

MINUTES
TAHOE DONNER ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING
September 25, 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, September 25, 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
Jim Stang, Vice President
Courtney Murrell, Secretary

Via Conference: Jeff Bonzon, Treasurer

Directors absent: Ron Wulff, Director

Staff present: Robb Etnyre, General Manager
Mike Salmon, Director of Finance & Accounting
Annie Rosenfeld, Director of Facilities & Risk Management
Miguel Sloane, Director of Operations
Forrest Huisman, Director of Capital Projects
Bonnie Watkins, Recording Secretary, Executive Assistant

A. APPROVAL OF MINUTES

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

- August 28, 2015 Regular Meeting
- August 29. Special Meeting

Director Stang made a motion and Director Miller seconded to approve the meeting minutes as presented. Motion passed 3-0 (Directors Murrell & Wulff Absent)

Director Murrell joined the meeting at 9:05 a.m.

B. COMMITTEE MANAGEMENT

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

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

Election – No report.

Finance – The Board was provided with the committee’s September 10, 2015 meeting report for review.

General Plan (GPC) – No report

Construction Steering Committee - The Board was provided with the committee’s August 26, 2015 Meeting Minutes for review.

Equestrian Steering Committee – No report.

Land Management Plan Working Group Update – No report.

Tahoe Donner Giving Fund Committee: - The Board was provided with the committee’s September 17, 2015 Status Report for review as well as the August 31, 2015 meeting minutes.

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

C. CONSENT CALENDAR

The Board was provided with the following for consideration:

- Resolution 2015-2/Record Retention & Destruction Policy
- Resolution 2015-3/Capital Asset Policy & Procedures
- 9-Hole Golf Club Bylaw Amendments
- 2015/2016 Winter Daily Rates – Downhill Ski, Cross Country Ski, and Snowplay

Following discussion Director Stang made a motion and Director Murrell seconded to approve the Consent Calendar as presented. Motion passed 4-0 (Director Wulff Absent)

D. ARCHITURAL STANDARDS RULES/ROOF MAINTENANCE

Director of Facilities & Risk Management Annie Rosenfeld provided the Board with a presentation on the Architectural Standards rules relating to “Roof Maintenance”. Highlights of the presentation follow:

- Approximately 1,500 homes in Tahoe Donner have metal roofs.
- 54 homes currently have outstanding roof maintenance violations that were noted through the home inspection program or by complaint.
- The majority of violations are related to fading roofs.
- The Declaration of Covenants & Restrictions doesn’t directly address roofs; they simply indicate that they must be maintained as any other improvement.
- The Architectural Standards Rules, Procedures and Restrictions for Land Use requires an owner to maintain the roof color including, but not limited to, the fading of metal roofs.
- The rule for color quality is to assist in maintaining the esthetics of the community, and does not refer to the structural soundness of a roof.
- For better clarification and enforcement of the rule, the ASC is recommending a rule change.
- Staff suggests that the ASC draft a rule amendment for Board consideration to publish for 45-day member comment at the October 24th Board meeting.

E. TOWN OF TRUCKEE GREEN WASTE PROGRAMS

Director of Facilities & Risk Management Annie Rosenfeld provided the Board with a presentation on the existing Town of Truckee Green Waste Programs. Highlights of the presentation follow:

- The Town of Truckee’s Yard Waste Disposal Program offers three options for the disposal of yard waste:
 - Self- haul yard waste material to the Eastern Regional Landfill.
 - Purchase discounted Yard-Waste Dumpster from Tahoe Truckee Sierra Disposal.
 - Curbside Green Bag collection.
- Tahoe Donner continues to experience issues with the number of Green Bags being piled on properties, and has been an on-going topic of Covenants Committee meetings throughout the summer.

This is a result of green bags being used as the primary method of disposing of yard waste for residents (and landscapers) that are creating defensible space or conducting spring yard clean up where large bulky amounts of material are generated. Since green bags are only collected four per week, it's taking weeks or months for these piles to be removed from properties. Additionally, many bags weigh more than the required limit of 40 pounds and have not been collected by the hauler.

- Earlier this year, the Town, along with Tahoe Truckee Sierra Disposal, began exploring opportunities to improve the curbside collection program and address several issues with the program such as the large unsightly piles of green bags, program costs, and worker safety. In an effort to resolve these issues, the Town suggested switching out the green bags with 96 gallon reusable rolling carts. In an effort to engage the community on this program, the Town released a survey that received over 1,100 responses Town-wide, with 540 of the responses coming from Tahoe Donner members. Specific to the 96 gallon carts, the majority of Tahoe Donner members were not in favor of the proposed program.
- As the Town Council will consider amendments to the green bag program next year, Tahoe Donner should be prepared to provide the Council with suggestions for solutions to the green bag concerns that will address all concerns.

Following Ms. Rosenfeld's presentation, the Board discussed possible solutions to the green bag program issues. Following discussion, the Board indicated that implementing a charge for green bag pick up would reduce property owners from putting out more than the allowed four bags per property.

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 August 2015 financial report, a complete set of which is attached to these minutes as Exhibit "B".

Following discussion, Director Stang made a motion and Director Murrell seconded to approve the June 2015 unaudited preliminary financials as presented. Motion passed 4-0 (Director Wulff Absent)

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

BREAK
10:10 A.M.

The Board reconvened to Open Session at 10:25 a.m.

G. 2016 BUDGET

Director of Finance & Accounting Mike Salmon provided the Board with a PowerPoint presentation on the 2016 Budget, focusing on Section 1, Budget Summary. Mr. Salmon reviewed the variables and key assumptions that were considered in the preparation of the draft Annual Budget as well as key changes from the 2015 Annual Budget as compared to the proposed 2016 Annual Budget.

A copy of Mr. Salmon's 2016 Budget Summary is attached to these minutes as exhibit "C". A complete "Draft 2016 Budget Binder" may be obtained from the Accounting Department at Northwoods Clubhouse. Additionally, copies are available electronically in PDF format.

It was noted that the Board will consider approval of the 2016 Budget at the October 24, 2015 Board meeting.

GENERAL MANAGER'S REPORT

General Manager Robb Etnyre reported the following:

- **Board Training:**
 - Mr. Etnyre stated that the Board has been provided with a Power Point document in their Board books relating to the Board's August 28th strategic planning session facilitated by Lisa Toutant of Elte, Incorporated. The document reviews the Board goals, roles, and responsibilities that were discussed during the session.
- **California Drought Measures:**
 - The TDPUD water usage company-wide has been reduced 63% from our 2013 level.
- **Marketing:**
 - The recently launched GPC Survey has received over 1,500 respondents. Staff will be meeting with the outside contractor on September 28th to review the results of the survey thus far.
- **Alder Creek Adventure Center:**
 - A new department is being created to capture the costs associated with the Alder creek Adventure Center for 2016. This department will be focused on Food & Beverage, with the normal Equestrian, Bikeworks, and Cross Country budgets remaining, minus their previous Food & Beverage components. The newest payroll/expense area will be the operation of the kitchen at the Alder Creek Adventure Center.

- **Future Operations:**
 - Representatives of the National Interscholastic Cycling Association and Tahoe Mountain Bike Association recently visited the mountain bike trails of Tahoe Donner. We are currently discussing hosting a high school race event at Tahoe Donner in October 2016.
- **Town of Truckee:**
 - At the September 22nd Truckee Town Council meeting, the Council approved establishing the Truckee Tourism Business Improvement District (TTBID). This new tax creates a revenue source devoted to marketing Truckee as a tourist, meeting, and event destination.

EXECUTIVE SESSION AND LUNCH

The Board adjourned to Executive Session at 11:30 a.m.

The Board reconvened to a Closed Appeal Hearing at 12:30 p.m.

The Board reconvened to Executive Session at 12:45 p.m.

The Board reconvened to Open Session at 2:00 p.m.

EXECUTIVE SESSION REPORT

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

- Board approved a roofing replacement contract for Trout Creek Recreation Center with Class A Roofing from Replacement Reserve Funds, not to exceed \$71,000.
- Board approved engaging Safehold Special Risk (NOVA) for Worker's Compensation Insurance coverage for the year (10/1/2015 – 9/30/2016) for a cost of \$783,849.
- Board approved engaging Interwest Insurance Services Inc., for Property and Casualty Insurance (10/1/2015-9/30/2016) for a cost of \$389,903.
- Board approved a draft Letter of Intent to work with Truckee Donner Land Trust to protect lands adjacent to Tahoe Donner.

ADJOURNMENT

By consensus, the Board adjourn the meeting at 2:05 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 September 25, 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