

Glenshire/Devonshire Residents' Association, Inc.
Board of Directors Regular Meeting
MINUTES

Thursday, December 12, 2024 4:30pm
15726 Glenshire Drive and Virtual

I. 4:37 Call to Order and Establishment of Quorum

A quorum was established.

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

Others present: Lori - GDRA

4:38 Adrian paused the regular meeting to adjourn to the executive session meeting

5:00 Returned to Open meeting from executive session. Continued comment regarding communications, since not a privileged conversation: A company of this size almost never has their most senior employee be the primary point of all communications. I think we need a new model of where all communications go to one person to.

II. 5:03 Property Owner Comments

No comments

III. 5:04 Reports

A. Manager Report

B. Facilities Report

There were no Board questions on these reports

IV. 5:05 Consent Calendar

A. Approval of Minutes - November 20, 2024 Regular Board meeting

B. Committee Minutes

C. Correspondence

Anna moved and Ken seconded to approve the minutes and the rest of the consent calendar. Motion carried unanimously.

V. 5:06 New Business

A. 5:36 Financial Statements

James confirmed by email he confirmed the financials and Adrian confirmed that he reviewed the financial statements. He noticed we've had a lot more outlay, but we've had a lot of big projects, so understands.

Ken questioned the balance sheet operating and reserve account balances in comparison to the balances listed on transfer request form. Staff explained the balances on financials are as of 11/30 and on transfer form as of 12/8 (after an operating cd matured and a new one is opened).

B. Funds Transfer Request

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

1. \$200K FROM: EJ Operating mma; TO: EJ 6 mo. Operating CD

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

C. 2025 Proposed Facility Policy

Lori summarized that it's more involved than anticipated and feels we should table. Short Board discussion occurred. This item was tabled to a future meeting.

D. Capital Improvements/Major Maintenance Updates Process

This matrix is a work in progress. Board and staff discussed how this will help increase communications efficiency. Adrian mentioned there is an opportunity for any Board members to provide comments/questions about upcoming projects to help make communications more efficient. Anna mentioned in another HOA the facilities person always showed a map of what was happening; not only a visual, but a presentation. A difference of wanting input vs giving an update on existing projects. Updates would be very helpful. Adrian It mentioned Shire should list planned projects and updates. (side note: A GDRA financial document that came from Topher's printer was given to Ken by Topher, which printed from his printer. Should be Lori.)

E. Governing Documents Election (Results and Future Plans)

It was discussed to inform Members on the outcome, and let it rest a bit. Board and staff discussion occurred Adrian mentioned changes we want to make for legal reasons will be done in the Rules. There is an option for CC&R revisions so to bring them into consistency with state or federal law.

F. Future Agenda Items

Governing Documents Election conversation in January meeting.

G. Board to provide summary reports of Executive session meeting November 20, 2024

Anna provided summary: We went over the meeting minutes from October 16 and 23. We went over consent items. There were no contracts that were signed because we had follow-up questions. We reviewed a couple of legal items that had been discussed. We also discussed several properties.

VI. 5:22pm Adjournment to Executive Session

Prepared by:
Lori Kelley
GDRA

Accepted by:
Adrian Goncova for
~~Anna-Grahn-Nilsson, Secretary~~
Adrian Goncova, President

GDRA MANAGER REPORT 12.8.2024

To: GDRA Board

From: Lori Kelley

Please note the below activity since 11/20/2024 Board meeting

General

- The Governing Documents Election outreach has been completed. We plan to share more details with Members in the future.
- Spending time on improving the organization of facilities and board documents.
- Spending time on streamlining methods for DRC, inspections, etc.
- Organizing for the annual dues invoicing. Planned to send out 12.15.24. **Does the Board have a suggestion for an informational or other insert in this mailing since it gets mailed to each owner?**

Accounting

- A 2024 final P&L projection is planned to be prepared by the 12.12.24 Board meeting
- I am in the process of total 2024 review in prep for our annual review. This normally takes 2-3 days.

Meetings

- One Board meeting – prep and wrap
- One monthly staff meeting
- Various staff trainings
- Firewise Committee meeting 11.22.24 – prep and wrap

Risk Management Improvements/Implementations (Continued)

- 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 staff handling)

Inspections

- Complaints and Escrows – still slowing down
- Defensible Space (ended first week of December, with plans to resume in May 2025)
- DRC follow-ups (Topher is now performing DRC inspections)

Firewise Community

- Meeting with Bill to revise re: scope of fuels management plan for the collective Firewise Communities, etc.
- Annual preparation and submission of Community Firewise Designation Renewal (in progress)
- 3 Year Firewise Community Plan preparation and submission (in progress)

Christmas at the Clubhouse

-We have had a couple elderly members contact us last year, asking if something could be held here for those who live alone. If we found some volunteers, I think this could happen. **Any ideas?**

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



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

MEMO

To: Lori Kelley, Manager, GDRA

From: Christopher Marlatt, Community Standards / Facilities Coordinator

Date: 12/6/2024

RE: Facilities Report

Solar - Solar system engineered according to plans submitted to town. System was designed to integrate old panel anchors which were preexisting on roof. System was set up keeping the shade of the tree in mind as it casts shade on parts of the roof nearest to the clubhouse.

Concrete - Town of Truckee permit currently under review.

Playground Fencing - Staff is recommending either of the two lowest bids.

Sport Courts - Staff is recommending Beynon. Staff reached out to two contractors, and one has responded immediately. The second was contacted several times and has not responded to calls or emails. We need to make a decision to hopefully get scheduled.

*Please see Project Matrix Spreadsheet for additional details.

Lori expects to share the link to this live spreadsheet in the Board Shared Drive on Tuesday 12/10