

MEMO



To: Tahoe Donner Board of Directors

From: Architectural Standards Committee

Subject: 2016 Annual Goals/Focus Request

Date: January 12, 2016

Message:

Architectural Standards Committee 2016 Goals

1. Review and possibly recommend clarifications/enhancements to Architectural Standards Rules including but not limited to:
 - a. appeal process
 - b. clotheslines language to recognize new law
 - c. on-going maintenance

2. Perform regular architectural standards projects review and approvals as outlined in charter.



To: Tahoe Donner Board of Directors

From: Covenants Committee

Subject: 2016 Annual Goals/Focus Request

Date: January 12, 2016

Message:

Covenants Committee 2016 Goals

1. Review and possibly recommend clarifications/enhancements to Covenants Rules including but not limited to:
 - a. Green bag program
2. Continue to monitor and recommend action on any and all defensible space non-compliant properties.

TAHOE DONNER ASSOCIATION FINANCE COMMITTEE CHARTER

AUTHORITY

Pursuant to the powers vested in the Board of Directors ("Board") by the Articles of Incorporation, the Bylaws, and the Covenants and Restrictions of TAHOE DONNER ASSOCIATION ("Association"), the Board hereby establishes the Finance Committee ("Committee") as a standing committee of the Association.

The Committee is established under the provisions of:

- Section 1, ARTICLE X, Restated Bylaws of Tahoe Donner Association
- Resolution 2008-2, Committee Policy, Tahoe Donner Association Board of Directors, December 20, 2008
- ARTICLE VIII, Board Meetings, Restated Bylaws of Tahoe Donner Association

PURPOSE

The purpose of the Committee shall be to provide financial advice, analysis and information to the Board so as to better enable the Board to make sound business decisions. The issues addressed shall be primarily those of financial significance and will focus on recurring and special tasks.

The Committee shall have no authority to act on behalf of the Association, other than to formulate and present recommendations to the Board related to its stated purpose and assigned tasks. The tasks the Committee may be assigned are entirely at the discretion of the Board. The Committee shall not engage in any activities that have not been requested by the Board either specifically or via the annual task list of the Committee, which will be set by the Board at each year's January regular Board meeting.

TASKS AND RESPONSIBILITIES

There are two general types of tasks:

- Recurring Tasks; such as the audit, and the annual budget review.
- Special Tasks; such as major capital expenditures.

Additionally, the Committee may recommend to the Board additional tasks provided that no significant Committee action shall occur without Board approval. Such recommendations shall be made through the Board Liaison.

With respect to recurring tasks, the Committee will usually be involved in the following:

- Recommendations to the Board regarding Tahoe Donner Association's major financial policies, such as those dealing with investments, depreciation, capital expenditures, cost allocation, reserve funding and expenditures, financial budgeting & reporting, etc.
- Recommendations to the Board regarding the design of the business planning process. The degree to which the Committee becomes involved in business planning itself will depend upon Board preferences and will be determined and described in the design of the process. Most commonly, the Board will direct the Committee to review aggregate or selective portions of business plans prior to their submission to the Board. It is unlikely that the Committee will be deeply involved in staff's development of individual business plan elements unless the Board specifically requests otherwise.
- Recommendations to the Board regarding the design of the annual budget process. The degree to which the Committee becomes involved in the budget itself will depend upon Board preferences and will be determined and described in the design of the process. Most commonly, the Board will direct the Committee to review aggregate or selective portions of the budget prior to its submission to the Board. It is unlikely that the Committee will be deeply involved in staff's development of individual budget elements unless the Board specifically requests otherwise.
- Periodic analyses for the Board of financial trends. Although a formal analysis of each month's financial statements is not expected, the Board expects the Committee to be reviewing monthly statements and would welcome any significant observations from the Committee.
- Recommendations to the Board regarding selection of an auditor, an analysis for the Board of the auditor's reports and monitoring of any required corrective actions.

When the Board is considering special tasks, the following circumstances would make Committee support more appropriate:

- When a Board decision will be "financially driven" rather than be driven by the general preferences of the Tahoe Donner community.
- When the analysis of the issue is especially complex.
- When the Committee has members with special expertise on which the Board can draw.
- When there is sufficient time to put an issue through the committee process, rather than an issue that has arisen so urgently that the Board must act alone.

The tasks of the Committee shall *not* include the following:

- Direct or indirect involvement in the daily operations of Tahoe Donner Association.
- Interactions with management or staff except when arranged through the General Manager or the DFA.
- Interference in the traditional relationship between the Board and the General Manager.

COMMITTEE ADMINISTRATION

Organization

The Committee shall consist of six (6) regular, voting members. There may also be up to four (4) alternate, non-voting members. Alternate members are encouraged to attend all meetings and participate in Committee decisions, but may only vote if an insufficient number of regular members are present to constitute a quorum.

There shall be at least one non-voting Board Liaison to the Committee. Liaisons shall be Board Members chosen by the Board to attend Committee meetings and whose primary function shall be to facilitate communications between the Board and the Committee. Additionally, the Director of Finance and Accounting (DFA) shall serve as ex officio, non-voting member.

In support of the Committee's purpose for the Board, the General Manager, the DFA and/or other staff members (as appropriate) will attend all or part of most Committee meetings. Other staff participation shall be at the discretion of the Committee and the Committee shall always be respectful of the limited time and other responsibilities of staff.

Membership

Any member of the Association who is in good standing, who has a positive interest in contributing to the welfare of the Association, who is prepared to invest the necessary time, and who does not present a conflict of interest, is eligible to apply for appointment as a member of the Committee. Members who possess experience in such areas as finance, accounting, investment, insurance, real estate, business planning and general management will be given preference in appointment to the Committee. Directors and their immediate family members are ineligible for appointment. Co-owners of a property and immediate family members shall be ineligible to serve simultaneously on the Committee. The Board shall make all appointments to the Committee.

Other than when the Board finds an exception, regular and alternate members shall be appointed for a finite term of two years (subject to reappointment). Said terms shall be staggered where practicable in order to promote continuity within the Committee.

All prospective new committee members wishing to be appointed, and current Committee members desiring reappointment, shall submit to the Executive Secretary a written request stating their interest in serving on the Committee; all such requests shall be forwarded to the Board. Initial applications shall include a brief resume of the applicant's talents or experience which is relevant to the contribution that the applicant can bring to the Committee; a brief resume is not required for reappointment applications.

Election of Committee Chair

The Committee shall elect, from among its membership, the Committee Chair ("Chair"), who will serve for a period of one year. If no other Committee member is then willing to assume the duties of the Chair, the incumbent Chair may be reappointed by the Board.

Meetings:

Committee meetings shall be at the discretion of the Chair, unless otherwise directed by the Board. Meetings shall be held monthly; however, additional meetings may be necessary and may be scheduled by the Chair. Meetings are open to all property owners and will be noticed on the Northwoods Clubhouse bulletin board; notice is required by Restated Bylaws of Tahoe Donner Association, ARTICLE VIII. Committee members are expected to attend scheduled meetings on a regular basis. A quorum of at least five (5) members (regular, or if insufficient regular members are present, alternate) shall be required to conduct business. Summaries of the discussions, along with a record of actions and recommendations made, shall be maintained and provided to the Board. Recommendations of the Committee shall be reached by the majority vote of members present and constituting a quorum.

Attendance at Board meetings is not required, but is strongly encouraged. In general, Members are expected to stay abreast of significant issues at Tahoe Donner using all reasonable means available.

Communications:

Effective communication and teamwork shall be facilitated in the following manner:

- The Committee and the Board shall agree upon an Annual Tasks List to be addressed by the Committee. This list may be changed as circumstances require at the discretion of the Board and after consultation with the Committee.
- A concise written report of each Committee meeting shall be given to the Board in advance of each Board meeting. Such reports shall be first circulated to Committee members and other meeting participants for comments and/or approval.
- The Board Liaison, or in his or her absence the presiding Board member, shall promptly give written instructions to the Chair notifying the Committee of formal Board decisions or instructions regarding Committee tasks. Board members shall not otherwise provide instructions to individual Committee members. In addition to providing official Board decisions and directives, the Board Liaison shall facilitate communications by helping the Committee interpret Board policy and goals
- The Committee shall provide written reports and recommendations on specific issues to the Board after consideration and approval by the Committee. Committee members shall not otherwise make reports or recommendations to the Board or to individual Board members.
- Coordination between other Association committees is encouraged when deemed necessary or appropriate to accomplish the Committee's purpose.

Reporting Requirements:

The Chair, or a duly appointed representative, shall report periodically to the Board, General Manager or Staff Liaison on the actions of the Committee. Reports may be written, oral, or a combination thereof.

November: The Committee Chair submits to the Executive Assistant a compilation of all requests received for either initial appointment or reappointment, along with the Committee's recommendation with regard to such requests. The Board reviews the requests and recommendations in November and will take action in December.

December: At the regularly scheduled December Board meeting, the Committee shall submit to the Board an agenda of issues the Committee sees as its focus for the upcoming year. This agenda is to be reasonable in scope so as to realize the effectiveness of the Committee and assure completion.

January: The Committee shall establish its meeting calendar and elect a Chair for the upcoming year. The Chair will submit a report to the Executive Assistant indicating the Committee's meeting calendar and elected Chair. At its regularly scheduled Board meeting in January, the Board shall approve, disapprove, or modify the Committee's agenda for that year. The Committee's agenda may be changed as circumstances require at the discretion of the Board and after consultation with the Committee.

Vacancies: The Chair shall advise the Executive Assistant of any membership changes that either have occurred or are anticipated. The Executive Assistant shall communicate the current or pending vacancies to the Communications Department, which shall publish notices of the vacancies in all Association media.

Committee Support:

The Chair will direct requests for statistical data or any other type of information needed for the work of the Committee to the Staff Liaison assigned by the General Manager.

TERM OF CHARTER AND AMENDMENTS

This Committee Charter shall remain in effect as presented herein until such time as it is amended or revoked by the Board. This Committee shall remain in existence until dismissed by the Board.

APPROVAL

Approval of the Investment Policy and any changes, amendments, or modifications thereafter, may only be accomplished at a properly noticed meeting of the Board.

ACCEPTED AND DATE: February XX, 2016

STEVE MILLER, President

JIM STANG, Vice President

JEFF BONZON, Treasurer

COURTNEY MURRELL, Secretary

RON WULFF, Director

Finance Committee Tahoe Donner Association

2016 Proposed Tasks and Responsibilities

RECURRING PROJECTS

- Review Annual Budget and Participate in Process
- Review Monthly Financial Performance
- Assist with Annual Report and Audit
- Maintain Financial Policies and Resolutions
- Review/ Participate in 2016 Golf Rate Schedule (Jan)
- Review Golf Course Financial Operations
- Assist with selection of Auditor (every 3 years - 2017)

SPECIAL PROJECTS (As Directed by the Board)

- Coordinate with GPC re: Impact of General Plan Proposed Projects
- Review of year-end Balances/Activity: Operating and Capital Funds.
- Review 2016 Reserve Study Update and Plan expenditure projections.

MAINTAIN FINANCIAL POLICIES AND RESOLUTIONS

- Review and update the following policies:
 - 2009-10 Authorization Levels
 - 2005-3 Fraud Policy
 - 2011-3-A Delinquent Assessment Accounts

FINANCE COMMITTEE

- Fill the two Committee vacancies with qualified candidates

2016
Finance Committee
Meeting
Calendar

Day

2d Thursday of the month

Time

3:00pm to 4:30 pm

Location

Northwoods Clubhouse, Conference Room

Dates

January 14, 2016 (3:30 pm)

February 11, 2016 (3:30 pm)

March 10, 2016 (3:30 pm)

April 14, 2016

May 12, 2016

June 9, 2016

July 14, 2016

August 11, 2016

September 8, 2016

October 13, 2016

November 10, 2016

December 8, 2016

TAHOE DONNER ASSOCIATION GENERAL PLAN COMMITTEE CHARTER

PURPOSE

Pursuant to the powers vested in the Board of Directors ("Board") by the Articles of Incorporation, the Bylaws, and the Covenants and Restrictions of TAHOE DONNER ASSOCIATION ("Association"), the Board hereby establishes the General Plan Committee as a standing committee of the Association:

A. To carry out the continued development and periodic up-dating of the General Plan as specified in the General Plan Committee Charter dated 2/19/2005. The General Plan was established as a long range plan, subject to Tahoe Donner Board approval, that serves as a guide for addressing changing conditions facing the Tahoe Donner Association. It is a comprehensive document to be published and made available for membership access that provides policies and guidelines for developing and preserving our community. The General Plan typically contains the goals, objectives, policies and programs intended to support the vision expressed through gathered surveys, comments and information about the Tahoe Donner Association membership's desires regarding their association and its surroundings. The current General Plan was adopted by the Board in February, 2008. It is intended to be a statement of how the Tahoe Donner Association members and the Tahoe Donner Board view their community, how they want it to be over the next 10-20 years and how they intend to deal with the planning and growth issues facing the Association.

B. To identify and make recommendations in regard to policies and programs that address the development and maintenance of amenities, preservation of common areas and open space, along with provisions to meet future needs, It is critical to understand needs, desires and priorities of the Tahoe Donner membership as assessed through membership surveys conducted by the GPC, typically collected at 2-3 year intervals, and from interviews with Tahoe Donner Staff and Administration.

C. To develop and recommend prioritized action plans, in consultation with Amenity Managers, Capital Projects Staff and Human Resources Staff, that will provide direction and program continuity in accord with the adopted General Plan for current and successive Boards and General Managers.

AUTHORITY

The General Plan Committee is established under the provisions of:

- Section 1, ARTICLE X, Restated Bylaws of Tahoe Donner Association
- Resolution 2005-8, Committee Policy, Tahoe Donner Association Board of Directors, September 15, 2005
- ARTICLE VIII, Board Meetings, Restated Bylaws of Tahoe Donner Association

The Committee shall have no authority to act on behalf of the Association, other than to formulate and present recommendations to the Board related to its stated purpose. The scope of the activities of the Committee is entirely at the discretion of the Board. The committee shall not engage in any activities that have not been requested by the Board either specifically or via the annual agenda of the committee, which will be set by the Board at each year's January regular Board meeting.

MEMBERSHIP AND CHAIRPERSON

The Committee shall consist of 10 regular, voting members. There may also be up to 4 alternate, non-voting members. Alternate members are encouraged to attend all meetings and participate in Committee decisions, but may only vote if an insufficient number of regular members are present to constitute a quorum.

Any member of the Association who is in good standing, who has a positive interest in contributing to the welfare of the Association, who is prepared to invest the necessary time, and who does not present a conflict of interest, is eligible to apply for appointment as a member of the Committee. Members who have background or experience in preparing and/or administration of long range organizational or management plans in either the public or private sectors will be given preference in appointment to the Committee. Directors and their immediate family members are ineligible for appointment. Co-owners of a property and immediate family members shall be ineligible to serve simultaneously on the Committee. [For Covenants Committee, no Architectural Standards Committee members or their immediate family members are eligible; for Employee Retention & Recruitment Committee, no immediate family members of Association employees are eligible.] The Board shall make all appointments to the Committee.

Other than when the Board finds an exception, regular and alternate members shall be appointed for a finite term of two years (subject to reappointment). Said terms shall be staggered where practicable in order to promote continuity within the Committee.

All prospective new committee members wishing to be appointed, and current Committee members desiring reappointment, shall submit to the Executive Assistant a written request stating their interest in serving on the Committee; all such requests shall be forwarded to the Board. Initial applications shall include a brief resume of the applicant's talents or experience which is relevant to the contribution that the applicant can bring to the Committee; a brief resume is not required for reappointment applications.

The Committee shall elect, from among its membership, the Committee's Chairperson, who will serve for a period of one year. If no other Committee member is then willing to assume the duties of the Chairperson, the incumbent Chairperson may be reappointed by the Board.

The provisions of the Association's Committee Policy, as set forth in Resolution 2005-8 or subsequent Board action, shall apply to the Committee.

COMMITTEE ADMINISTRATION

Meetings:

Committee meetings shall be at the discretion of the Committee Chairperson, unless otherwise directed by the Board. Normally, meetings shall be held monthly; however, meetings can be held as infrequently as every three months if the Committee's business does not justify more frequent meetings. Meetings are open to all property owners and will be noticed on the Northwoods Clubhouse bulletin board; notice is required by ARTICLE VIII, Restated Bylaws of Tahoe Donner Association. Committee members are expected to attend scheduled meetings on a regular basis. Summaries of the discussions, along with a record of actions and recommendations made, shall be maintained and provided to the Board. Decisions of the Committee shall be reached by the majority vote of members present and constituting a quorum.

Quorum Requirements:

A quorum of at least three (3) members (regular or, if insufficient regular members are present, alternate) shall be required to conduct business.

Reporting Requirements:

1. The Chairperson, or a duly appointed representative, shall report periodically to the Board, General Manager or Staff Liaison on the actions of the Committee. Reports may be written, oral, or a combination thereof.
2. November: The Committee Chairperson submits to the Executive Assistant a compilation of all requests received for either initial appointment or reappointment, along with the Committee's recommendation with regard to such requests. The Board reviews the requests and recommendations in November and will take action in December.
3. December: At the regularly scheduled December Board meeting, the Committee shall submit to the Board an agenda of issues the Committee sees as its focus for the upcoming year. This agenda is to be reasonable in scope so as to realize the effectiveness of the Committee and assure completion.
4. January: The Committee shall establish its meeting calendar and elect a Chairperson for the upcoming year. The Committee Chairperson will submit a report to the Executive Assistant indicating the Committee's meeting calendar and elected chairperson. At its regularly scheduled Board meeting in January, the Board shall approve, disapprove, or modify the Committee's agenda for that year. The Committee's agenda may be changed as circumstances require at the discretion of the Board and after consultation with the Committee.
5. Vacancies: The Committee Chairperson shall advise the Executive Assistant of any membership changes that either have occurred or are anticipated. The Executive Assistant shall communicate the current or pending vacancies to the Communications Department, which shall publish notices of the vacancies in all Association media.

Committee Support:

The Committee Chairperson will direct requests for statistical data or any other type of information needed for the work of the Committee to the Staff Liaison assigned by the General Manager.

AMENDMENTS TO AND TERM OF CHARTER

This Committee shall remain in existence until dismissed by the Board. This Committee Charter shall remain in effect as presented herein until such time as it is amended or revoked by the Board.

Tahoe Donner General Plan is Approved by Board

The 2007 Tahoe Donner General Plan was recently approved and adopted by the Tahoe Donner Board. The updating of the General Plan was started over two years by the Tahoe Donner General Plan Committee. This small group, made up of both full-time and part-time property owners, worked with each Tahoe Donner amenities, staff, property owners and the Board to make the updates.

Below is the Executive Summary of the General Plan. The General Plan Update is on the Tahoe Donner website at

<http://www.tahoedonner.com/tahoe/SITE/top/listing.cfm/other/9121/333.58261.69749445/direct?c=1>.

For more information about the General Plan Committee or the 2007 General Plan, please contact Michael Fajans at mfajans@comcast.net

Executive Summary

Two years ago the General Plan Committee (GPC) began the task of updating the Tahoe Donner General Plan. The purpose of the General Plan is to provide long term guidance to the Tahoe Donner Board of Directors for future spending programs for amenities and infrastructure. This report summarizes the results of that effort.

The objective of the General Plan update is to:

- 1) Prioritize for the Tahoe Donner Board of Director short, mid-term and long term amenity and infrastructure investment needs.

To understand the short and long term needs of the Tahoe Donner property owners the GPC conducted an extensive study of all Tahoe Donner Amenities and facilities. This study resulted in six key findings:

1. The highest priority of the property owners is to maintain and enhance open space areas and the trail system within Tahoe Donner and preserve the natural and peaceful environment.
2. There is a general lack of property owner support to invest in new amenities or expansion of existing amenities at this time. Rather, owners would like to see Tahoe Donner maintain successful amenities at or near their present level of service.
3. The current maintenance and storage facilities of the Tahoe Donner Association are in serious need of upgrading and/or replacement.
4. The ski lodge requires a detailed study that is beyond the capability of the General Plan Committee. The study should take in to consideration:
 - Identifying short- and long-term maintenance needs that are required to maintain the long-term viability of the building, including the structure, foundations, utility systems, deck, etc.

- Identifying concepts for a larger, new facility that would fit in with the surrounding ski hill condominiums if structure replacement is found to be required for long-term operation.
 - Identify short-term facility modifications/expansion that would increase level of service and be economically justified.
5. The need for additional parking is pervasive across a significant number of Tahoe Donner amenities.
 6. Consideration should be given to modifying or closing amenities that have limited property owner utilization, poor financial performance, and have perhaps evolved beyond their original purpose.

John Stubbs Notes and Concerns from 1.11.16 GPC Meeting **Notes and Responses from Subcommittee in Blue**

Here are notes from John Stubbs resulting from discussion at 1.11.16 GPC Meeting to review proposed changes in GPC Charter:

I have listed below the GPC functions as I understand them. My concern is that by converting the GPC to only being a Capitol Projects Committee and replacing the General Plan with a five year rolling CFP, we will only be addressing item 1-(b) below. Also, the GPC has developed a productive set of functions with the General Manager and the Board over the past 6 years and is widely recognized as a valuable Standing Committee by the Tahoe Donner membership. I am concerned that we would lose that identity and history by being changed to the CPC. I fully agree with the need for the process that is being developed for implementing Capital Projects and the proposed annual meeting with the Board as important updates to the GPC roles and that can be incorporated into the GPC without changing the name of the Committee. I would propose that the GPC membership be polled via e-mail as to whether or not the GPC name should be changed. **It is important, at this juncture, that we receive guidance from the Board on what they and the members need from the GPC to remain effective and viable moving into the future.**

Here are the concerns that John circulated at the meeting (and also at a previous Subcommittee meeting) with responses from the Subcommittee:

The GPC:

1. Updates the General Plan

The General Plan:

(a) Serves as a guide to Board and Members to address changing conditions at Tahoe Donner in regard to Demographics, Open Space Use and acquisition, Assessment of amenity conditions, describes how the Vision Objectives will be enabled (Mainly via the Executive Summary) **The subcommittee's proposal is for a more focused purpose to address specific Board concerns, rather than the vague verbiage above. However, a vigorous effort to obtain membership feedback through surveys, town hall meetings and other methods has been outlined in the subcommittee's proposal to continue the GPC's efforts to attend to and anticipate member needs/desires for amenity capital improvements. The new Land Management Plan is instrumental in providing the overarching vision to be incorporated into every capital project.**

(b) Recommends and sets priorities for DF funded projects over a rolling 5 year period. (This would be the CFP portion of the General Plan) **This document is a crucial recommendation as a deliverable to the Board in the subcommittee's proposal.**

© Makes projections on potential longer range needed Capital Projects over the 10-20 year horizon. (The best example of this is the long range Downhill plan) **A more standard process has been outlined by the subcommittee with an Annual**

Meeting to look at long-range needs with Management, Board, Finance and GPC Committee members. Developing, over time, master plans by amenity will provide even more effective guidance for future capital spending projects.

2. The Committee has a very important role as a planning function, including determining what kind of analyses should be done, before establishing what Capital Projects should be set. (Examples of Capital Projects that were set after GPC background work: starting in 2006 on the need for remodeling the Maintenance Bldg and relocating Forestry; setting up the long range plan for the Downhill amenity- under the leadership of Chris Nelson and Hank Lewis; demonstrating the feasibility of snowmaking by Michael Sullivan; determining the needs of the equestrian center for its relocation) **Task Forces established by the GPC will retain this very important function for capital spending projects as well as Amenity Master Plans under the subcommittee's proposal.**

3. Maintains a review process of status of projects currently scheduled. **The subcommittee's proposal widens this responsibility to include oversight of Replacement Reserve Funds as well as Development Fund.**

4. Serves as a forum for reconciliation (when needed) of GPC and Staff recommendations- kind of an independent check and balance for reporting to the Board. (It would have been helpful to have had GPC involvement in the Marina Plan that was rejected by the Town of Truckee) **The subcommittee believes that the proposal outlines a much clearer process to address capital projects with the GPC analyzing requests for "venting and vetting" before presentation to the Board. Likewise, the proposal introduces an operational review by management before requests go directly to the Board from the GPC. The subcommittee believes that this clear process closes a communication gap that will assist the Board, Management and the GPC in being more efficient and productive.**

5. Maintains a two way liaison with the Finance Committee. (Due to work initiated by Hank Lewis of the GPC with John Dundas, the Finance Committee proposed and the Board passed the 2014 Board Resolution, Financial Planning, Budgeting, and Reporting Policy which gives the GPC a collaborative role-) **The subcommittee is not proposing any fundamental changes to the liaison with the Finance Committee but more details on GPC process are needed to make sure that all Capital Funds activities are addressed (RRF and DF).**

6. Serves as a communication bridge for keeping program continuity with successive Boards. **The subcommittee believes that the GPC provides a great service to the Board, Members and Management with its members' diverse experiences and proposed processes.**

2016 General Plan Committee Agenda(Task List)

Approved by the GPC at the Dec 7,2015' GPC meeting for recommendation to the Board of Directors

1. Determine funding priorities for Capital Projects to be recommended to the Board of Directors to be listed in the 1st 5 years of the 2016-2035 general Plan.
- 2, Extend longer term Capital Project projections to 2035 based on recommendations of the various GPC subgroups and Management.
3. Complete and submit to the Board of Directors the complete narrative and appendices of the 2016-2035 General Plan.
- 4, Maintain a review process with Management of Capital Fund Projections, to include in the process a reconciliation of GPC and Staff recommended projects and a briefing with rationale from Staff on projects proposed by Staff in preparation of the 2016 Capital Fund Projection placeholder funds.
5. Continue liaison with the Finance Committee to review the Capital Project funding budgets and policies (Development Fund and Replacement Reserve Fund) in order to assess availability of funding for implementation of ongoing and new project recommendations.
6. Collaborate with Management in collecting information from Association members on current and projected General Plan/ Capital Projects to supplement the findings from the 2015 "Tahoe Donner 20 Year Plan Owner Research and Interest Priorities" survey. These findings will be used as one of the important criteria for establishing Capital Project priorities.
7. Conduct a post-mortem on snowmaking project to obtain an understanding of the reasons for the final budget increase over projections. The goal is to try to develop a process for producing better estimates initially of Capital Project final expense.

TD GPC Charter Review Subcommittee Report

January 11, 2016

Members:

Dwight Walker, GPC Chair

Robb Etnyre, General Manager

Tom Johns, GPC Member

Steve Miller, Board President

John Stubbs, GPC Member/Former Chair

Michael Sullivan, GPC Vice Chair

Why is GPC Charter Under Review?

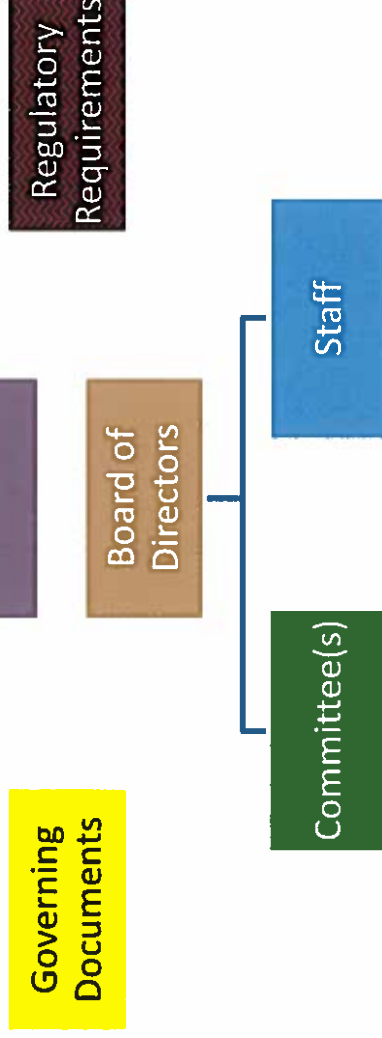
At the November 20th Board meeting, the Board discussed the changing dynamics of the various committees over the years and the possible need to review Committee Charters to ensure that all Tahoe Donner Committee Charters are still continuing to serve the Board in a positive manner.

The Subcommittee considered:

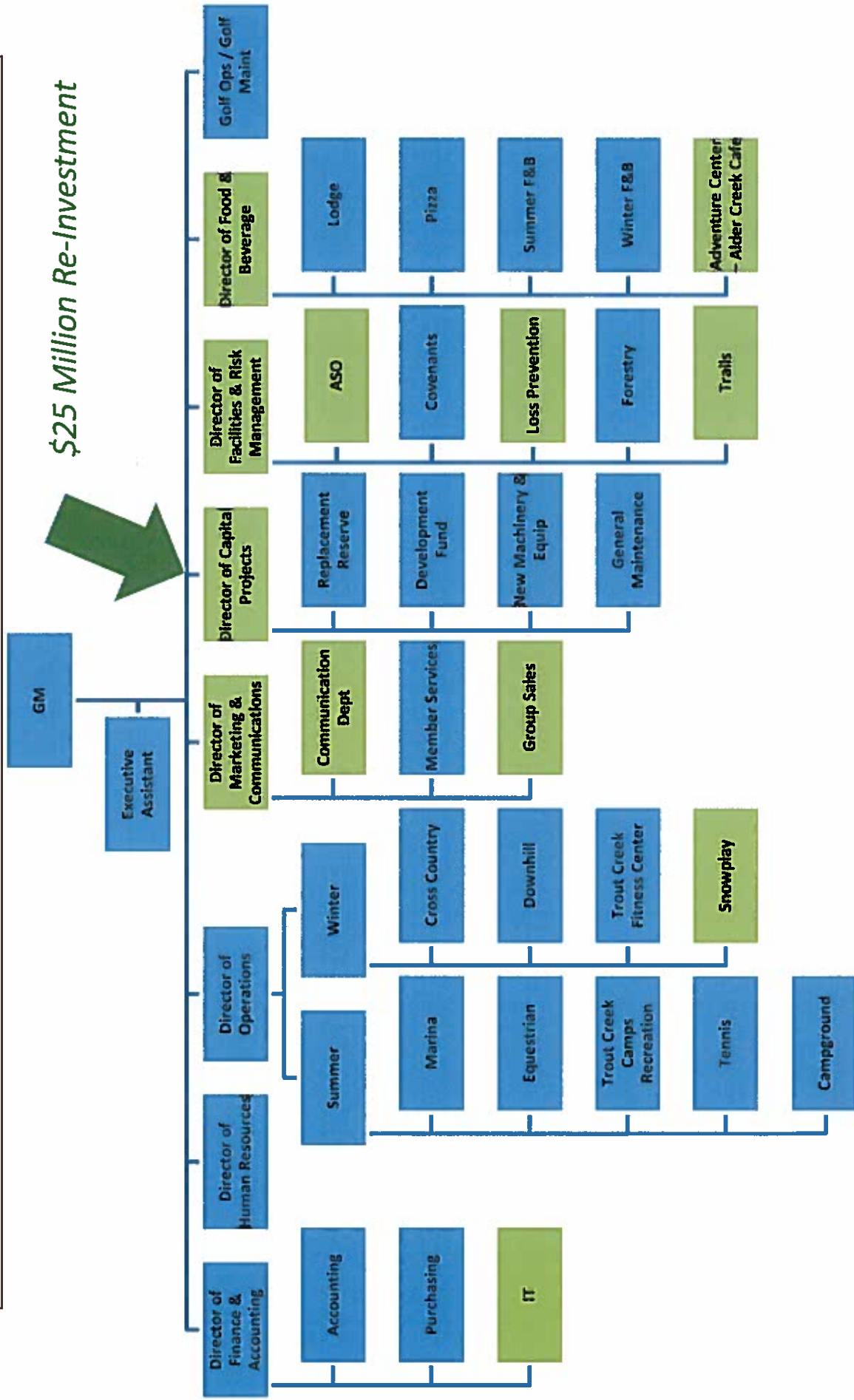
- What has changed in the last 7 years since the current charter was updated?
- How could the GPC operate more effectively in the current Board and Management environment?
- Are there ways to streamline processes to gain efficiencies in management and GPC committee efforts?
- Are communication loops effective among the Board, Management and the GPC Committee?
- What deliverables are needed from the GPC by the Board and membership?

Evolution of TD Board/Management and impact on GPC expectations and functions

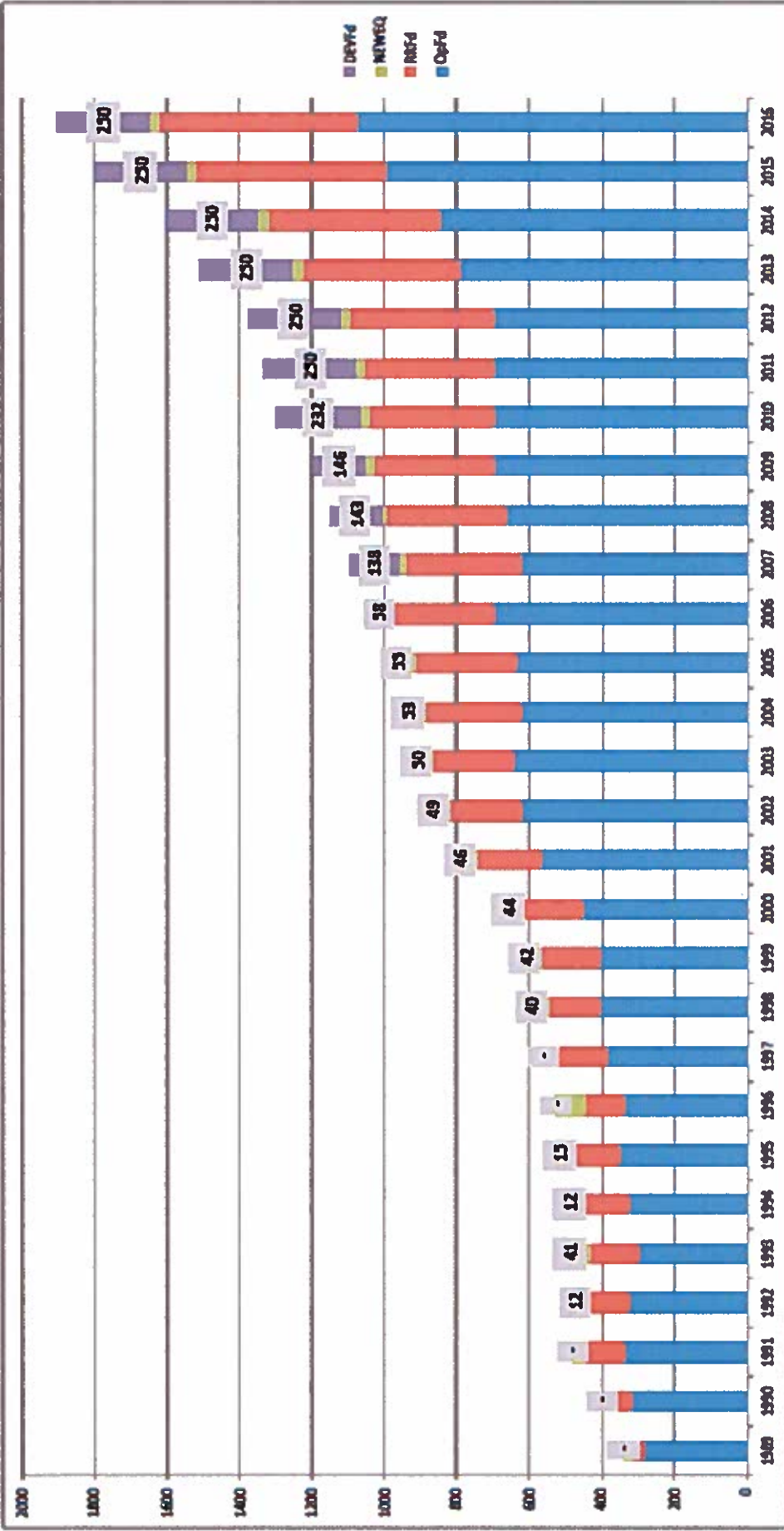
- ❖ Capital Projects Staffing (2009 – 2016)
- ❖ Strategic Plan 2009, updated 2015
- ❖ General Plan 2009, currently being updated
- ❖ Development Fund & Recreation Amenity Expansion (RAE) Fund



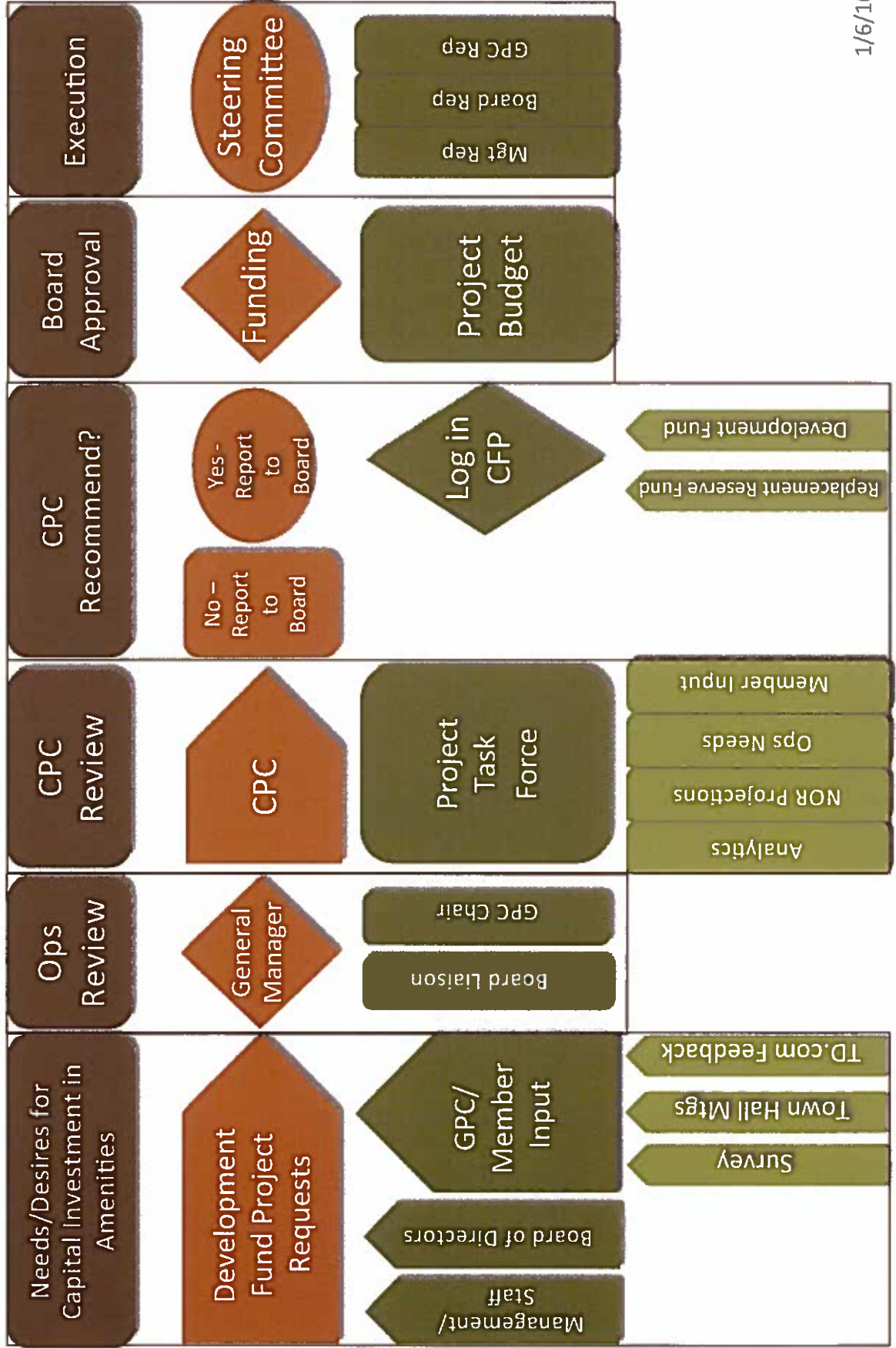
Evolution of TD Board/Management and impact on GPC expectations and functions



Tahoe Donner Association Annual Assessment - Historical



TD Capital Projects Committee



CPC Meeting Reporting

- **Monthly**
 - Member Input
 - Director of Capital Projects
 - CFP Update
 - Status of Approved Projects
 - RRF Request Activity >\$50,000
 - Task Force Chairs
 - Projects
 - Amenity Master Plan Updates, as appropriate
- **Quarterly**
 - General Manager
 - Future Projects Requested for Consideration
 - Director of Capital Projects
 - Rolling 5-year CFP = General Plan
 - Director of Finance
 - Review of Fund Activity and Balances:
 - Development Fund
 - Replacement Reserve Fund
 - Director of Operations
 - Amenity Usage Analytics
- **Annual—as part of the budgeting process**
 - Joint meeting with Board, Management and CPC to review Capital Project Requests

CPC Member Desired Qualifications

- **Analytics/Financial Expertise**
- **Project Management**
- **Construction Experience**
- **Long Range Planning**
- **Land Use/Environmental**
- **Amenity Users**



TAHOE DONNER™ GIVING FUND

POWERED BY
TAHOE TRUCKEE
COMMUNITY FOUNDATION

TDGF 2016 Goal and Activity Plan - draft

1. Mission Statement

- a. The Tahoe Donner Giving Fund (TDGF) was established to give Tahoe Donner members a simple, single vehicle for supporting the greater Truckee community with fully tax-deductible contributions. By pooling resources from Tahoe Donner residents, the Fund will be able to increase the impact of each grant as well as provide new sources of charitable funds for the local community. TDGF will support worthy causes in the fields of Health and Human Services, Environment, Conservation and Animal Welfare, Education and Youth Development and Arts and Culture.
- b. The Tahoe Truckee Community Foundation (TTCF) will be our 501(C)-(3). They will manage our investments. They will solicit organizations to submit grants. They will vet the organizations for us. They will also receive contributions to TDGF and acknowledge them to the donors.

2. Target Market

- a. 6471 properties in TD, 25000 members, over 25000 Acres
 - b. 83% of residents are part-time, 17% are primary residents
 - c. Gather donor information -
 - i. Total donors in 2015
 - ii. Resident donors in 2015
 - iii. 2nd home owner donors (if we can identify) in 2015
 - iv. repeat donors
 - v. average per contribution
 - vi. donors contributing with assessment letter
 - vii. average contribution with assessment letter
 - d. Consider changing fiscal year to match with grant cycle 11/1 -10/30
- ### 3. Goal 1 – Target amount to raise this year - \$20,000 (final figure to be determined when we have year end figures)
- a. Evaluate amount of money raised through direct contributions vs. money raised at events. Use this information to determine how much effort should be expended on events.
 - b. Strategies for raising funds
 - i. Ideas for events to raise money
 1. Annual autumn dinner- 1st Friday in October-Larger event at adventure center
 2. Family event in summer
 3. BBQ
 4. S'mores
 5. Trails and Ales 4 x 4 event -auction
 6. Tapas and wine event- larger silent auction-
 7. Summer Concert
 - a. Concert ticket benefit \$1 per ticket
 - b. Get on Brown bag list or eliminate request on ticket purchase.
 - c. Wine event before concert, if not, table at event
 8. Publish note cards with TD or nearby scenes to be sold in Member Services.



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9. Events that raise money for specific organization with TDGF as a side benefactor
 - a. Farm to Table dinner for Food Hub
 - ii. Be careful to not exceed our ability to support an event.
 - iii. Eliminate use of fishbowl- OK for getting acquainted. Do not want to pursue.
4. Goal 2 - Communicate to all TD homeowners
 - a. Strategies
 - i. TD News articles - monthly
 - ii. Enhance website
 1. Show events on home page
 2. Include grant button on home page to link to list of grants and scholarships
 3. Change financial update to be monthly
 - iii. Email blasts on activities – Ongoing
 - iv. Keep brochures in card racks of all TD Amenities
 - v. Second homeowner communications
 1. Provide brochures at the summer Truckee Thursday bus stop
 2. Speak at the Annual Meeting and booth at Expo
 - vi. New homeowner communications
 1. Attend and speak at new homeowner gatherings
 2. Include information in new homeowner packet -ongoing
 - vii. Letter to enclose with assessment – fall 2016
 - viii. Develop link from mobile app to contribution page when TD develops mobile app
 - ix. Develop a consistent 'elevator pitch' that all committee members can use –completion January 2016
5. Goal 3 – Promote brand
 - a. Strategies
 - i. Logo on all documents and publications, advertisements, posters, letters
 - ii. TTCF brand on all documents and publications, advertisements, etc. – ongoing. Include at the top of each article.
 - iii. Include Waltman founding sponsor logo on documents
 - iv. Boiler plate for on the bottom of each publication—TD Supporting the Community, basic info like email address, where to go to contribute –needs refining
6. Goal 4 -Develop supportive relationship in community – Ongoing
 - a. Strategies
 - i. Maintain uniqueness of founding sponsor designation to Waltman
 - ii. Renew relationship with Waltman on an ongoing basis
 1. Keep close touch on our plans
 2. Invite to all events
 3. Explore another promotion this year?
 4. Provide information on our grants
 - iii. Explore relationship with other community businesses. Attempt to acquire another corporate sponsor
7. Goal 5 – Participate in spring scholarships and autumn TTCF grant cycle
 - a. Strategies
 - i. Have 2 committee members participate in grant review cycle – October 2016
 - ii. Scholarships
 1. Determine number and size of scholarships for spring.



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2. Determine if all scholarships are for academic studies or if technical studies may be included.
 3. Have committee members participate in interviews and selection of scholarship recipients in the spring scholarship cycle
8. Goal 6 – Increase new donors and repeat donations from past donors.
 - a. Strategies
 - i. Poster board for display at events that shows our grants and thank you to community.
 - ii. Continue thank you and personal notes to donors
 - iii. Mission associated speeches at events
 - iv. TD News recognition – March 2016
 - v. Be certain TTCF letters show contributions directly to TDGF and to pass through organizations
 - vi. Use strategies under Goal 2 to communicate with TD property owners
 1. TD News small spaces
9. Goal 7 – Recognize as much TD community giving as possible
 - a. Strategies
 - i. Allow pass through contributions
 - ii. Personal thank you notes will not contain exact amounts of contribution or information about pass through
 - iii. TTCF letters need to show the split of the contribution if there is a pass through
10. Goal 8 - Stories of Giving back
 - a. Strategies
 - i. Gather information from association clubs and events and publish a TD scorecard. Illustrate how these events benefit the community at large.
 - ii. Continuously celebrate where money went and what we accomplish
11. Goal 9 – Provide Opportunities for our community to meet the organizations to which we have given grants
 - a. Strategies
 - i. Invite 2 or 3 non-profits to TD community events such as annual meeting
 - ii. Sponsor events like Farm to table dinner on behalf of food hub