

Glenshire/Devonshire Residents' Association, Inc.
Board of Directors Regular Meeting
MINUTES
January 17, 2024 6:00pm
15726 Glenshire Drive and Virtual

I. 6:05 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, Ken Hoedeman and Miriam Rack; Anna Grahn-Nilsson attended virtually.

Board members absent: Lisa Williams.

Others Present: Lori Kelley, and Jessica Johnson - GDRA. James Bartlett – Member attended virtually.

II. 6:06 Property Owner Comments

There were no comments.

III. 6:08 Reports

A. 6:08 Manager Report

Lori presented her manager report which was in the meeting packet. The report will be posted online with the signed minutes.

Staff answered the Boards questions about the HOA software.

B. 6:10 Facilities Report

Dylan's report was included in the meeting packet. The report will be posted online with the signed minutes.

Board inquired about the project approval process. Staff said they're reviewed in Board meetings for approval. Sometimes pre-reviewed by a committee.

IV. 6:13 Consent Calendar

A. Approval of Minutes – December 11, 2023 regular Board meeting

B. Committee Minutes

C. Correspondence

It was moved by Anna and seconded by Miriam to approve the Consent Calendar for December minutes with the correction to a typo in Miriam's name in section five item C. Motion carried unanimously.

V. 6:18 New Business

A. 6:18 Governing Documents Election Update

The new ballot submission deadline is Feb. 15th so we can hold the election on Feb. 21st provided we get enough returned ballots. We might host an event to encourage members to vote with refreshments around the same week the Shire is mailed. We have around 715 but need about 850 to hold the election.

Reminders to members were included in the Shire and a flier was included in the dues mailer. Staff noted that we are not allowed to know who hasn't voted so we cannot target the people who haven't voted. It's likely that another extension is in our future and is not uncommon for HOA communities our size.

B. 6:22 Financial Statements

Adrian and Miriam confirmed they reviewed the October, November and December financials.

C. 6:24 Funds Transfer Request

Ken inquired what the funds transfer requests are and staff expressed the need for funds transfers requests to be signed by two Board members explaining why a form was created for Board members to sign.

1. \$32,000 from Operating to Reserves was voted on at the last meeting
2. \$1,155 per the CPAs adjustments to clear it out and put it in the right account
3. \$175,000 Reserves CD recently matured and is ready to move into Reserves 6 month cd
4. \$40,000 is for cash flow to cover payroll, etc. until we get the next round of deposits
5. \$39,829.23 was the amount after the DRC audit reconciliation, which was approved last meeting.

Board members inquired as to why we have two operating accounts and staff explained one is attached to our card processing systems and will go under review when our software's change.

It was motioned by Miriam and seconded by Anna to approve the funds transfer as outlined in the Transfer Funds Request sheet. Motion carried unanimously.

D. 6:32 Bank Account Signers

We addressed this during a previous meeting. However, Anna noticed the wording incorrectly stated Lori was permitted to sign on "all accounts," but she cannot sign on any reserves accounts.

It was motioned by Anna and seconded by Ken to amend the 10/19/2023 Board meeting motion for Lori Kelley, manager to remain as a signer on all Operating bank accounts. Motion carried unanimously.

E. 6:33 Consider Board Candidates for Appointment

James introduced himself.. Currently a Director of Operations at Sierra Senior Services and before that he worked for Plumas Bank and before that he ran a Software Company in San Francisco. James is a Chamber of Commerce ambassador and is a Truckee Lions Club member and he wants to apply his passion to the community and do his part and give back. He wants to learn more about the HOA and its members and do what he can to help.

It was motioned by Ken and seconded by Anna to accept and appoint James as a new Board member effective 2/21/2024. Motion carried unanimously.

F. 6:39 Appointment of Treasurer

Adrian asked James if he would be willing to act as treasurer upon Miriam's departure. Ken read the duties and responsibilities of the treasurer.

We will not go through the steps to have new bank cards done because we already have 3 signers. Lori will contact James with the Board member orientation content.

It was motioned by Ken and seconded by Miriam to approve James as the new treasurer effective 2/21/2024. Motion carried unanimously.

G. 6:47 Appointment of Committee Members

The Board had a brief discussion with Staff and James, and all agreed to postpone voting until the next Board meeting.

H. 6:49 Solar project Review and Consideration

The Board discussed, and considering this project is still in the research and bid phase no motions are needed at this time.

I. 7:05 Trails Project Review and Consideration

Adrian explained the Lake Trail lot becomes extremely muddy during certain times of year and when trails are muddy people walk on the sides and on the vegetation, which then extends the muddy terrain.

The project includes adding drainage gravel where the trail goes downhill thus building up the muddy spots to improve the trail quality.

It was motioned by Ken and seconded by Miriam to approve the proposal from Truckee Trails Foundation. Motion carried unanimously.

J. 7:10 Future Agenda Items

Miriam met some people on the ski lift who said they would like to pay our dues if they could be permitted to use our facilities. However, staff responded that we've had the same request in the past and some legal restrictions apply.

K. 7:14 Board to provide summary report of Executive session meeting December 11, 2023

Anna summarized that they approved the previous Executive session minutes from November, reviewed consent items, complaints, correspondents, and properties in progress. Then went over legal contracts. Discussed personnel and their wages but discussion on employee agreements was postponed due to Adrian's absence. No properties were delinquent. Adjourned at 6:34pm.

VI. 7:17 Adjourn to Executive Session

The Board adjourned to Executive Session at 7:17pm

Prepared by:
Jessica Johnson
GDRA

Accepted by:



Anna Grahn-Nilsson, Secretary



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15726 GLENSHIRE DR
TRUCKEE, CA 96161

To: Glenshire/Devonshire Board of Directors
From: Lori Kelley, Manager
Date: 1/15/2024
Re: GDRA Manager Report

Updates:

- Annual billing was sent out as planned on December 15th.
- Shire final content was sent out by the deadline and proof edited on 1/14. To mail beginning of February. Anna and Julia, Outreach Committee, were very helpful.
- New staff members are still doing great, working hard trying to stay current while getting us caught up and more organized.
- A very productive finance committee was held on 1/15/2024 re: solar/trail projects & personnel. Adrian, Ken and Dylan were very helpful.
- Just an FYI- On the evening of 1/11, drivers of 4 cars were doing donuts in our icy parking lot. Per a member, they almost hit him and his two dogs. Police were called and drivers left before they got there.

Plans for the next month:

- Continue to prepare for many spring projects, if all lines up with contractors (knock on wood).
- Begin implementation of a new, more efficient HOA software. Still in research mode. This process could take 3-6 months.
- Prepare for required Accountant's Annual Review, which takes about one week. The review itself takes a couple days. McClintock Accountancy Corporation performs the GDRA review. We are not required to have a full audit, which involves more time and cost than a review.
- I will be taking some California Association of Community Management (CACM) courses
- I am going to try and take a couple days off, if time permits

Thank You!



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MEMO

To: Lori Kelley, Manager, GDRA

From: Dylan Bonnie, Community Standards / Maintenance Coordinator

Date: 1/9/2023

RE: Report

- Currently working the following projects:
 - Solar System Project (see solar scope of work report)
 - Shade structure on west end of pool deck (received 1 bid \$6,500)
 - Walkway and flagpole concrete resurfacing bids (received 1 bid \$29,000)
 - Pond Trail restoration with Truckee Trails (see proposal)
 - Window and Door replacement Bids (Bid from Yates Glass \$62,222.23) Material cost only no installation
 - Electronic Access Control (EAC) project
 - Gearing up staff and SOP's for summer operations
 - Shed for safe charging
 - Autofill heater and eye wash station (see photos)

