

MINUTES
TAHOE DONNER ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING
November 2, 2015

A special meeting of the Board of Directors of Tahoe Donner Association was held at Northwoods Clubhouse, Tahoe Donner, Truckee, California on Monday November 2, 2015. The meeting was called to order at 3:00 p.m. The following Board and Staff members were present:

Directors present:

Jim Stang, Vice President
Jeff Bonzon, Treasurer
Courtney Murrell, Secretary

Via Conference: Steve Miller, President

Directors absent: Ron Wulff

Staff present:

Robb Etnyre, General Manager
Forrest Huisman, Director of Capital Projects
Mike Salmon, Director of Finance & Accounting
Miguel Sloane, Director of Operations

CAPITAL PROJECTS FOR 2016-2021

The Board of Directors and the General Plan Committee held a special joint meeting to discuss and update the prioritization of Capital Projects for 2016-2021.

ACTION: TAHOE DONNER GIVING FUND GRANT RECOMMENDATIONS

Tahoe Truckee Community Foundation 2015 Competitive Grant Cycle

The Board of Directors voted to approve the following Grants to be made from the Tahoe Donner Giving Fund as processed by the Tahoe Truckee Community Foundation:

1. **Boys and Girls Club of North Tahoe:** \$2500 as requested to pay for staffing needed for their services expansion.
2. **SOS Outreach:** \$3,000 as requested to support their Mentor training program.
3. **Tahoe Food Hub:** \$2,500 as requested to pay for expenses related to their Community Veggie Box program with Project MANA.
4. **Truckee Community Theater:** \$2,000 as requested to buy equipment they need for their productions.

5. **Arts for the Schools:** \$1,090 as requested to purchase a new sound board.

The total amount of all grants at this time is \$11,090. Motion passed 4-0

ADJOURNMENT

By consensus, the Board adjourned the meeting at 4:38 p.m.

Submitted by:

Robb Etnyre, General Manager

SECRETARY'S CERTIFICATE

I, Courtney Murrell, Secretary of Tahoe Donner Association, do hereby certify that the foregoing is a true and correct copy of the minutes of the Tahoe Donner Association Board of Directors meeting held on November 2, 2015, as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.

Courtney Murrell, Secretary

Date

MINUTES
TAHOE DONNER ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING
October 24, 2015
9:00 a.m.

A regularly scheduled meeting of the Board of Directors of Tahoe Donner Association was held at Northwoods Clubhouse at 11509 Northwoods Blvd., Truckee, California on Friday, October 24, 2015. President Steve Miller called the meeting to order at 9:02 a.m. The following Directors were in attendance, thus constituting a quorum of the authorized number of Directors of the Association:

Directors present: Steve Miller, President
Courtney Murrell, Secretary
Ron Wulff, Director

Via conference: Jim Stang, Vice President
Jeff Bonzon, Treasurer

Staff present: Robb Etnyre, General Manager
Mike Salmon, Director of Finance & Accounting
Annie Rosenfeld, Director of Facilities & Risk Management
Bonnie Watkins, Recording Secretary, Executive Assistant

A. ACTION: APPROVAL OF MINUTES

The Board received the preliminary minutes of the following for consideration:

- September 25, 2015 Regular Meeting Minutes

Director Stang made a motion and Director Miller seconded to approve the meeting minutes as presented. Motion passed 4-0-1 (Director Wulff Abstained)

B. COMMITTEE MANAGEMENT

Architectural Standards – The Board was provided with the committee’s September 2015 Monthly Summary for review.

Covenants – The Board was provided with the committee’s September 2015 Monthly Summary for review.

Election – No report.

Finance – The Board was provided with the committee’s October 15, 2015 meeting report for review.

General Plan (GPC) – The Board was provided with the committee’s October 5, 2015 meeting report for review.

Construction Steering Committee - The Board was provided with the committee’s September 23, 2015 Meeting Minutes for review.

Equestrian Steering Committee – The Board was provided with the committee’s August 19, 2015 Meeting Minutes for review.

Land Management Plan Working Group Update – No report.

Tahoe Donner Giving Fund Committee: - The Board was provided with the committee’s October 5, 2015 Meeting Minutes for review.

All committee reports, with the exception of ASC and Covenants are attached to these minutes as Exhibit “A”.

C. ACTION: CONSENT CALENDAR

The Board was provided with the following for consideration:

- Golf Course Well Pump Repair and Upgrades
- Grant Deed for Public Utility Easement
- TruGolf Golf Simulator
- Finance Committee Appointment (Leibow)
- Chartered Club Potluck Events
- Architectural Standards Committee Resignation (Wakefield)

The Board pulled the “Golf Simulator” item for discussion.

Following discussion, Director Wulff made a motion and Director Murrell seconded to approve the remaining Consent Calendar items as presented. Motion passed 5-0

Following discussion, Director Wulff made a motion and Director Murrell seconded to approve the purchase of the TruGolf Simulator. Motion passed 5-0

PRESENTATION: GENERAL PLAN COMMITTEE SURVEY

Survey Consultant Stephen Bohnet of Finn Group provided a presentation on the results of the General Plan Committee's recent survey of the membership. Highlights of the presentation follow:

- The purpose of this research was to survey Tahoe Donner homeowners to make recommendations regarding future Development Fund project planning on the capital infrastructure wants and needs of the community.
- This was a ten minute survey distributed by email and supplemented with iPad surveys conducted over several weeks at various Tahoe Donner events.
- Large sample sizes from the survey were achieved:
 - 1,447 Total Interviews – 297 On Hill and 1,150 Off Hill
- Key Findings:
 - Tahoe Donner home owners heap high praise on the community, with amenities playing a central role.
 - Strong desire to improve and enhance amenities, rather than adding more.
- Top Investment Priorities Combined On/Off Hill:
 - Invest and protect adjacent recreational open spaces
 - Build more trails
 - Water conservation and alternate energy investments.
- Both On & Off Hill strongly favor amenities that they can enjoy alone or with their families. There is a slight preference for summer versus winter amenities.

D. PRESENTATION: FORESTRY DEPARTMENT

The Board was provided with a presentation by Assistant Forester Ben Gwerder regarding the Forestry Department's activities this summer. The presentation covered the Forestry Department's budget execution and accomplishments year-to-date September 2015. Highlights of the presentation follow:

Accomplishments through September 2015:

- Two companies have been contracted to complete 25 acres of mastication. One company has completed the contract and the other is one third complete.
- The herbicide spray contract is complete.
- Completed defensible space work on 81.99 acres of common area previously managed and 9.23 acres of common area under initial treatment, total 91.22 acres. The goal under the 5-year management plan is 99.09 acres.
- Completed defensible space work on 12.5 acres of fuel break.

- Cut and removed 548 dead and dying trees from common area and 93 from other association owned property.
- Chipped 1,284 piles of material under the chipping program or 481.5 tons.
- Planted 5,465 seedlings including 885 rust resistant western white pine.
- The property owner defensible space program for 2015 is nearing completion. Of the 790 properties inspected 764 have completed their work.

Future Plans:

- Plant approximately 950 seedlings under the fall planting program.
- Grind and haul of chips from property owner chipping program to co-generation facility.
- Finish up remaining projects in the next 1 to 2 weeks and prepare for pile burning season.
- Burn 1,031 piles and counting before the end of the season.

E. ACTION: COVENANTS SMOKING RULE

The Board was provided with a Decision Paper regarding a proposed “Smoking Rule” amendment to permanently prohibit smoking for all amenities, common areas, and other Association-owned properties for consideration.

Director of Facilities & Risk Management Annie Rosenfeld reviewed the background for this proposed amendment. Highlights follow:

- At the May 30, 2015 Board meeting, the Board put into place a temporary ban on smoking for all amenities, common areas, and other Association-owned properties due to wildfire concerns.
- Prior to the temporary prohibition, smoking was allowed in designated areas at amenities, and prohibited within 25 feet of amenities. Individuals were allowed to smoke on the golf course, trails, and other open space areas with no prohibitions.
- The temporary prohibition on smoking was received positively by the membership.
- At the July 24, 2015 Board, the Board approved the following proposed rule amendment for 45-day member comment:
 - *Covenants Rule II. General Common Area, Other Association Owned Property and Amenity Rules. Smoking is prohibited at all amenities, on Common Areas, and on other Association-owned properties.*
- The 45-day notice went out in the September edition of Tahoe Donner News. There were two member comments received, which the Board has been provided.

Following discussion, Director Miller made a motion and Director Stang seconded to approve the following rule change:

Covenants Rule II. General Common Area, Other Association Owned Property and Amenity Rules. Smoking is prohibited at all amenities, on Common Areas, and on other Association-owned properties. Motion passed 5-0

BREAK
10:20 A.M.

The Board reconvened to Open Session at 10:30 a.m.

F. ACTION: DIRECTOR OF FINANCE & ACCOUNTING REPORT

Director of Finance & Accounting, Mike Salmon, provided the Board with a presentation on the Association's unaudited preliminary September 2015 financial report, a complete set of which is attached to these minutes as Exhibit "B".

Following discussion, Director Wulff made a motion and Director Murrell seconded to approve the September 2015 unaudited preliminary financials as presented. Motion passed: 5-0

All financial reports may be viewed on the Tahoe Donner Web site at: <http://www.tahoedonner.com/financials/>

G. ACTION: 2015 BUDGET- ANNUAL ASSESSMENT, RECREATION FEE

Director of Finance & Accounting Mike Salmon provided the Board with a PowerPoint presentation on the 2015 Budget, pointing out the variables and key assumptions that were considered in the preparation of the draft Annual Budget as well as key changes from the 2014 Annual Budget as compared to the proposed 2015 Annual Budget. A copy of Mr. Salmon's PowerPoint presentation is attached to these minutes as exhibit "C".

Following discussion, Director Miller made a motion and Director Bonzon seconded to approve the following:

The 2016 Annual Assessment, including Operating Revenues and Costs, the 2016 Capital Expenditures, and 2016 Rates and Fees. This approval includes the following: A 2016 Annual Assessment amount of \$1,900; an increase of \$100 or 5.6%. An increase of the Recreation Fee from \$260 to \$270 or 3.8 % beginning May 1, 2016. Motion passed: 5-0

GENERAL MANAGER'S REPORT

General Manager Robb Etnyre reported the following:

- **Alder Creek Adventure Center:**
We achieved Final Certificate of Occupancy this week, effective October 14, 2016. There will be "Pass Holder" event on November 21, 2016, and a "Grand Opening Celebration" will be held on November 27th, with food sampling, entertainment and an opportunity to showcase the building to the community.
- **Cell Tower:**
The new mono-pine cell tower is now installed at the top of Eagle Rock Chair Lift with T-Mobile signed on as anchor tenant. With infrastructure installation through this summer and fall, we anticipate tower operations will begin this early winter.
- **Snowmaking:**
With underground utilities underway and the cooling tower and pump house in place, we are looking forward to final equipment deliveries for project completion, anticipated in late November.
- **Equestrian:**
Final Permit drawings are now distributed to Contractors for their final pricing proposals.
- **Committee Volunteer Appreciation Event:**
On December 10, 2015, the Board will host an appreciation event at The Lodge for the Association's committee members.

EXECUTIVE SESSION AND LUNCH

The Board adjourned to Executive Session at 12:40 a.m.

The Board reconvened to a Closed Appeal Hearing at 1:30 p.m.

The Board reconvened to a second Appeal Hearing at 1:50 p.m.

The Board reconvened to Open Session at 2:30 p.m.

EXECUTIVE SESSION REPORT:

Director Murrell reported that the Board met in Executive Session today and approved the following:

- The Board approved a contract award in the amount of \$17,507 to Archaeologist Susan Lindstrom for a "Cultural Resource Study" related to the Trails 5-Year Implementation Plan Project.
- The Board met in Executive Session on June 19, 2015 and approved awarding a contract in the amount of \$50,000 to Dudek Environmental Consultants for a Land Management Plan.

H. ACTION: ARCHITECTURAL STANDARDS 2016 FEES

The Board was provided with a Decision Paper regarding proposed changes to the Architectural Standards Fee Schedule for consideration.

Director of Facilities & Risk Management Annie Rosenfeld explained that during the 2016 budget development process, the Architectural Standards fees were reviewed and analyzed. Management and the Architectural Standards Committee considered the time and tasks involved with each of the fee details, as well as recognizing the additional costs of providing services. As such, management has prepared recommended adjustments to the fees for implementation in 2016. According to the Association's Covenants & Restrictions, modifications to the Architectural Standards fee and fines must go out for 45-day member notification prior to Board consideration and approval.

Following discussion, Director Wulff made a motion and Director Miller seconded to approve publishing for 45-day member comment proposed changes to the Architectural Standards Fee Schedule. Motion passed: 3-0 (Directors Stang & Bonzon Absent)

PRESENTATION: TOWN OF TRUCKEE AB 1600 TRAFFIC IMPACT FEE PROGRAM

Town of Truckee Engineering Manager Becky Bucar provided a presentation updating the Board on the Town of Truckee's current Traffic Impact Fee Program. Highlights of the presentation follow:

- The intent behind the Traffic Impact Fee Program is to provide a rational and equitable basis to fund the expansion of roadway facilities necessary to mitigate the effects of land development on the Town transportation network.
- The philosophy of the current fee program is to provide a mechanism where new development projects mitigate their contribution to the total impact on the road system through the payment of fees which are proportionate to the amount of traffic and associated impact generated by those development projects.
- Study Components - Evaluates future traffic conditions, identifies necessary capacity and safety improvement projects, and provides a method for developing equitable fees.
- The existing AB1600 Traffic Impact Fee Program identifies 24 projects totaling \$109 million, with the funding split \$78 million Traffic Impact Fees and \$31 million other.
- The current Truckee Traffic Impact Fee Program was last fully updated in 2007. The Truckee Town Council directed staff to proceed with an update to the Program and the formation of a Traffic Impact Fee Working Group (TIFWG). The purpose of the TIFWG is to inform the process and key stakeholders with regards to the development of the traffic model, traffic analysis, project list and Traffic Impact Program.

ADJOURNMENT

Director Wulff made a motion and Director Murrell seconded to adjourn the meeting at 3:15 p.m.

Submitted by:

Bonnie Watkins, Recording Secretary

SECRETARY'S CERTIFICATE

I, Courtney Murrell, Secretary of Tahoe Donner Association, do hereby certify that the foregoing is a true and correct copy of the minutes of the Tahoe Donner Association Board of Directors regular meeting held on October 24, 2015 as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.

Courtney Murrell, Board Secretary