



**Covenants Committee Meeting Minutes
For
May 8, 2014**

MEMBERS PRESENT: Al Noyes, JoAnn McDermott, Doris Johnson

ALTERNATES PRESENT: Fred Zapponi

TDA STAFF PRESENT: Roy Richner, ASO Compliance Inspector

OTHERS PRESENT: None

CALLED TO ORDER: 3:32 PM

STAFF REPORT: April statistics to be reported next meeting.

Hearings: None

OLD BUSINESS:

- **Appeal follow up**

An appeal for a recent hearing where a property owner cut down trees without a permit was heard by the Board of Directors. Appeal was denied and Board accepted appeal recommendation on fine.

- **FAQ's for Website**

Staff read the previously submitted FAQ's and gave some answers for them. The committee brainstormed more FAQ's for staff to further develop. The FAQ's will be discussed at the next meeting.

- **Amendment of Fire Safety Covenants rule**

Although discussion was finalized a few months ago extending the burning of yard debris from December 31 to March 31, this request was not submitted to the Board of Directors. Staff brought this concern to the committee's attention and the committee is requesting this rule change request be formally submitted to the Board.

- **Discussion on Noxious Activity resulting from the smell of marijuana**

Committee requested staff to be very pro-active writing noxious activity complaints if similar issues occur in the future.

NEW BUSINESS:

• **Openings for Committee Members and Alternates**

A member position is open, as such, the committee discussed Fred Zapponi's interest moving from an alternate position to a full-time committee member. He will submit his request to Al Noyes. And Al Noyes will provide recommendation to the Board to make Fred Zapponi a full member of the committee.

• **Upcoming fire season discussion**

The committee discussed what TDA is going to do to publicize the extreme fire danger this summer following findings and concerns from Cal Fire and the Truckee Fire District. Staff advised them there can be articles containing information and awareness via the weekly e-mail blasts, TD News, etc. The committee suggested all Tahoe Donner employees engage homeowners and visitors alike to promote fire safety during their interactions. It was also suggested that Staff contact property rental companies so their clients be reminded not to have outdoor fires.

MEETING ADJOURNED: 4:47 PM. The next meeting is scheduled for June 12, 2014 at 3:30 PM.

Prepared by: Roy Richner, ASO Compliance Inspector

Minutes approved by: Al Noyes : 5/22/14
(Name) (Date)

2014 Tahoe Donner Association Election Committee Task Summary
June 13, 2014

Tahoe Donner Board of Directors:

The following is a summary of tasks conducted in the six month period January-June 2014 to conduct the annual election of directors for the board of Tahoe Donner Association. These tasks were conducted by the TD election committee consisting of Nan Carnal, John Dundas, and John Sorensen, with significant assistance provided by Bonnie Watkins, Gretchen Sproehle, and other members of the TD staff.

The editing, preparation and publication of the various written and electronic documents required for conducting the election are numerous. In preparing these documents, we followed the tasks listed in the weekly calendar that is the attachment to this summary. In all cases, our goal was to keep the TD home owners well informed regarding the election process and to present the document material in clear concise form.

This year we have had three qualified candidates running for three-year terms for the two open board seats. They are the two board incumbents – Dick Gander and Steve Miller – plus the previous TD board member Ron Wolff. Because there were three candidates, we followed the full election procedure that required preparing, printing, mailing, and counting returned voter ballots plus providing candidate information via the Member News, TD News, and Candidates Night.

In conclusion, the process that we followed worked well, each of the documents and news reports were updated with minor edits from previous year documents, there were no major glitches, and the 2014 TD board election process was successful.

Respectfully submitted,

Tahoe Donner Election Committee

Appendix. TD Board of Directors Election – Communication and Task Calendar 2014

Jan 10	TD News article due for Feb TD News
Feb 10	TD News article due for March TD News. Include election procedures.
Mar 3	Communications Department (“Comdep”): Election information on monitors to indicate applications available April 1 from Member Services. Applications due May 1. Post election rules, election procedures document (from Bonnie), and updated FAQ’s with dates and election information updated for longer article.
March 10	TD News article due (if submitting) for April issue.
March 10	“Member News” – Call for Nominees notice; Goal: Publicize April 1 Director Application Availability
March 17	“Member News” reminder: Applications available April 1
March 24	“Member News” reminder: Applications available April 1
March 31	“Member News” reminder: Applications available April 1
April 1	Applications available; suspension of member rights
April 7	“Member News” reminder: Applications available and due May 1
April 10	Deadline if there is to be a TD News article for May
April 14	“Member News” reminder: Applications available and due May 1 4 p.m.
April 21	“Member News” reminder: Applications available and due May 1
April 28	“Member News” last reminder: Applications available and due May 1
May 1	Nominations close; election committee verifies candidates eligible to run; invite candidate statements
May 5	“Member News”: Announce outcome if election is uncontested. If election is uncontested, decide when/what/where to publish appointed director candidates’ statements (June TD News) along with paragraph explaining the rule for an uncontested election and that the candidate’s statement is included to introduce the goals and philosophy of the new Director to the membership.

Notes for Comdep (Communication and procedures if contested election is to be held)

May 5: Comdep updates monitors with candidate night information if election will proceed, i.e. if more than two candidates are running for the two board seats.

Between May 1 and May 14: Meet with Bonnie and election committee as needed to go over packet, how it should be assembled and communicated regarding the mailing lists. Have follow-up meeting with committee, committee chair or appointee to review packet prepared by Comdep and written communication to the printer/ mailing firm before sending packet to printer.

May 13: Comdep submits election package to the printer and requests collated copy from printer exactly as assembled for mailing for review and approval by election chair or appointee before mailing commences.

May 15: Independent mailing firm begins preparation of election package in anticipation of May 21 mailing. Package includes a cover letter which provides notice of the election and Annual Membership Meeting, and explains procedures for voting, and is accompanied by the Candidates' Statements

Before May 21: Committee chair or appointee and Comdep review assembled packet from printer/ mailing firm. Recheck mailing lists (that they have NOT been de-duped)

- May 8 Candidate statements due 4 p.m.
- May 10 Submit director candidates' statements to TD News (June) if election is uncontested – with lead paragraph restating election results. Statements are provided to acquaint members with new board members.
- May 19 "Member News" Goals:
1) Inform owners they should receive ballot for the Board of Director's election, read materials and candidates' statements carefully, and vote. Envelope must be signed for the vote to count.
2) Promote Candidates Night 6/7 (May 19 is >2.5 weeks before Candidates' Night)
- May 26 "Member News" content:
1) Owners should have received ballots;
2) If a duplicate ballot is needed, how to obtain it;
3) Reiterate voting instructions – read election info and candidate statements, vote, and be sure to sign ballot envelope or vote cannot be counted.
4) Reminder for Candidates Night (June 7).
- June 2 "Member News" Reminder: Candidates Night (June 7); vote; sign envelope
- June 7 Candidates Night
- June 9 "Member News" Reminder: vote; ballot procedures; sign envelope
- June 16 "Member News" Reminder: vote; ballot procedures; sign envelope
Inform members:
1) They can submit ballots in person or obtain a duplicate ballot –June 20, 9-5.
2) Ballots can be personally delivered at the annual meeting – noon-11:30 a.m.
For personally delivered ballots to be accepted at the meeting, a valid ID is required.
- June 20 Board convenes meeting; mailed or hand delivered ballots received by 5 p.m. deadline
- June 22 TD HOA annual meeting
- June 23 Re-convene if voting quorum reduction needed; announce outcome in Member News. Bonnie gets election statistics and submits to TD News – space reserved.



FINANCE COMMITTEE MEETING REPORT, June 12, 2014, NWCH

ATTENDANCE:

Members present: Bonzon, Hunter, Dundas, King, Disbrow, Eyton-Lloyd, Krewedl
Members absent: Ravano, McShannic, McLaughlin,
Staff present: Salmon, Huisman

CALL TO ORDER: TIME/QUORUM: 4:02 pm, Quorum present

AGENDA ITEMS:

B. Member Forum: None present.

C. 5/8/14 minutes and 6/12/14 Agenda rev./appr. (Disbrow 1st, Hunter 2nd; 7-0).

D. Huisman led discussion of current status of XC project: Old building demolished, ground-breaking set for Friday. Fixed-price contract (with reward/penalty for ahead of/behind scheduled completion. Total hard costs budgeted at \$4.47mm, total project at \$5.954mm. 5% contingency of \$225k available. Discussed Construction Steering Committee (CSC): purpose is to be advised of progress, review change orders and issues. FC members Bonzon, Disbrow, King will rotate attendance.

E. Reviewed financial perf. thru May: RECORD REVENUE for May: \$419k, 43% over budget, expenses 16% below budget. Operating Fund YTD revenue off budget by \$2.1m, NOR only off by \$618k, due to continuing remedial actions being taken by Staff to reduce expenses. Member's Equity now positive at \$158k. Golf had excellent revenue month, 146% of budget. Outstanding Lodge revenue of \$151k, 68% over budget, lots of banquet activity.

F. Golf: Salmon asked for observations regarding marketing: anecdotal comments provided, along with suggestion that golf-related promotions be emailed on their own, rather than part of a longer TD-activity email.

G. Dundas discussed policy reviews, set up mtg. with sub-committee.

NEXT MEETING DATE & AGENDA ITEMS: July 10, 2014, 4:00pm NWCH; Discuss 2015 auditor selection.

ADJOURNMENT: 5:30 pm, Hunter 1st, Dundas 2nd, approved 6-0 (Disbrow left early)

**Tahoe Donner Association
General Plan Committee Meeting
June 9, 2014**

**Northwoods Clubhouse Conference Room
3:30 to 5:30 pm**

Conference phone 1- 866 212-0875 Member code 9607483

ATTENDANCE:

GPC Members Present: Michael Fajans, Hank Lewis, Mary Werschky, George Rohrback, Michael Sullivan, Brian Service, Michael Bledsoe, John Stubbs

Alternate GPC Members: Dwight Walker, Doug Sherman (conference phone)

GPC Members Absent: Dan Ferguson, John McGregor

TD Board members: Tom Johns

Management: Robb Etnyre, Forrest Huisman, Miguel Sloane

TD member guests: None

CALL TO ORDER: 3:30 PM WITH QUORUM

AGENDA ITEMS

I. Member input from members at large: No input received

II-III. Capital Project update from Forrest Huisman 3:30- 4:00

Forrest reported on the Nordic Center status after approval by the Town of Truckee Planning Commission on May 20. The old building was removed this morning. TD received a Demolition Permit and is applying for a Grading Permit which we expect to have by 6/16. Ground breaking ceremony will be Friday June 13, 12-1. Goal now is for completion by early January, with a penalty clause for each day after Jan 8 and a bonus clause for each day before. TD Board is setting up a Construction Steering Committee (CSC). George Rohrbach will be the GPC member. Change orders over \$10,000 will be reviewed by the CSC. Other Capital Projects mentioned included steps to upper lawn at the Marina, resurface of tennis courts 4-6, additional pavers at the Bocce Courts, Member Service Office face lift, insulation upgrade on clubhouse roof, and replacement of Northwoods Clubhouse roof.

IV. Equestrian Center Planning Status

GPC members inquired when the Board would approve funding to proceed with the Equestrian Center relocation as recommended by the GPC equestrian subgroup and accepted by the Board appointed Equestrian Steering Committee. Tom Johns responded that nothing would be considered by the Board until all the surveys and permitting issues were completed. Robb Etnyre stated that limited equestrian operations could continue at the existing location without additional permits until planning and

permitting is completed for the replacement facilities. It was asked whether there had been any changes to the equestrian sub group recommendations from Fall 2013. Robb Etnyre responded that all the recommendations were still in place, but pending Equestrian Steering committee review.

V. Land Use Plan/ Environmental Stewardship Concept

A concept paper was presented by Michael Bledsoe which recommended that the GPC or the Board consider a committee or group focused on greater environmental enhancement on TD open space, trails and other amenity improvements. The overarching mission of this group would be to recommend to the Board measures to protect and preserve the Tahoe Donner environment in addition to considerations already recommended by Staff and GPC subgroups and to serve as an example of environmental stewardship and responsible land use planning and to interact with the larger Truckee and Lake Tahoe basin community. In general, the charge would be to consider three factors: First; be involved in the recommendations for the development of land use plans and policies, as directed by the Board of the GPC, for Tahoe Donner to promote the continued development of the TDA in accordance with members' desires. (*Note, Tom Johns reported that an overall long range land use policy was being developed by Staff and Board members and should be ready for review in the next few months*) ; Second, consider the extent projects or maintenance of common areas would affect the environment and recommend actions that would reduce the potential for adverse environmental effects; Third, recommend actions to enhance the quality of our local environment, both to Tahoe Donner and to appropriate agencies of the Town of Truckee, and recommend that the TD Board take public positions on environmental issues.

Michael emphasized that this was a preliminary concept paper and that many details would need to be worked out if there was interest in developing this further. The current objective is to initiate a discussion within the GPC as to the GPC interest in going forward with this concept.

A number of GPC members voiced support in general for this concept. A concern was how this group would carry out its charge without becoming another barrier to moving projects forward but instead be a positive factor in helping projects move forward. Also the group membership would need to have expertise in environmental issues and regulations and therefore would most likely need to include interested GPC members and other members with environmental expertise outside the GPC. Michael Bledsoe was also not aware of the recent development of the TD Trails Master Plan which significantly improves environmental considerations in trail making and maintenance. Michael Fajans asked the GPC members to give some thought to this concept prior to the next GPC meeting and to e-mail in reactions and comments. It is suggested that these individual member comments be compiled in a single document and distributed to the GPC prior to our July 7 meeting. Overall, there seemed to be a consensus that the concept should given more consideration.

VI. There were no other sub-committee reports.

VII. The Board of Directors approved the new committee members and alternates.

VIII. There was discussion on the roles and need of the current sub-committee leadership and activities. Some groups do not have current roles, such as Maintenance and Facilities and Nordic Center since these areas have recently completed projects or moved projects from planning into construction. There also will be a need for more

specific sub-committee involvement in the upcoming 2015-2035 General Plan process that will be initiated within the next few months.

John McGregor is the new chair of the Golf Course/Lodge sub-committee, assisted by Michael Sullivan when John is not available. John Stubbs will chair Maintenance and Facilities, and Michael Bledsoe will chair the Marina Sub-committee. Dwight Walker will participate on the Nordic and Downhill sub-committees.

IX. There was no new business and suggestions for the July 7th GPC meeting are encouraged.