget Excess

Pool Equipment Room

Board reviewed estimates for installing Tankless Water Heater/Eye Wash Station in Pool Equipment Room. Board and staff discussions occurred, and all questions were addressed.

It was moved by Ken and seconded by Lisa to approve the unbudgeted pool project. Motion carried unanimously.

E-bikes

Rad Runner is Dylan's preference due to customer service.

The Board is interested in entertaining this investment and staff were requested to conduct more research into the insurance coverage and safety aspects.

B. 2024 Facilities Policy

Ken inquired about lowering the drop in cost for members who don't have a pass. Lori explained the previous Boards' reasoning for the fee amounts.

It was moved by Anna and seconded by Lisa to accept the proposed 2024 Facilities Policy. Motion carried unanimously.

C. 2024 Budget & Information Mailer

Lori updated that we are meeting the requirements by mailing the 2024 budget on November 16th.

D. Financial Statements

Adrian and Miriam reported that they reviewed the September financial statements.

Lori updated that the October financial statements will be available by the next meeting.

E. Funds Transfer Request

Request to transfer for cash flow in main operating account:

1. \$20,000 from EJ Operating mma to Plumas Operating checking
2. \$25,000 from Plumas Operating checking to BMO Operating checking

It was moved by Ken and seconded by Anna to approve the funds request. Motion carried unanimously.

F. SELS Students Learning/Service project at Pond

The Board agreed to allow the class to utilize the pond as needed and for Lori to move forward with project planning. No vote necessary.

G. Pet Policy

The Board agreed to post signs stating our pet policy and for staff to take action. No vote necessary.

H. Firewise MOU

Discussion has been postponed due to pending changes. Lori is working on simplifying the agreement.

I. Appoint Committee Members

1. Communications/Outreach

- a) The Board reappointed Julia Collins and appointed Anna Grahn-Nilsson
- b) The Board agreed the name of committee is "Outreach Committee"

2. DRC

- a) The Board reappointed Ron Boehm, Claudia Hanson, Hannah Joyce and Denis Weil

3. Firewise

- a) The Board reappointed Adrian Juncosa, Jennifer Bloomfield, Bill Houdyschell and Lori Kelley

4. Finance/Personnel

- a) Postponing until next meeting

5. Other

- a) None

It was moved by Lisa and seconded by Anna to approve the appointed committee members as indicated above. Motion carried unanimously.

J. Results of Governing Documents Election or, Consider Election Extension

Lori recommended doing outreach to gain a few more votes. Anna recommended offering an incentive to get people's attention.

The proposal is to extend to the month of February with a date TBD by Lori and the Outreach committee.

It was moved by Lisa and seconded by Anna to extend the election to February with a date TBD by Lori and the Outreach committee. Motion carried unanimously.

K. Board to provide summary report of Executive session meetings October 19, 2023


Lori was directed to provide summary: Reviewed copies of complaints, no legal items addressed, action items, personnel job duties and updates made; Board approved amending the budget to one of the salaries and there was an adjournment at 8:02pm.

VIII. Adjourn to Executive Session

The Board adjourned to Executive Session at 7:48 pm.

Prepared by:
Jessica Johnson
GDRA

Accepted by:



Anna Grahn-Nilsson, Secretary



**G L E N S H I R E
D E V O N S H I R E**
R E S I D E N T S
A S S O C I A T I O N
15726 GLENSHIRE DR
TRUCKEE, CA 96161

To: Glenshire/Devonshire Board of Directors
From: Lori Kelley, Manager
Date: 11/10/2023
Re: GDRA Manager Report/Updates

Gov Docs Election

- Won't know final count of ballots received until 11/14, and will update at 11/15 Board meeting
- Possibly another extension will need to occur, although we did much outreach the last 2 weeks

Staff

- The two newly hired part-time admin assistants, Jessica and Maygan are on their 5th week, and are exceling
- Dylan is becoming more comfortable in his new community standards/maintenance coordinator position and has now been here five months. There has been no time for him to start handling the majority of inspections. I am planning for that transition to occur December thru March.
- Want to let the Board know that along with training 3 new staff members, the Governing Docs election, Firewise workshop/filing deadlines and Budget deadlines, I am maxed out through November 17, so may not be able to take on any new tasks or respond to emails quickly until then. All Good!

Firewise

- Our 2023 logged defensible space hours exceeded hours in 2022
- Bill, our Vegetation Management Director, is working on a collaborative fuels management plan to include all of our adjacent Firewise communities
- A grant was received for the plan Bill is working on
- Will reapply for Firewise recertification on November 16-17

2024 Budget & Information Mailer

- I will be working on this, with help of staff Nov 13 – Nov 14 to meet deadline
- A portion of reserves study is included in the 2024 Mailer. I also put the full copy in the Board folder

Personnel Agenda Items

- Since we have 3 new Directors, wanted to remind you that most requests to staff should occur in the executive session meeting. I am happy to discuss or answer questions in executive session.

Thank You!



G L E N S H I R E
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R E S I D E N T S
A S S O C I A T I O N
15726 GLENSHIRE DR
TRUCKEE, CA 96161

MEMO

To: Lori Kelley, Manager, GDRA

From: Dylan Bonnie, Community Standards / Maintenance Coordinator

Date: 11/08/2023

RE: Report

- Completed:
 - Moving Reservations/HR personnel to downstairs office
 - Community Standards / Maintenance Coordinator office
 - Snow blower / shoveling safety training
 - Urinal installation bid
 - Eye wash / water heater for auto fill bid
 - Engineering proposal for clubhouse deck rebuild
 - Electronic Key system / Rekey bids
 - Solar install on pool house/shop facility Bid and ROI breakdown
 - E-Bike estimates
 - 5 Escrow inspections
 - 1 DRC final inspection

- Currently working the following projects:
 - Property Inspection check list for escrows, DRC, and complaints
 - Shade structure on west end of pool deck
 - Walkway and flagpole concrete resurfacing bids
 - Pond Trail restoration with Truckee Trails
 - Window and Door replacement Bids
 - West entry Improvement