

Glenshire/Devonshire Residents' Association, Inc.
Board of Directors Regular Meeting
MINUTES
February 21, 2024 6:00 pm
15726 Glenshire Drive and Virtual

I. 6:00 Call to Order and Establishment of Quorum

Adrian Juncosa called the meeting to order at 6:03pm. A quorum was established.

Directors Present

Board members present were Adrian Juncosa, Ken Hoedeman, Anna Grahn-Nilsson, James Bartlett and Lisa Williams.

Others Present: Lori Kelley, and Jessica Johnson - GDRA.

II. 6:00 Governing Documents Ballot Tabulating (or Extension)

An adequate number of ballots were not received to hold the election meaning the voting tabulation did not occur. Further discussion on this topic will occur later in the meeting.

III. 6:05 Property Owner Comments

There were no comments.

IV. 6:05 Reports

A. 6:05 Manager Report

Lori stated her manager report was in the meeting packet and it will be posted online with the signed minutes.

B. 6:06 Facilities Report

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

Staff answered the Boards questions about details regarding the type of shade structure and sidewalk resurfacing projects.

V. 6:09 Consent Calendar

- A. Approval of Minutes – January 17, 2024 regular Board meeting
- B. Committee Minutes
- C. Correspondence

It was motioned by Anna and seconded by Ken to approve the Consent Calendar as presented. Motion carried unanimously.

VI. 6:10 New Business

A. 6:10 Board Meeting Protocol

Adrian summarized the information in the Board packet.

Motions should be brief and clear and reference their purpose.

Although GDRA has always excluded the meeting chairperson or president from making motions, it is acceptable per the Davis-Stirling website.

Adrian encouraged the new Board members to reach out to him or Lori with any questions regarding process or policy.

B. 6:16 Financial Statements

Adrian and James confirmed they reviewed the January financial statements.

Ken would like to see the budget broken down in a way that is similar to the budget report that went out to members.

The Board inquired about separating operating and reserve funds accounts, and staff explained their setup and how state law requires their separation.

C. 6:20 Funds Transfer Request

The Board recommended that the reserves CD stay in longer to build more interest. The Board made no other changes to the funds transfer request.

It was motioned by Ken and seconded by Anna to approve the funds transfer request with one modification - to extend the reserves CD up to a 1 year - the other funds transfer requests were approved as-is. Motion carried unanimously.

D. 6:25 Announce Board Member Treasurer

James was announced as the new Board Member Treasurer. Welcome, James! He is excited to help the Board and staff in any way he can to learn more and apply his bookkeeping skills.

E. 6:28 Appointment of Committee Members

1. Finance Subcommittee:

a) James Bartlett and Adrian Juncosa

2. Finance committee:

a) Ken Hoedeman and James Bartlett

It was moved by Adrian and seconded by Lisa to appoint James to the Finance Committee and Subcommittee, Ken to the Finance Committee and Adrian to the Subcommittee. Motion carried unanimously.

3. Personnel committee:

a) Lisa Williams

It was motioned by Anna and was seconded by James to appoint Lisa to the Personnel Committee. Motion carried unanimously.

F. 6:38 Solar project Review and Consideration

Yesterday, a meeting was held to discuss the bids submitted by various businesses. We want to make a decision soon, and there will likely be a special meeting to discuss this agenda item exclusively. It seems that the two bids we have received may not be bidding on the same elements of the project. Therefore, the Board has decided that additional bidding is needed to ensure an accurate estimate of the project cost.

It was moved by Ken and seconded by Anna for California Green and Simple Power to give us a firm fixed price and to pay California Green up to \$2,000 and Simple Power \$1,000, to come out and look at the system and get a firm fixed price. Motion carried unanimously.

G. 7:05 Member Survey

Anna suggests we include a clear purpose for conducting the survey and explain how the results will be used. The goal is to improve the Board's performance by asking the right questions and listening to members' feedback. Our goal is to ensure that the survey is distributed to all members in the Shire cost-effectively and assure them that their responses will be taken seriously.

It was motioned by Lisa and seconded by James to approve the survey remains on the every 2 year schedule. Ken opposed. Motion carried.

H. 7:19 Firewise - ERFC New Coalition/Updates

Information was provided in the board packet. No discussion occurred.

I. 7:20 Truckee Fire Updates

Board discussed the outcome of the Truckee Fire meeting.

Adrian summarized that the Truckee Fire came out and had a lengthy discussion about the community wildfire plan which was open to comment until yesterday. There were lots of public comments that Truckee Fire took heed of.

J. 7:22 Humane Society Donation Drive

Staff is concerned about the liability of hosting the drive here at the Clubhouse because we are a private entity and it will draw the public here. The Board suggested using Town property or the Legacy trailhead parking lot.

K. 7:27 GDRA Website

Staff presented a protocol for handling basic website edits. In parallel, a proposal to create a shared Google Doc for staff and the Board to collaborate on ideas to improve the website's navigation and content was made. The Board encouraged everyone to document their ideas in the shared document. The Board appreciated this proposal and agreed to proceed with the plan.

L. 7:31 Governing Documents Election

The Board agrees that postponing until May would be favorable, before people leave for summer and more people are likely to be available to vote. The proposed date for the election is Memorial Day weekend, as it is expected more people will be drawn to the pool opening, and the turnout for voting will likely be higher.

It was motioned by Anna and seconded by Lisa to extend the voting period until Memorial Day of 2024. Motion carried unanimously.

M. 7:36 Future Agenda Items

Agenda items are being filtered through Ken to send to staff outside of the meeting. No discussion occurred.


N. 7:36 Board to provide summary report of Executive session meeting January 17, 2024

Anna summarized that we approved the minutes of the December 11th executive session and consent items were reviewed including complaints, correspondence, etc., properties in progress - no action anticipated. On the legal side, there was a contract acknowledged. Ken suggested a change in Board communications for Lori to reply to all Board members. Anna Grahn-Nilsson left meeting at 7:40; however, the Board discussion continued regarding possible action with a property regarding an unreachable member with a vehicle on someone's driveway. Board discussed employee and personnel agreements, no other personnel items discussed. No properties with delinquencies or assessment. The Board adjourned to executive session at 7:50pm.

VII. 7:38 Adjourn to Executive Session

The Board adjourned to Executive Session at 7:38pm

Prepared by:
Jessica Johnson
GDRA

Accepted by: 

Anna Grahn-Nilsson, Secretary



**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

To: Glenshire/Devonshire Board of Directors
From: Lori Kelley, Manager
Date: 2/15/2024
Re: GDRA Manager Report

Updates:

- Ashley has just been hired to assist mainly with outreach. She is onboarding well.
- The two new Admin Assistants have reached their 4th month of employment and doing well.
- A very productive Firewise Committee was held on 2/16/2024 with rep from Truckee Fire presenting on CWPP. A few of the committee members have submitted comments on the CWPP – **the deadline is 2/20/2024**. This is on the agenda.
- A new Eastern Firewise Coalition has formed to enhance efforts for Fire safety in our region, with Bill Houdyschell being the GDRA representative. This is also on the agenda.
- I am in progress on preparing for the required Accountant's Annual Review. . McClintock Accountancy Corporation performs the GDRA review, and will prepare 2023 Financial Statements.
- I completed our 2023 Workers Comp audit.

Plans for the next month:

- Continue preparing for the Annual Review, which is planned for approx. 3/04/2024.
- Work on Member Survey, Website and Shire.
- Meet with teacher and group re: signage project Board agreed to move forward on.
- Changing Payroll/HR providers – too many errors that took at least two days for me to remedy.
- Working with staff on updating many SOP's.
- Continue research, then implementation of a more efficient HOA software. This process could take 6 months.
- I will be taking some new California Association of Community Management (CACM) courses in March.
- Work with Dylan toward getting to next level in inspections.
- Work with agents on all of our insurance policy renewals. We've recently received notices stating there will be increases as well as coverage reductions. The underwriting process is quite involved.
- I am going to try and take some vacation days, if time permits. (knock on wood)

Thank You!



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MEMO

To: Lori Kelley, Manager, GDRA

From: Dylan Bonnie, Community Standards / Maintenance Coordinator

Date: 2/13/2024

RE: Report

- Currently working the following projects:
 - Solar System Project (This item is on 2/21/24 Agenda for Board discussion)
 - Simple Solar \$91,077
 - Gold Rush Energy \$82,914
 - California Green Energy \$76,000
 - Shade structure on west end of pool deck (received 1 bid \$6,500-\$1,500 over budget)2nd bid w/b received once drawings are complete.
 - Walkway and flagpole concrete reconstruction bids (waiting on drawings)
 - West and South Deck reconstruction bids (waiting on drawings)
 - Window and Door replacement Bids in progress
 - Yates Glass \$62,222.23 Material cost only no instillation -Custom Glass site visit 2/2/24
 - Capital Glass site Visit 2/9/24
 - Electronic Access Control (EAC) project
 - Alpine Lock and Key site visit 1/29/24 (looking into 2nd bid)
 - Gearing up staff and SOPs for summer operations
 - Autofill heater and eye was station (Electrical work complete, plumbing work to be complete by 2/16/24 weather depending)
 - Community Standards SOPs
 - Communicating with Reservations to coordinate construction schedule