

**Glenshire/Devonshire Residents' Association, Inc.**  
**Board of Directors Regular Meeting**  
**MINUTES**  
**May 15, 2024 6:00 pm**  
**15726 Glenshire Drive and Virtual**

**I. Call to Order and Establishment of Quorum**

Adrian Juncosa called the meeting to order at 6:31pm (due to technical issues). 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-GDRA, Brandon Brooks - Member

**II. Property Owner Comments**

None

**III. Reports**

**A. Manager Report**

**B. Facilities Report**

Facilities report pulled for discussion on windows/doors replacement. Noted Additional \$5k for upgrade with no increased warranty. Dylan doesn't know R value. Board agreed not a big enough difference to pay additional \$5K, and would be a loss of window space.

**IV. Consent Calendar**

**A.** Approval of Minutes – April 11, 2024 Regular Board meeting, April 29, 2024 Special Board meeting

**B.** Committee Minutes

**C.** Correspondence

**D.** Capital Improvement / Reserve Replacement Project Updates

**No items were pulled so without objection, all consent calendar items are adopted by general consent.**

**V. New Business**

**A. Monthly Financial Reports**

James and Adrian reviewed the financial reports. No questions except for GL item Liberty Utilities – is it always this high? Discussion occurred. Hopefully solar will be a huge help.

**B. Funds Transfer Request**

No Funds Transfer Request was made

**C. Consider Appointment of Committee Member - DRC**

Discussion occurred between Board and Applicant.

**It was motioned by Anna and seconded by Lisa to appoint Brandon Brooks to the DRC Committee. Motion carried unanimously.**

**D. Member Appreciation Day, May 25th**

Discussion occurred. Agreed Noon - 2pm

**E. 2025 Budget Preparation Protocol**

Discussion occurred regarding Reserves Study and Finance Committee Meetings

**F. Future Agenda Items / Meeting Dates**

Discussed skipping June and December if possible and changing meeting times to, 3<sup>rd</sup> Wednesday 5:30 – 7:30. Lori will check on 2<sup>nd</sup> or 4<sup>th</sup> Wednesdays.

**G. Board to provide summary reports of Executive session meeting April 11, 2024 and Special Board meeting April 29, 2024**

Anna reported re: 4/11/24 meeting: Discussed Sage contract, need to hold special meeting for contracts, did insurance renewals, D&O/EPLI, Excess Liability.

Anna reported 4/29/24 meeting: Decided on Adams Pool Contract. Decided on Honey Do for decks. Discussed door and window replacements; decided to go with Accent proposal. Discussed Pool Service – go with Prestige, pending insurance certs.

**VI. Adjourn to Executive Session**

The Board adjourned to executive session at 7:37 pm

Prepared by:  
Lori Kelley  
GDRA

Accepted by:



Anna Grahn-Nilsson, Secretary



GLENSHIRE  
DEVONSHIRE  
RESIDENTS  
ASSOCIATION  
15726 GLENSHIRE DR  
TRUCKEE, CA 96161

To: Glenshire/Devonshire Board of Directors  
From: Lori Kelley, Manager  
Date: 5/10/2024  
Re: GDRA Manager Report (Updates)

### The Member Survey

- The survey was launched on May 5<sup>th</sup> via email and in the Shire.
- 80 responses received thus far.
- We will email the survey link out a few more times prior to the 5/27 due date.

### 2023 Financial Reports & Review

- These were sent out to the GDRA Members per California HOA requirement.

### Recruiting

- This has been almost a 6-week process.
- All pool staff have been hired, with the exception of a Swim Instructor, hopefully next week.
- We are fortunate to have 4 staff members returning from last year. Dylan did a great job.
- Re: Facilities Coordinator position, Dylan and I held many interviews, and I held in person onsite 2<sup>nd</sup> interviews. We plan to have a decision made by 5/12, with Personnel Committee approval.

### Pool Opening

- A new pool service has been hired
- We uncovered the main and wader pools on 5/10 and initial cleaning/balancing are underway
- Plan to open Memorial Day weekend and sell passes starting 5/15 (early bird price thru 5/31)

### Plans over the next month:

- Considerable amount of staff training
- Member Appreciation Day
- Trail improvements project
- Decks replacement project
- Solar project
- Continue working toward increased efficiency, including SOP's and new software
- Prepare for Swim Lessons and Tennis classes
- Accounts Receivable - this is the time we work with members on any outstanding balances
- Reserves Study – 3 year extensive review and revisions, includes consultant site visit

Thank you!