

Glenshire/Devonshire Residents' Association, Inc.
Board of Directors Regular Meeting
MINUTES
December 17, 2025 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 5:30pm.

Directors Present: James Bartlett, Adrian Juncosa, Gregory Clark(online), William Davidson

Directors Absent: Carol Freeman

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

Homeowner Maura Hoff made a property owner comment about the proposed fees for use of the tennis courts. She is in support of a \$10-\$15 annual fee for the use of the tennis courts. She's concerned about the \$5 per use guest pass because she is concerned that none of her friends will want to come play with her. She suggested a \$5 fee for the whole court to be able to bring multiple friends at one time.

Kelley and Bartlett acknowledged that a \$5 fee for the court per time of use is a good idea. Bartlett said that they will take the idea into consideration.

Homeowner Greg Clark made a property owner comment and wondered about the grants from the Town of Truckee regarding the Fire grants. He read we are supposed to spend all the money. He thought he read there was a large section of money that still needed to be spent. He also asked when the last time an outside audit was done on all the HOA financials.

Bartlett said since that issue does discuss GDRA finances, the item will have to be put on a future agenda for discussion. He said we complete a yearly financial review, and the last review was done as recently as February 2025.

Clark asked if Bartlett knew the total amount of funds the HOA had currently. Bartlett said he didn't know what the exact amount was in the HOA's many accounts; but the HOA financial statements are available online to all property owners.

III. Reports

A. Manager Report

Bartlett asked for any questions on the Manager Report.

Bartlett, Juncosa, and Davidson had no questions.

Clark asked if the manager report is put together on a daily, weekly, monthly basis. He asked what manager duties would be lined up for an interim or new manager if something happened to the current manager.

Bartlett answered other admin staff can step in and address the manager's duties if necessary.

Clark thought there should be a more specific line-up for if another manager had to step in.

Juncosa asked what part of the manager's report was relevant to Clark's question.

Clark answered he was concerned that it wouldn't be easy to hand over the duties of the manager if something happened.

Bartlett said tabled this topic and said they would add the item of a contingency plan for the manager's role to the next agenda.

B. Facilities Report

Bartlett had no questions.

Juncosa had no questions except to discuss the play structure in the January Board meeting.

Davidson suggested doing an internet search for safety and customer reviews regarding the play structure.

Clark thought the facilities report was light on the facts. He suggested that researching more facts on each project would provide a better assessment of each project.

Bartlett said he would note Clark's request for more in-depth facts on projects from the facilities coordinator.

Bartlett told Clark to send him an email if he wanted more facts on any particular project.

Clark asked if there is a reason why we have to purchase a new play structure versus a slightly used structure.

Bartlett said he would pass along the idea to the facilities staff, but there might be insurance concerns with a used play structure.

IV. Consent Calendar

A. Approval of Minutes – November 19, 2025 Regular Board meeting, November 13, 2025 Emergency Board meeting and November 14, 2025 Emergency Board meeting

B. Committee Minutes

C. Correspondence

No questions.

It was moved by Juncosa and seconded by Bartlett to accept the Consent Calendar as it stands. Bartlett, Juncosa, and Davidson in favor. Clark abstained. Motion carried.

V. Unfinished Business

A. 2026 Proposed Facilities Policy Amendments

Bartlett asked Kelley if any changes were made to the last policy that the Board reviewed.

Kelley said the only change made was re-adding in the free 70+ passes that was excluded in error. She said the change in consideration right now is creating a guest access multi-pack to cover the liability waivers and remove use of non-members without a guest present.

Juncosa reiterated that we need to be careful with our wording for outreach and passes; we only allow guest passes, not non-member passes. This is because of our governing documents.

Kelley said it should be a simple system mostly run by the honor system.

Bartlett asked if we should consider the guest court fee that Maura Hoff proposed.

Juncosa was open to the idea of a guest multi-pack either per court or per person 10-pack. It's a good idea to make it as simple as possible for the regular guests who come with a Member. He is slightly concerned about the simplicity of having a door code. There might be Members who post it online.

Davidson asked if we would still be protected via our insurance if we are doing our due diligence to create a Member only system.

Bartlett suggested adding the tennis court code to the owner portal so Members can get the code in the notes section of their portal.

Clark suggested sharing the courts with the neighboring communities. He suggested putting out a shade cover and an envelope with liability waivers and a drop-box for guests and Members to pay whatever they are able.

Bartlett wrapped up the topic and reminded the Board that January 7th, 2026 is the deadline for comments before the policy is approved.

Juncosa commented he didn't think the attorney would allow us to have a volunteer fee. He reminded the Board the main point for this access system is to allow the pool to be open and unstaffed for certain hours of the summer.

Clark added his experience with the Carnelian Bay HOA.

Kelley asked if all the Board Directors and Members could email all their comments to Bartlett before January 7th, 2026 so that he can pass them along to staff.

Kelley added if any significant changes are to be made, then all input needs to be made by December 20th, 2025 at the latest for changes to be circulated for 28-days before January 21st, 2026.

The Board discussed staff adding the wording for the potential of a large guest pass package to the policy. Clark suggested refunding the unused passes to Members at the end of the year. Davidson revised Clark's suggestion to have the passes roll over to future years (good for life). Bartlett added that we should have a discount on the multi-packs.

Bartlett moved and Davidson seconded that we added the changes that a Member can buy 10 guest passes for a slightly lower price from the \$50 that it would normally cost and those passes are good for life, as long as they are still a Member of the GDRA. Motion carried unanimously.

Bartlett asked for a motion to price the guest passes per court.

Juncosa moved to amend the motion that was just approved to be a per guest court fee.

Maura Hoff asked if passes for members would be for the household or for the individual.

Kelley and Bartlett discussed that they were not sure if household passes would be qualified for the necessary insurance needs, but they would discuss it with the attorney.

Juncosa moved and Davidson seconded that we amend the draft facilities policy to read that Members can purchase a one-court use pass for one guest, or a ten-court use pass for guests, which would cover guest use of the courts with a member. Motion passed unanimously, conditioned upon Kelley checking with the attorney.

Kelley stated this proposed amended policy will be posted for 28 days before the next board meeting.

B. Rules Revisions Overview

Juncosa summarized the rules input in the Board packet. He asked the Board to decide on a process for updating the rules in the meeting. He suggested a process where the Board provides general guidance; identifying the items that should be in the new rules and then letting Juncosa or someone else re-write the rules from scratch. He included categories of issues that should be discussed in the items of the Board packet. Those issues are examples.

Davidson: He wondered if this guidance from the Board is going to come from regular board meetings, or other separate meetings. Juncosa answered that he thinks a lot of discussion should be in regular meetings so Members can take part in the process.

Bartlett: Would like to form a Rules Revision Committee including Juncosa, Davison, and someone from the DRC Committee.

Juncosa: suggested a staff member helping as well. Suggested to form a Working Group or another title to avoid excessive technicality involved.

Kelley: suggested she could help or give input.

Davidson: requested that the Working Group would be comprised of two Board Members, Kelley, and possibly a DRC member. The Working Group can meet, make progress, then one member can report to the Board during the regular Board meeting.

Kelley: No motion is needed, but if the Working Group members can tell her what dates would work to have meetings, then she can arrange the first meeting.

Clark: said a template might be helpful for effective time management in the progress.

Bartlett: said they will have an informal Working Group who will work on the Rules Revision and report to the full Board with any progress they have made, until they reach a point when the full board can decide to move forward with the revised rules. Juncosa and Davidson are interested in being in the Working Group.

Juncosa: asked if the Board had input on the rules bullet points in their board packet. A previous Board member thought if the Town of Truckee has any Town Code issue, then we should completely delete any GDRA rules on the issue and defer to the Town Code.

Davidson: asked if we could have more strict rules than the Town of Truckee.

Juncosa: answered yes.

Davidson suggested if you want a rule to be followed, then people will listen to a rule more if it's in the GDRA

rules. Bartlett and Juncosa agreed.

Bartlett: commented on Juncosa's bullet point about paint color and reiterated that a GDRA color palette would be helpful for homeowners.

Kelley: suggested to add Dark Sky lighting to Juncosa's bullet points. She wanted time to review all the complaints submitted to the office in the last year and see if any other issues came up frequently.

Juncosa: Is concerned about the pond water quality. If it gets worse, then we could get algae blooms which could kill dogs.

VI. New Business

A. Financial Reports

Bartlett reviewed the financials and had no questions.

Clark reviewed the financials and had questions. He did not understand the financial report. He wanted to read his request to the Board.

Bartlett said this section of the meeting is only to discuss the issue on the agenda.

Davidson told Clark he is happy to discuss Clark's request in the January meeting.

Clark has questions. He is going through the financials and doesn't understand anything he is reading over.

Bartlett said the Board wouldn't be reading Clark's request into the record at this meeting because it's not on the agenda. Clark wouldn't cede the meeting back to Bartlett.

Bartlett moved onto the next agenda item.

B. Funds Transfer Request

Kelley summarized the funds transfers. Some of these transfers pertain to excess budget from not hiring another employee during 2025.

She suggested \$20,000 go to capital improvement savings. She suggested \$10,000 go to reserves funds. She suggested \$30,000 be retained for unexpected or other expenses. She could prepare a cash flow if Davidson was interested in seeing one.

Davidson asked why we are on an accrual basis. Kelley answered it was suggested by an accountant in the past because it's helpful for accounting and saves a lot in taxes.

Kelley explained what it means that GDRA is operating at a loss, or with an excess of funds for the year.

Clark had a question for Kelley: Is any of her experience in finance or economics. Bartlett answered that it's not a relevant question for her to answer.

Clark said his concerns about the amount of money that GDRA has in funds. He would like to put his motion on the next agenda.

Davidson and Clark discussed how to get Clark's item on the agenda for next month. Clark said that his professionalism requires him to read his motion.

Juncosa said Clark needs to pay attention to the laws regarding HOA's. It is illegal for an item to be added to a meeting that is not on the agenda.

It was moved by Bartlett and seconded by Juncosa to approve the staff recommendations for the 2025 excess allocation considerations on the screen for the year end funds allocation. Bartlett, Juncosa, and Davidson in favor. Clark abstained. Motion carried.

It was moved by Bartlett and seconded by Juncosa to approve the following transfers:

\$20K from EJ Oper. MMA to EJ Oper Capital Exp. Saving

\$10K from EJ Oper. MMA to EJ Res. MMA

\$18,500 from BMO Oper. Ckg to Plumas DRC Oper. Ckg. for DRC payments deposited to wrong acct

\$5K from Plumas Oper. Ckg. to Plumas DRC Oper. Ckg for DRC payments deposited to wrong acct

\$20,100 from Plumas DRC Oper. Ckg to Plumas Oper. Ckg. to transfer 2025 DRC Fees (income)

\$150K from EJ Oper. MMA to EJ Oper. CD 3-6 month to reinvest a matured CD to gain higher interest

\$5,325 from EJ Oper. Capital Exp. Savings to EJ Oper. MMA for RPF Measure T grant portion match.

Bartlett, Juncosa, and Davidson in favor. Clark abstained. Motion carried.

C. Pond Water Monitoring

Kelley said it's an informational item for the Board to review. Bartlett moved on to the next item.

D. Community Fire Resistance

Bartlett announced we have a Firewise certificate for the next year. Kelley said all the projects were completed. All grant funds were spent. Everything is done.

Juncosa asked if the Board and staff were interested in another grant if one is available next year. Kelley said yes.

E. Committees Discussion

Kelley asked if any Board members were interested in joining the Outreach committee.

Bartlett said he is pretty sure he, Grahn-Nilsson, and potentially Freeman are on the Outreach Committee right now.

F. Future Agenda Items

Bartlett said one potential future agenda item was discussed in the meeting.

Juncosa said he has a list of future agenda items he will email to Bartlett.

G. Board to provide summary report of Executive session meetings – November 19, 2025 Regular Board meeting

Kelley summarized that we met on November 19th. We approved the previous four board meeting executive session minutes. The consent items were approved. Legal items were board orientation items, and things were sent to the Members, etc. No contracts discussed. We did discuss one property and implemented a small fine, one property issue. Personnel, we talked about different items to do with personnel and Board. There is one item that is delinquent in collections. And we adjourned at 8:04pm.

VII. Adjourn to Executive Session

President Bartlett adjourned to Executive Session at 7:27 pm.

Prepared by:

Delaney Kent

GDRA Administrative Assistant

Accepted by:



Carol Freeman, Secretary

Request for Funds Transfer

GDRA staff: Lori Kelley

Date: 12/16/2025

	Date/Amount:	From:	To:	Reason:
1)	12.18.25/\$?? (Board to Discuss)	EJ OPER MMA	EJ OPER Capital Exp Savings and/or EJ RESERVES MMA	Board to consider allocating a portion of 2025 Budget Excess to Capital Expense Fund and/or Reserves Fund -Current Capital Fund Balance is \$5,100 -Reserves are funded at 36%, and budgeted to be funded 46% end of 2026
2)	12.18.25/\$18,500	BMO OPER CKG	PLUMAS DRC OPER CKG	Transfer 2025 DRC online pmts deposited to wrong acct
3)	12.18.25/\$5,000	PLUMAS OPER CKG	PLUMAS DRC OPER CKG	Transfer 2025 DRC online pmts deposited to wrong acct
4)	12.18.25/\$20,100	PLUMAS DRC OPER CKG	PLUMAS OPER CKG	Transfer 2025 DRC Fees (income) out of DRC account
5)	1.8.26/\$150K	EJ OPER MMA	EJ OPER CD 3 or 6 month	Reinvest CD maturing 1.5.2026 into 3 or 6 mo. CD Gain higher int.
6)	12.18.25/\$100K (Board to Discuss)	EJ RES MMA	EJ RES CD 6 or 9 month	Reinvest CD matured 11.2026 6 or 9 mo. CD Gain higher int. (2 cds maturing \$100k 1/26 and 2/26.
7)	12.18.25/\$5,325	EJ OPER Capital Exp Savings	EJ OPER mma	Transfer Measure T grant portion for RPF match

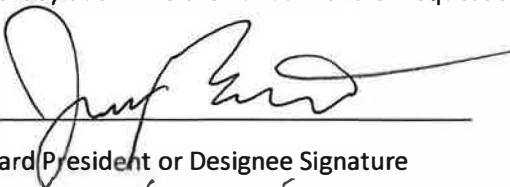
NOTES: The above transfers yield the following available funds:

OPERATING: \$90K

RESERVES: \$168K *(Discuss minimum balance to maintain)*

Verification of Information

I hereby authorize the Funds Transfer request as outlined above:

 <hr/> Board President or Designee Signature	James Bartlett <hr/> Print Name	12/17/2025 <hr/> Date
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 <hr/> Board Member Witness Signature	W. DAVIS <hr/> Print Name	12/17/2025 <hr/> Date
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