

Glenshire/Devonshire Residents' Association, Inc.
Board of Directors Regular Meeting
MINUTES
January 21, 2026 5:30 pm
15726 Glenshire Drive and Virtual

I. Call to Order and Establishment of Quorum

President Bartlett called the Regular Board Meeting to order at 5:34 pm.

Directors Present: James Bartlett, Adrian Juncosa, William Davidson, Carol Freeman

Directors Absent: None

A quorum was established.

Others present: Lori Kelley and Delaney Kent – GDRA Staff

II. Property Owner Comments

A. For items not on the agenda

B. For items on the agenda, a member may comment now or during that item, not both

No comments.

III. Reports

A. Manager Report

Board had no questions.

B. Facilities Report

Marlatt summarized the process of organizing the project matrix for the Board to review projects.

Kelley said Marlatt is actively working on preparing the facility software for the pool season.

Marlatt said he hoped to deliver more solar project updates to the Board at the next Board meeting.

Board had no questions.

IV. Consent Calendar

A. Approval of Minutes – December 17, 2025 Regular Board meeting

B. Committee Minutes

C. Correspondence

Board had no questions.

It was moved by Juncosa and seconded by Bartlett to accept the Consent Calendar as shown on the agenda. Motion carried unanimously.

V. Unfinished Business

A. 2026 Proposed Facilities Policy Amendments

The Board discussed the proposed 2026 Facilities Policy amendments and the member comments submitted prior to the Board meeting.

Juncosa commented on a member comment. The idea of eliminating user fees and raising the dues was already considered in the past. The user fees currently only cover a fraction of the operation costs for the amenities. The concern of a fixed-income household is already partially taken into consideration through the free 70+ amenity use.

Freeman asked if the Association could send out a detailed breakdown communication to the Members for those who don't understand the breakdown of the costs. She offered the idea of putting something in the Shire.

Kelley said the Board has sent communications to the Members in the past about the cost breakdowns. She said

the staff might need additional help on how to create effective outreach. Freeman suggested posting the articles of cost breakdown outreach from the Shires to the GDRA website. Davidson had no comments.

It was moved by Juncosa and seconded by Freeman to approve the Facilities Policy that has been exactly as it's written now that it's had the mandatory 28-day Member review. Motion carried unanimously.

B. Rules Revisions Overview

Juncosa summarized the rules revision process. He asked the Board to provide feedback on the major subjects that should be in the Rules draft. Once he has the major subjects from the Board, then he can create a draft of the rules for the Board to consider.

Freeman asked for clarification on the process needed for adopting new rules.

Juncosa said new rules can be adopted if voted on by the Board and posted for a 28-day Member review in between any changes.

Freeman asked if an email campaign flash vote could be utilized to gain information on what the Members think are important for the rules. She also suggested putting out a banner around the Association with a QR code to encourage Member involvement in a Member Survey. She also asked the other Board members if they would be interested in joining her knocking door-to-door on a Saturday morning once the survey is out.

Juncosa said he loved Freeman's ideas, but he thought that the rules revision process should start sooner than the May Shire when the Member Survey is circulated.

Freeman asked what the list of top Member complaints is to consider in the rules revision. Kelley said she could send Freeman the existing list.

VI. New Business

A. Board of Directors Update

Bartlett summarized that the Board lost Gregory Clark as a Board Member. Clark sent in his resignation on Christmas Eve, 2025.

Bartlett moved and Juncosa seconded to accept Gregory Clark's resignation from the GDRA Board of Directors. Motion passed unanimously.

B. Financial Reports

Bartlett reviewed the financial reports and had no questions.

Juncosa reviewed the financial reports and had one question.

Juncosa asked about a large item on the balance sheet.

Kelley explained the item on the balance sheet and said that she would email the accounting for the item so that Juncosa could see the math.

Juncosa asked about the item for the SIMPLE retirement plan. Kelley explained the retirement benefit plan.

Juncosa commented in support to make sure our benefits are comparable to other small businesses to keep staff.

Bartlett moved and Juncosa seconded to accept the financial reports. Motion passed unanimously.

C. Funds Transfer Request

Davidson asked if the Association is limited in what accounts we could put the Annual Dues income in. Kelley answered that as long as it is a federally insured bank account and a low-risk investment then the Association can consider it.

Davidson suggested T-bill and T-bill funds to gain higher interest. **Bartlett gave Kelley staff directions to look into the recommendation.**

It was moved by Juncosa and seconded by Bartlett to approve the funds transfer request as presented in

the Board packet, with the details listed in the minutes. The funds transfers approved were as follows: \$50,000 from BMO Oper. to EJ Oper. MMA, \$25,000 from Plumas Oper. to EJ Oper. MMA, \$105,199 from Plumas Oper. to EJ Res. MMA, \$200,000 from EJ Oper. MMA to EJ Res. CD 3-6 months, and \$200,000 from EJ Res. MMA to EJ Res. CD 3-6 months. All transfers made to gain higher interest. Motion passed unanimously.

D. Community Fire Resistance

Bartlett summarized the fire resistance accomplishments of 2025 and 2026.

E. Appointment of Officers

Bartlett said since Gregory Clark has resigned, the Board is short one Treasurer. The Board needs to appoint someone as Treasurer to make sure that we have all the officer duties accounted for. Juncosa said he was willing to take on the role of Treasurer if it was desirable.

Freeman moved and Bartlett seconded to nominate Adrian Juncosa as Treasurer. Motion passed unanimously.

F. Appointment of Bank Signers

The current bank signers are Juncosa and Bartlett. Kelley can sign on the operating account for up to \$5000.00. Kelley said that it is not required to have three signers. The Board decided to hold off for a month or two before assigning a new bank signer, in hopes that a new Board member will be voted in soon.

Bartlett moved and Juncosa seconded to assign James Bartlett and Adrian Juncosa as signers on all GDRA bank accounts, and Lori Kelley to sign on all operating accounts for amounts up to \$5,000. Motion passed unanimously.

G. Committee Discussion and Appointments

The Board discussed the Committee appointments for consideration.

Bartlett moved and Juncosa seconded that the Outreach Committee is made up of Anna Grahn-Nilsson and Callie Freeman, the Finance Committee is Adrian Juncosa and Lori Kelley, and the Personal Committee is James Bartlett and Adrian Junocsa. Motion passed unanimously.

H. Board of Directors recruitment

Bartlett encouraged the Board to consider how to engage the community for the next Board election. Juncosa liked the idea of hosting events to encourage Members to be involved. He asked if an eblast could be sent out asking Members to come join talks to discuss GDRA topics. Kelley suggested adding a social hour or half hour before Board meetings to discuss topics with neighbors. Davidson asked how a new Board member would be selected. Would the Board vote between a selection of willing volunteers? Freeman asked if we could send out emails to everyone who has been previously interested in the Board to try and find someone to fill the vacant Board seat. Kelley said that anyone who is interested in the vacant Board seat should email her a bio. **Staff direction: Kelley send emails anyone who was previously interested in the Board seat. Freeman to reach out to her neighbor who is interested. No eblast at this time since there is at least one interested party. Invite interested parties to the next Board meeting.**

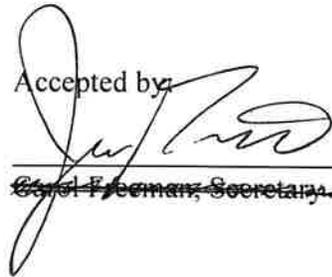
I. Board to provide summary report of Executive session meetings – December 17, 2025 Regular Board meeting

Kelley gave a summary of the December 17th, 2025 Executive Session Meeting: We had a quorum. I think that we needed to put in here that Carol Freeman was absent. We approved the executive session minutes Nov. 19 Meeting. We approved consent items. We had some legal advice on an item to consider. We had one contract to consider. We briefly discussed an MOU that's in progress. There were a few personal matters along with year end possible bonuses and some vacation time. We had a director removed from their officer position. We discussed a property that is delinquent and in collections. And we adjourned at 8:07pm.

VII. Adjourn to Executive Session

President Bartlett adjourned to Executive Session at 6:39 pm.

Prepared by:
Delaney Kent
GDRA Administrative Assistant

Accepted by: 
~~Carol Freeman, Secretary~~

JAMES BARTLETT,
BOARD PRESIDENT