

**MINUTES  
TAHOE DONNER ASSOCIATION  
REGULAR BOARD OF DIRECTORS MEETING**

**Alder Creek Adventure Center  
Friday May 27, 2016  
9:00 a.m.**

A regularly scheduled meeting of the Board of Directors of Tahoe Donner Association was held that the Alder Creek Adventure Center 15275 Alder Creek Rd., Truckee, California on Friday, May 27, 2016. President Steve Miller called the meeting to order at 9:00 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  
Jeff Bonzon, Treasurer  
Courtney Murrell, Secretary

**Directors Absent:** Ron Wulff, Director  
- Attended until 1:00 p.m.

**Staff Present:** Robb Etnyre, General Manager  
Forrest Huisman, Director of Capital Projects  
Miguel Sloane, Director of Operations  
Mike Salmon, Director of Finance & Accounting  
Brinn Talbot, Director of Marketing  
Mike Peters, Director of Food and Beverage  
Megan Rodman, Recording Secretary and Executive Assistant

**I. CALL TO ORDER**

**II. A. DISCUSSION: EXECUTIVE SESSION REPORT**

The Board met in Executive Session on May 22<sup>nd</sup>, 2016 and discussed personnel matters, regarding an employee annual performance evaluation and contract.

**III. MEMBER & DIRECTOR COMMENTS**

Property owners' comments were welcomed at this time for matters not on the agenda and were limited to three minutes. The Board president, Steve Miller, recognized

members to comment on agenda items as they occurred. General member comments were expressed on a variety of topics, including Board communication and the Homeowner Inspection Program. Directors responded briefly to member comments.

Members may submit additional comments by email to the Board ([board@tahoedonner.ca](mailto:board@tahoedonner.ca))

**IV. B. ACTION: APPROVAL OF MINUTES**

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

- April 22, 2016 Regular Meeting Minutes
- May 2, 2016 Special Meeting Minutes

Director Jeff Bonzon moved and Director Jim Stang seconded to approve the meeting minutes as presented. Motion passed: 5 – 0 .

**V. C. DISCUSSION: COMMITTEE MANAGEMENT**

(Committee Chairs)

- **Architectural Standards** – The Board was provided with the Architectural Standards and Covenants Board of Directors Monthly Summary for April 2016.
  - Rod Whitten, Chairman of the Architectural Standards Committee, reported that April was a busy month – 29 new projects were created, compared to 24 in March and 10 in February.
- **Covenants** – The Board was provided with the Architectural Standards and Covenants Board of Directors Monthly Summary for April 2016.
  - On behalf of Al Noyes, Chairman of the Covenants Committee, Rod Whitten, Chairman of the Architectural Standards Committee, reported that their meeting in April involved discussions on TD News Articles and Green Bags.
- **Election** – No report.
  - Candidate’s Night will be on June 4<sup>th</sup>, 2016 in the Gathering Room at the Northwoods Clubhouse, 11509 Northwoods Blvd., Truckee, California, from 7:00 pm – 9:00 p.m.
  - Candidate’s Meet & Greet Night will be on June 17<sup>th</sup>, 2016 on the porch at The Lodge Restaurant & Pub, 15850 Northwoods Blvd., Truckee, California, from 5:00 pm – 7:30 pm.
- **Equestrian Steering Committee** – The Board was provided with the committee’s May 2<sup>nd</sup>, 2016 meeting minutes.
  - Forrest Huisman, Director of Capital Projects reported that progress is being made with the relocation efforts and is happy to report that the project will be completed by June, ready for opening on June 18<sup>th</sup>, 2016.
- **Finance** – The Board was provided with the committee’s May 12<sup>th</sup>, 2016 meeting minutes.

- Art King, Chairman of the Finance Committee, reported that April was an excellent revenue month and that the draft fraud policy is out for legal review.
- **General Plan (GPC)** – The Board was provided with the committee’s May 2<sup>nd</sup>, 2016 meeting minutes.
- **Tahoe Donner Giving Fund Committee** – The Board was provided with the committee’s May 2<sup>nd</sup>, 2016 meeting minutes and status report as of May 15<sup>th</sup>, 2016.
  - Dick Gander, Chairman of the Tahoe Donner Giving Fund Committee, reported that the committee is working hard to organize and plan the Back to the Land Benefit Dinner for Saturday, June 18<sup>th</sup>, 2016, as well as the Trails and Ales event on July 16<sup>th</sup>, 2016, proceeds of which will benefit the Boys and Girls Club of North Lake Tahoe.

**VI. D. ACTION: CONSENT CALENDAR**

The Board was provided with the following for consideration:

- 2016 Ski Area Rental Equipment Purchase
- 2016 Asphalt Seal-Stripe at Northwoods Clubhouse and Trout Creek Recreation Center
- Decision Paper on Groomer Repair

Following discussion, Director Steve Miller moved and Director Jeff Bonzon seconded to approve the Consent Calendar items as presented. Motion passed: 5 – 0 .

**VII. E. DISCUSSION: BOARD COMMUNICATION AND FORMULATION OF BOARD GOVERNANCE POLICY**

The Board continued discussion on their current methods used to engage the membership, formulate board consensus and board approval in accordance with the Association’s Governing Documents and applicable laws. Including, regularly scheduled monthly board meetings, executive session meetings, and the potential formulation of a Board Governance Policy within a California Homeowner Association and California Corporation framework. The Board listened to member feedback regarding Board communication, and how it could further be improved to provide more transparency amongst members. This topic has been placed as a priority item to be further addressed, following the 2016 Board of Directors Election.

**VIII. F. ACTION: DIRECTOR OF FINANCE & ACCOUNTING REPORT  
(Director of Finance & Accounting, Mike Salmon)**

The Board was provided with the 2016 April Financials report, the Winter 6 Month Financials report and information on Frequently Asked Questions by Mike Salmon, Director of Finance and Accounting.

- **2016 April Financials**

- April being the last of the winter months, the month financials for the Association indicate that net operating results for the month was a loss of (\$666,000) which was favorable to budget by \$127,000/16%. Operating revenues of \$489,000 were \$184,000/60% favorable to budget and total expenses of \$1,155,000 were \$57,000/5% unfavorable to budget. Compared to last year same month, revenues are up \$248,000/251% and NOR is favorable \$1,492,000/69%.
- Year to Date financials for the Association indicate that net operating results for the month was a loss of (\$680,000) which was favorable to budget by \$1,586,000/70%. Year to Date operating revenues of \$5,111,000 were \$2,397,000/88% favorable to budget and total expenses of \$5,791,000 were \$811,000/16% unfavorable to budget. Compared to YTD last year, revenues are up \$3,654,000/251% and NOR is favorable \$1,492,000/69%.
- Month of May -
  - Flow through for the month is at 66%.
  - Revenue \$356,000 to budget.
  - Members Equity Balance is currently \$3,540,266 million.
  - Month to date May 22<sup>nd</sup>
    - Revenue favorable \$24,000/12%
    - Wages favorable \$10,000/5%
  - Forecast for the month of May – very small month for us financially, very busy however for operations to prep for the summer
    - Revenue favorable \$20,000/6%
    - Wages favorable \$10,000/3%
    - NOR Favorable \$20,000 to \$40,000 range
    - Golf is a little behind due to rainy weeks since opening, should benefit from this weekend (Memorial weekend)
- Annual Assessment
  - Payments is 112 compared to last year of 109
- Cash in the Bank – \$22 million

- **Winter 6 Month Financials**

- November 1, 2015 – April 30, 2016
- 2015/2016 had great ski conditions months with winter weather and good snow coverage and record revenues. The season had strong momentum overall.

Following discussion, Director Jim Stang moved and Director Courtney Murrell seconded to approve the 2016 April Financials and the Winter 6 Month financials as presented. Motion passed: 5 – 0 .

- **Frequently Asked Questions (FAQ) Review**

- The purpose of this document is to address financial and governance matters, frequently asked questions and key information about the Tahoe Donner Association. This document would help answer common

member questions, and assist staff with being able to answer such questions in a consistent manner.

The Board by consensus (5 – 0) agreed to move forward with posting this document online, until further changes and/or additions need to be made.

**IX. BREAK 10:40 A.M.**

The regular meeting reconvened at 10:50 A.M.

**X. G. DISCUSSION: SUMMER FORESTRY DEPARTMENT UPDATE**  
(Bill Houdyschell, Forester)

The Board was provided with an update on planned 2016 summer operations for the Forestry Department. (Reference Supporting Documents, Item G)

- 2016 Forestry Program
  - Mastication – 94.5 acres, compared to 18 acres last year 2015
  - Spraying (Herbicide treatment) – 80.9 acres, compared to 113 acres last year 2015
  - Grants – 72 acres
  - Common Area Treatment – 103 acres, compared to 120 acres last year 2015
  - Tree Planting – 3,315 will be planted this year, compared to 6,830 last year 2015
  - Dead Trees Removed – 250 trees this year, compared to 500 last year 2015
- General Comments
  - Properties inspected under the Defensible Space Program was 750 this year, compared to 790 inspected last year 2015. Owners are notified in advance that their properties will be inspected, once the inspection has been completed (every 8 years, 100 feet within property line), owners are given 45 days to clean up their properties if need be.
  - The Bark Beetles are starting to become more of a problem, more so for the smaller trees than the larger trees.
  - Nevada County and Truckee Fire Protection District are preparing new Community Wildfire Protection Plans (CWPPs). These plans will include information regarding a Wildland-Urban Interface (WUI), communities at risk, fire ecology, historic conditions, current conditions, hazard risk and assessment and future projects. Tahoe Donner has been involved with creating a new CWPP for our area specifically.
  - A requirement for several grant funding sources require the projects to be contained within a CWPP.

**XI. H. DISCUSSION: BOARD MEETING BROADCAST OPTIONS**  
(Director Courtney Murrell and Director Jim Stang)

Brinn Talbot, Director of Marketing presented her findings on Board Meeting broadcast options. The options presented included capability to stream meetings live online from Tahoe Donner facilities where current Board meetings are held (purchase equipment and software) or consider moving board meetings off site to a location with the capabilities to do so such as the airport, public utility district or Truckee Town Hall, or consider contracting TTCTV to stream video for Tahoe Donner.

Following discussion amongst Board Members, staff and homeowners, the Board concluded that they would like further research done to ultimately be able to provide a live broadcast of each meeting on-site within Tahoe Donner, which could be interactive with members both through video and audio, and then be archived online for members to reference.

**XII. EXEC. EXECUTIVE SESSION AND LUNCH**

The Board adjourned to Executive Session at 11:45 a.m.

**CLOSED SESSION**

**XIII. APPEAL HEARING**

The Board reconvened to an Appeal Hearing at 1:00 p.m.

**OPEN SESSION**

The Board reconvened to Open Session at 2:20 p.m.

**XIV. EXEC. EXECUTIVE SESSION REPORT**

General Manager, Robb Etnyre reported that the Board met in Executive Session today and discussed legal and personnel matters.

- The Board approved renewing a Long Term Disability Policy Contract with Principal Financial Group for an additional cost of \$204.26 / month beyond the existing budgeted amount.
- The Board reviewed four member Appeals.

**XV. I. GENERAL MANAGER'S REPORT**

Robb Etnyre, General Manager updated the Board on all Departments.

- Strategic Plan Goals 2015-2020 –
  1. Execute the Board approved Capital Plan on time and within budget.
  2. Balance operating revenue and expenses with the need to provide first class services for members, member guests, and where appropriate public.
  3. Execute effective approached to maintaining the association's architectural, covenants and communication standards.

4. Establish a proactive approach to maintain the health of our natural resources and defensible space.
- Major Capital Projects include – the Alder Creek Adventure Center, Land Management Plan, Equestrian Campus improvements, Trails Master Plan, Trout Creek Recreation Center and the Northwoods Clubhouse.
- The General Planning Committee would like to hold a joint meeting with the Board of Directors on June 6<sup>th</sup>, 2016 to discuss priority capital project items as part of the new Capital Review Process.
- 2016 Board Annual Training Plan
  - There are 5 key areas that should each have their own training sessions –
    1. Board Governance
    2. Governing Documents
    3. Tahoe Donner Operations and Management Organization
    4. Capital Projects Spending Process, including the Replacement Reserve Plan
    5. Other Potential Topics – chosen by the Board

**J. ACTION: TAHOE DONNER HOME INSPECTION PROGRAM**

(Rod Whitten, Architectural Standards Committee Chairman)

Rod Whitten, Chairman of the Architectural Standards Committee provided a presentation to the Board on the current status of the Homeowner Inspection Program. Since the last Board Meeting on April 22, 2016 three Town Halls have been hosted to hear member feedback. Based upon the decision paper given to the Board, the ASC would like to make the following changes to the Homeowner Inspection Program –

- Deed change based inspection to street view
  - 500+ / year with deed and realtor requests
- Continue 250 street view inspections per year
- Total street views: 750+

Following discussion, Director Steve Miller moved and Director Courtney Murrell seconded to approve changing the Agenda item from a discussion item to an action item given the fact that time is of the essence in fixing this program. Motion passed: 4 – 0. (Director Ron Wulff absent).

Following discussion, Director Jeff Bonzon moved and Director Courtney Murrell seconded to approve the recommended changes to the Homeowner Inspection Program as presented in the decision paper given. Motion passed: 4 – 0 . (Director Ron Wulff absent).

**POTENTIAL FUTURE BOARD MEETING AGENDA ITEMS**

- Develop Board Communication and Formation of Governance Policy
- Further Inspection Program Changes
- Broadcasting Options for Board Meetings
- June 6<sup>th</sup> Joint GPC Meeting

**ADJOURNMENT**

By consensus the Board adjourned the meeting at 3:20 p.m.

Director Steve Miller moved and Director Jim Stang seconded to approve adjournment of the Board Meeting at 3:20 p.m. Motion passed: 4 – 0 . (Director Ron Wulff absent).

Submitted by:

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Megan Rodman, Recording Secretary and Executive Assistant

**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 May 27<sup>th</sup>, 2016 as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.

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Courtney Murrell, Board Secretary

**MINUTES**  
**TAHOE DONNER ASSOCIATION**  
**BOARD OF DIRECTORS SPECIAL MEETING**

**Northwoods Clubhouse**  
**Monday, June 6, 2016**  
**3:00 p.m.**

A special joint meeting of the Board of Directors of Tahoe Donner Association and the General Plan Committee was held that the Northwoods Clubhouse, 11509 Northwoods Blvd., Truckee, California on Monday, June 6, 2016. President Steve Miller called the meeting to order at 3:00 p.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  
Jeff Bonzon, Treasurer  
Courtney Murrell, Secretary

**Directors Absent:** Ron Wulff, Director

**Staff Present:** Robb Etnyre, General Manager  
Forrest Huisman, Director of Capital Projects  
Miguel Sloane, Director of Operations  
Mike Salmon, Director of Finance & Accounting  
Megan Rodman, Recording Secretary and Executive Assistant

**I. CALL TO ORDER**

**II. A. MEMBER & DIRECTOR COMMENTS**

Property owners' comments were welcomed at this time for matters not on the agenda and were limited to three minutes. The Board president, Steve Miller, recognized members to comment on agenda items as they occurred. General member comments were expressed regarding mailbox cluster maintenance. Directors responded briefly to member comments.

Members may submit additional comments by email to the Board ([board@tahoedonner.com](mailto:board@tahoedonner.com)).

**III.**

**ACTION: ELECT NEW CHAIR OF GENERAL PLAN COMMITTEE**

Dwight Walker, Chairman of the General Plan Committee, resigned from his position and as a member of the General Plan Committee. As such, a new Chairman and Vice Chair of the General Plan Committee was elected.

The General Plan Committee recommended to the Board to elect Michael Sullivan as the new Chairman of the General Plan Committee. They also recommended to the Board to change Nan Meek from being an alternate member, to a full time member of the committee and to elect her as the new Vice Chair of the General Plan Committee.

Following discussion, Director Steve Miller moved and Director Courtney Murrell seconded to approve Mike Sullivan as the new Chairman of the General Plan Committee. Motion passed: 4 – 0 . (Director Ron Wulff absent).

Director Jim Stang moved and Director Jeff Bonzon seconded to approve Nan Meek becoming a full time member of the General Plan Committee. Motion passed: 4 – 0.

Director Jim Stang moved and Director Jeff Bonzon seconded to approve Nan Meek as the new Vice Chair of the General Plan Committee. Motion passed: 4 – 0.

**IV.**

**B. DISCUSSION: REVIEW THE NEW CAPITAL PROCESS PRIORITY 1 LIST**

In the fall of 2015 members were asked to complete a survey about Tahoe Donner’s past and future capital investments. From member survey results, Staff compiled a list of potential ideas of capital projects that would be reviewed as part of the New Capital Investment Planning Process by the General Plan Committee. Each idea was placed into one of five buckets based on priority. While all of these are only ideas for future capital projects, the members of the General Plan Committee reviewed with the Board the top seven future Capital Projects that are currently under review.

- The Future Capital Projects Under Review:
  1. Cluster mailbox consolidation with overhead roof structure (2 stations)
  2. Water bottle refill station at each amenity
  3. Expanded parking at glacier way trailhead
  4. Master Plan concept (Amenity Master Plan)
  5. Summer trail grooming for low snow years at Nordic and Downhill Ski areas
  6. Additional storage shed for recycling, and summer/winter operations, at parking lot
  7. Remodel of pool-side Locker Rooms, Steam Room and Sauna

The General Plan Committee explained to the Board and to members in attendance that for each amenity, there is a Task Force consisting of two to four members of the GPC, staff and volunteer association members. The Task Force is responsible for presenting analyses and project recommendations to the GPC detailing the capital needs of each amenity, addressing the following points:

- Historical use patterns
- Desired service level
- Net operating revenue (NOR)
- Current limitation and amenity deficiencies
- Needs for mitigating limitations
- How the project will help overcome identified limitations

When prioritizing projects, the GPC considers six criteria, as well as estimated costs and funding availability, in recommending priority ideas for capital projects to the Board of Directors for review and approval:

- Member Input
  - Needs or requests of members in relation to a new amenity, improvement to existing amenity and/or acquisition of additional open space
- Compliance
  - Requirements by the ADA, building codes, environmental and other legal mandates
- Asset Protection
  - Required to maintain existing amenities in good condition (applies primarily physical condition of the amenity)
- Financial Prudence
  - Required to generate additional revenue necessary to maintain existing amenities in good condition (applies primarily to the financial aspects of the amenity)
- Customer Service
  - New amenity or an improvement intended to enhance user experience
- Stewardship
  - Preserves or enhances condition of Tahoe Donner's natural resources and overall physical environment

For further information on the Capital Projects Spending Process, members may visit the Tahoe Donner website at <http://www.tahoedonner.com/major-projects/general-plan/>.

Following further discussion between GPC members and the Board of Directors, Project Information Papers on each of the seven ideas for capital projects currently under review, will be brought to the Board at the next Board of Directors Meeting on June 24<sup>th</sup>, 2016 for further consideration.

**V. C. POTENTIAL FUTURE BOARD MEETING AGENDA ITEMS**

- GPC Presentation on the seven current capital project ideas currently under review
- An Executive Session will be held on June 13<sup>th</sup> at 5:30 p.m. at the Northwoods Clubhouse in the Mezzanine Room.

**VI. ADJOURNMENT**

By consensus the Board adjourned the meeting at 4:45 p.m.

Director Jim Stang moved and Director Courtney Murrell seconded to approve adjournment of the Board Meeting at 4:45 p.m. Motion passed: 4 – 0 . (Director Ron Wulff absent).

Submitted by:

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Megan Rodman, Recording Secretary and Executive Assistant

**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 June 6<sup>th</sup>, 2016 as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.

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Courtney Murrell, Board Secretary