

Glenshire/Devonshire Residents' Association, Inc.
Board of Directors Regular Meeting
MINUTES
Wednesday, November 20, 2024 3:00pm
15726 Glenshire Drive and Virtual

I. 3:00 Call to Order and Establishment of Quorum

A quorum was established at 3:00pm.

Directors virtually present: Adrian Juncosa, Ken Hoedeman, and Anna Grahn-Nilsson

Others present: Lori Kelley and Jessica Johnson - GDRA. John Andersen & Assistant - Ballot Watchers attended virtually.

II. 3:00 Governing Documents Ballot Tabulating

1357 ballots mailed June 2023
389 came back 1st
323 2nd round
74 3rd round
786 total were counted today

The main meeting where an in-person quorum was established at 5:31 pm.

Directors Present: Adrian Juncose, Ken Hoedeman, James Bartlett and Anna Grahn-Nilsson.

Directors Absent: Lisa Williams

Others present: Lori Kelley, Jessica Johnson, Topher Marlatt - GDRA. Tom Ballaster, Denis Weil - Members. Bill Davidson attended virtually.

III. 5:31 Property Owner Comments

No comments.

IV. 5:32 Reports

- A. Manager Report
- B. Facilities Report

Staff clarified report details about the Fuels Management grant. No further questions.

V. 5:35 Consent Calendar

- A. Approval of Minutes – October 16, 2024 Regular Board meeting and October 23, 2024 Special Board meeting
- B. Committee Minutes
- C. Correspondence

Ken motioned and James seconded to approve the modified consent calendar. Motion carried.

Staff clarified the requested modifications, which included omitting a statement regarding the insufficient number of ballots to be counted at the 10/16 meeting and adding the

speaker names beneath the budget item member comments. No other changes were made.

VI. 5:36 New Business

A. 5:36 Financial Statements

Adrian and James confirmed they reviewed the financial statements.

B. 5:37 Funds Transfer Request

The following requests were made for general cashflow and to gain interest:

1. \$100K FROM: EJ Operating mma; TO: EJ 3 mo. Operating CD
2. \$50K FROM: EJ Reserves mma; TO: EJ 3 mo. Reserves CD
3. \$30K FROM: EJ Operating mma; TO: BMO Operating ckg

Anna motion and James seconded to approve the Funds Transfer Request as presented. Motion carried unanimously.

C. 5:38 Capital Improvement Fund/Plan

Ken moved and Anna seconded that GDRA initiates a Capital Improvement Fund as of 1/1/2025, approving staff to set up a separate operating bank account for this fund, depositing \$5,000 from Plumas Operating to the new account. Motion carried unanimously.

D. 5:41 2025 Budget and Information Report

No discussion occurred.

E. 5:42 Fuels Reduction in HOA Common Areas

8:21

The Board discussed the details. After finalizing the grant, information will be posted on our website and in the Shire outlining all the details. *The Board requested member outreach for advanced notification of 1-2 years to inform members of what defensible space work to anticipate.*

F. 5:58 Future Board Meetings

The Board may skip the December meeting, and staff will find out what works for everyone after Thanksgiving.

G. 5:58 Future Agenda Items

- Amenities pass (includes all amenities) - to approve swimmers without a lifeguard, when safe, and other proposed edits. Staff wants to get the word out with the annual assessment mailings to allow members plenty of notice.
- DRC fees

H. 6:10 Results of Governing Documents Election, or Election Extension Dates will be announced

John with Ballot Watchers advised that even with about 100 ballots left to open, we received 128 no votes, which exceeds the threshold to pass the CC&Rs revisions. John will provide a Provisional Ballot Tally Report after counting all ballots. The Board wants to share the results with the community.

**I. 6:05 Board to provide summary reports of Executive session meetings
October 16, 2024 and October 23, 2024**

32:43

At the 10/16 meeting, a few complaints and correspondence were addressed, but no action was taken. All the highlighted items were postponed until the 10/23 meeting, excluding one property. Members were present and confirmed they would complete the requested work within one week.

The meeting continued on 10/23 to address all the highlighted items and approved minutes and reviewed consent items, correspondence, and properties in progress- action not anticipated. There were no contracts to be discussed. There were no personnel changes. Adrian adjourned the meeting at 4:36pm.

VII. 6:15 Adjourn to Executive Session

Adjourned to executive session at 6:15.

Prepared by:
Jessica Johnson
GDRA

Accepted by:



Anna Grahn-Nilsson, Secretary

GDRA MANAGER REPORT 11.14.2024

To: GDRA Board
From: Lori Kelley

General

- Clubhouse rentals have been busy, which admin staff handles
- Our decades old oven failed, and our old copy machine is failing. Both should be installed by Nov 22.
- The October Shire did not get delivered to at least 50% of our members, due to mail issue
- Fuels Management in Common Area: We were offered a grant by Truckee Fire for \$25K that needed to be used before year end. Our match is estimated to be \$5K, should know soon. More details in the Board packet.

2025 Budget

- Continued the 2025 Budget process (included more research, recalculations, emails and meetings)
- Created and distributed the 2025 Budget & Information Report (included many new requirements and clarification edits)
- Reserve Study review and edits

Accounting

- Financials for October 2024 (in progress due to being short staffed)
- A/P assistance due to being short staffed

Meetings

- Two Board meetings – prep and wrap, extensive minutes so I needed to pitch in on that
- Required California Environmental Reporting System (CERS) safety meeting
- Staff trainings and meetings – Admin/Def Space/Facilities
- DRC meetings (still training Topher, Admin handles prep/wrap)
- Firewise Committee meeting 10.21.24 – prep and wrap

Risk Management Improvements/Implementations

- Waiver/Release Forms process improvements
- Vendor COI process improvements
- Signage improvements (Facilities to maintain)
- CERS tracking system implementation (Facilities to assist in implementation, and to maintain)
- Monthly safety inspection process implementation (Facilities to create and maintain)
- Monthly safety meetings improvements (Facilities to maintain)
- Required Member Contact Info Request Form process implemented (Admin handled this and will maintain)

Inspections

- Complaints and Escrows – slowing down
- Defensible Space (Topher started assisting Bill - he's still in training)
- DRC follow-ups (Topher to assist soon – hasn't had time)

Firewise Community

- Prep for Firewise Committee Meeting scheduled for 11.22.24
- Meeting with Bill re: scope of fuels management plan for the collective Firewise Communities, etc.
- Annual preparation and submission of Community Firewise Designation Renewal (in progress)

Board Members, Please let me know if any questions. Thank you!

GDRA Facilities Report 11.14.2024

Pool – The fall pool refurbishing is complete. Adams Pools demoed, repaired cracks, replastered the body of the pool, and installed new coping. Unfortunately, County Environmental Health identified the coping around the top of the pool not meeting code due to overhang too short due to Adams ordering the wrong sized coping. Adams has ordered the proper sized coping, and it is in production for replacement in spring. This will be at no cost to the HOA. The coping portion of invoice was deducted from their current payment.

Refilling the pool was a coordinated effort between Truckee Donner PUD supplying the meter and hydrant service, Truckee Fire supplying the hose, and Public Works approving the removal of the grate to run the hose under the road. With the pool full, we are brushing the plaster daily to prepare it for winterization.

Solar - The solar system was officially activated on 10/17 when Liberty Utility installed the new meter. To date, from 10/17 till 10/21(end of billing cycle) the system generated 219 KWh - our overall consumption was 3369 KWh from 9/21 to 10/21. This information came from our Liberty bill. Our Solar Edge app is currently operational, and reporting overall solar power generation.

The solar tech informed us the app reporting the system feeding power back into the grid module requires additional wiring to set this up. The contract mentions “Solar Edge monitoring included”, and does not specify features within this app. I was told that we received a basic or standard set up. If desired, I can seek quotes to have the additional features to the app. In the meantime, we can contact the installer in efforts to negotiate this feature as part of the contract

Concrete sidewalks/Shade Structure Foundation - Permit submitted to Town and still under review. Bids to follow.

Dumpster Enclosure - Facilities staff plan to rebuild the dumpster enclosure either this fall/winter, or spring. The materials budget is dependent on the facade installed and should range from \$2500-\$5000. The project should take about a week to complete. Working on a rendering.

2024 Proposed Projects

Front Clubhouse Doors Reinstall The question remains if the front doors are acceptable from the current contractor or if we want to go the route of having another company replace with new doors. Below are bids.

1. \$28,533
2. \$14,907
3. \$18,600 (not including install)
4. \$10,925

Current contractor has offered to make changes to the order hopefully at no cost, due to delays, and substandard craftsmanship by a former employee. If the HOA deems it necessary to go with another vendor, this will open the HOA to the possibility of current contractor seeking recompense for the portion of the job the front doors represent. We may be able to deduct the returned product costs.

2025 Proposed Projects

Parking lot Sealcoating/Striping - Sealcoating and restriping of the parking lots should occur in 2025 to better preserve the asphalt. Below are bids.

1. \$14,500
2. \$13,350
3. \$7,725
4. \$7,100 (Estimation only-can offer solid bid in the new year once material costs come in)

Staff is recommending #4 for the potential of being lowest bid, and the quality of work offered in the past.

Playground Fencing - commercial grade unless otherwise denoted. Below are bids.

1. \$28,270
2. \$20,374
3. \$12,500
4. \$12,755, \$11,070 - Residential grade

Staff recommends #4 as they installed our tennis fencing and it has held up well thus far. They offer a warranty on their commercial install, not on residential. #1 was the most professional and most expensive.

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Current contractor has offered to make changes to the order at hopefully at no cost, due to delays, and substandard craftsmanship by a former employee. If the HOA deems it necessary to go with another vendor, this will open the HOA to the possibility of current contractor seeking recompense for the portion of the job the front doors represent. We may be able to deduct the returned product costs.

Sports Court Resurfacing

1. \$40,450
2. \$33,885
3. \$27,650

Staff is recommending #2. As one of the largest resurfacing companies in the country, we feel they have the proper institutional knowledge. #3 we know the least about since they offered their bid sight unseen. #1 has plenty of experience, however they are significantly more expensive.



4421 Gateway Park Blvd., Suite B
Sacramento, CA 95835
Toll Free: (877) 723-2365

REPORT OF INSPECTOR OF ELECTIONS AND CERTIFICATION OF VOTE RESULTS

Community: **Glenshire/Devonshire Residents Association**
Election Date: **November 20 2024 at 3:00p.m.**
Meeting Location: **Via Video-Conference from BallotWatchers' location**
Election Inspector: **John Andersen**

Re: **Member Vote to Approve Restated Governing Documents**
Voting Members: 1,357
>50% Approval Percentage (679)
Quorum Requirement: 340 (25%)

BallotWatchers Election Solutions was retained by the Glenshire/Devonshire Residents Association to act as the Inspector of Elections for the community's vote to approve its proposed Third Restated Declaration of CC&Rs and Third Restated Bylaws. The community's operative governing documents provide that amendments to the Declaration of CC&Rs and Bylaws must be approved by 679 members (a majority of the 1,357 total members).

On June 30, 2023, BallotWatchers caused to be delivered by First-Class U.S. Mail the following written voting materials to each of the 1,357 members on the official list of voters: (1) a secret ballot; (2) a yellow secret ballot envelope; (3) a blue pre-printed ballot return envelope; (4) voting instructions which provided a website link to the operative election rules, the proposed Third Restated Declaration of CC&Rs and the Third Restated Bylaws. The ballot allowed members to either support or oppose the proposed new restated governing documents as a group, rather than individually. Ballots were collected from June 30, 2023 until November 20, 2024.

Because the election meeting was conducted by video-conference, no members were able to personally deliver ballot envelopes at the election meeting place. Before the November 20, 2024 election meeting, BallotWatchers received 817 ballot envelopes by mail from the association's members. Thirty-One (31) of the ballots were invalidated by the Inspector due either to lack of the required voter signature or because the member had submitted more than one ballot. Only the first ballots received from these members were validated, opened and included in the voting result. Of the 786 validated ballot envelopes received by the Inspector, none were subject to challenges by members in attendance at the November 20, 2024 election meeting.

San Jose

Sacramento

San Francisco

www.BallotWatchers.com

Report of Inspector of Elections for
Glenshire-Devonshire Residents Association
November 22, 2024

A quorum having been established by the voting power presence of 786 members, the Inspector opened and tabulated a total of 786 secret ballots at the November 20, 2024 election meeting, and now certifies the final vote count as follows:

1. Votes Approving Third Restated CC&Rs and Restated Bylaws: 632 80%
2. Votes Not Approving Third Restated CC&Rs and Restated Bylaws: 154 20%

Adoption of the new governing documents required the approval of 679 members. Because only 632 of members voted to approve, the Inspector now certifies that an insufficient number of votes were cast to adopt the Third Restated Declaration of CC&Rs and Third Restated Bylaws.

All election materials, including ballots, ballot envelopes, rejected/un-opened ballot envelopes, the voter list and voting materials will remain in the possession, custody and control of BallotWatchers, and will be available for and subject to inspection until November 22, 2025.

Date: November 22, 2024

BallotWatchers Election Solutions
Inspector of Elections for Glenshire
Devonshire Residents Association

John Andersen

John Andersen, Inspector