

Definitions

FUNDS

Portions of the Annual Assessment are designated as reserve accounts to finance necessary capital improvements. These two reserve accounts, which are separate and distinct, are used to fund capital improvement projects and are approved by the Board of Directors.

The Development Fund

The Development Fund (DF) finances capital improvement projects to keep common areas and facilities from deteriorating and becoming functionally obsolete and protect each Owner's investment in the Association. Major Development Fund projects include: building upgrades and additions, building replacement, and potentially real estate acquisition

The Replace Reserve Fund (RRF)

The Replacement Reserve Fund (RRF) is finances the repair, restoration, maintenance or replacement of existing major common area and facility components, exclusive of total structure replacement.

- *Capital Funds Projection (CPF)*

The CPF lists and accounts for all capital improvement projects identified by the GPC, Management, and approved by the Board that require funding.

MASTER PLANS

Master Plans contain

- An analysis of the Current State of a common area or facility
- A description of the desired Future State of the amenity including but not limited to scope of facilities, service offerings and service levels, revenues and NOR, etc.
- A description of the actions needed to move from the Current State to the Future State.

Amenity Master Plan

A plan that is specific to a particular common facility.

TD Strategic Plan

The Tahoe Donner Strategic Plan

TD Land Management Plan

The Tahoe Donner Land Management Plan

The General Plan

General Plan consists of the current Capital Funds Projection (CFP) and individual Master Plans. Combined these address the near term (5year) and

longer term objectives for capital improvements from either the DF or RRF (RRF expenditures above \$X).

The GPC works closely with the Staff and the Finance Committee to create the General Plan. The Strategic Plan and the Governing Documents guide the GPC when it creates and updates the General Plan.

The CFP is updated quarterly. This is communicated to the Board and is posted on the TD website. The Board authorizes the spending for the plan at each Stage in the Stage/Gate Capital Project Process.

GPC SUBCOMMITTEES

GPC Subcommittees are formed for specific parts of Capital Projects.

Project Task Force (PTF)

Once the Director of Capital Projects has written a Information Paper on a project, the GPC forms a Project Task Force to analyze the project request. The task force consists of GPC members selected for their experience and expertise and is supported by Staff. Others may be consulted as needed.

Steering Committee

A Steering Committee consists of one or more GPC members selected for their expertise and experience with similar projects. Others not from either group may be invited to join the Steering Committee for the same reason. These non-staff members shall act in an advisory role only. The Steering Committee may continue through all Stages of the project or membership may change depending on the needs of the project.

PROJECT PAPERS

Project Papers document the completion of a Stage in a Project. They summarize the findings of that stage and usually request funding for the next stage. Often they contain and compare alternatives.

Information Paper

The Information Paper may contain the following information about the Project:

- Reason for the Project (either Need or Opportunity for improvement)
- Scope of the Project and how it meets the Need/Opportunity
- Financial Impact as an Information Stage Budget
- Customer Service Impact
- Risks such as Environmental, ADA, Code Compliance,
- Opportunities such as Energy Impact,
- "Gender Matrix" position
- Alternatives available and the impact of each

Decision Paper

A Decision Paper summarizes a stage and requests funding for the next stage.

BUDGETS

The Finance Committee often prepares budgets at the end of each stage. They contain the best information available at that time.

Information Stage Budget

An Information Stage Budget is a rough estimate of the cost of various alternatives as known at the end of the Idea Generation Stage of a project.

Conceptual Design Stage Budget

At the end of the Conceptual Design Stage, costs estimates may be derived from benchmarking, contractor discussions, Bill of Material estimates, etc. The cost shown is expected to be a true reflection of project cost +/- 50%.

Final Design Stage Budget

The Final Design Stage Budget is based on engineering drawings, specifications, bills of materials, and contractor estimates. The cost shown is expected to be a true reflection of project cost +/- 25%.

Construction Stage Budget

The Construction Stage Budget is based on fixed-price contractor quotations and should represent the final cost +/- 5%

COMMUNICATION PLAN

There are multiple stakeholders for many Capital Projects including for instance: Members, the Board of Directors, Board subcommittees, amenity users, regulatory agencies, the community, staff, associations, clubs, vendors & suppliers, special interest groups e.g. environment, energy, etc. A communication plan defines the appropriate message for each, the timing of communication and the medium.

THE CAPITAL PROJECT PROCESS

The Capital Project Process (CAP) is a template describing the tasks required to acquire the items described in the General Plan. Included are the roles and responsibilities of the Staff, the GPC, the Board and the Finance Committee. The CAP divides tasks into stages with tangible outputs that signify the completion of the tasks. Once the tasks have been completed to the satisfaction of the Board, funds may be allocated for the next Stage. This transition is called a Gate.

Idea Generation Stage

The first Stage of the CAP is the generation of a list of potential projects that would be funded by the DF. This "Potential Projects List" is recorded by the Director of Capital Projects and communicated periodically to GPC and Finance Committee (FC).

Ideas may come from many sources such as a Member Survey, User Survey, Member communication to the Board, Staff and Management, Directors, GPC and other sources.

The ideas on the list are periodically examined at a General Manager's Operations Review and those that are not practical to be currently pursued are put on a wish list for the future. The Board or GPC may further review this decision at their discretion.

Ideas that merit further consideration are described in an Information Paper to be written by the Director of Capital Projects. The Information Paper shall be submitted to the GPC for analysis.

Project Selection Stage

Once the Director of Capital Projects has written an Information Paper on a project, the GPC forms a Project Task Force to analyze the project request. Using the information presented in the Information Papers and the Capital Funds Projection, the PTF shall select those Projects that best serve the interests of the Members. This list shall consist of:

- Projects that can be paid for in the next 5-years
- Projects that can be paid for in the period from 5-years to 20-years
- Projects to be placed on hold for possible future consideration

The 5-year list shall be recorded as the Capital Funds Projection (CFP) and shall be discussed at an annual (or sooner) meeting of the GPC Chairman, the GPC Board Liaison and the General Manager. Others may be invited as appropriate.

Conceptual Design Stage

The Purpose of the Conceptual Design is to determine what alternative designs for each Project would provide the greatest benefit to the Members.

The work is to be performed by the Director of Capital Projects or his designee and shall be assisted by a Steering Committee.

The Sections of the Information Paper are examined and explored in sufficient detail so as to maximize gain and minimize risk. The Project needs, definition, scope and objectives are refined and sharpened through interactions with interested constituencies such as Members, Regulatory Agencies, Interest Groups, Users, Associations, etc. Consultation with suppliers and vendors supplies alternatives and provides a tentative list of future suppliers.

Benchmarking with others who have done similar projects provides insights on how best to proceed. Town Hall meetings, workshops, focus groups, surveys and Member communications are used to "over-communicate" with members.

Consultants may be hired to study and recommend preferred alternatives.

Preliminary approvals from Governing Agencies should be sought if available.

The Finance Committee shall analyze the project and provide a Preliminary Budget.

The output of this stage shall include a

- Description of Project needs, definition, scope and objectives
- Preliminary Design, which may be expressed as sketches or models
- List of requirements and description of alternatives
- Conceptual Design Budget with a +/- 50% confidence
- Conceptual Design Schedule with a +/- 50% confidence

This Output is the substance of the request to the Board for approval and funding of the Final Design Stage.

Final Design Stage

The purpose of this stage is to create a final package that can be released to vendors for quotation, presented to governing agencies for final approval, communicated to Members and analyzed by the Finance Committee.

As in the Conceptual Design Stage, the work is performed by Staff and supported by a Steering Committee.

The Output of this stage includes

- Final Design, which may be expressed as Engineering Drawings
- Final Specification
- Final Design Stage Budget with a +/- 25% confidence
- Final Design Stage Schedule with a +/- 25% confidence

This Output is the substance of the request to the Board for approval and funding of the Construction Stage.

Construction Stage

The purpose of this stage is to complete construction or implementation of the project. The RFQ is advertised, vendor bids are accepted and evaluated and the final contracts for work are awarded.

The work is performed by Staff and supported by a Steering Committee.

The Finance Committee provides a Construction Stage Budget and continued Member communications keeps Members informed.

The output is the completion of the project within a maximum of +/- 5% of expected cost, budget and objectives.

Post-Project Review Stage

The purpose of this stage is to capture the learnings from the project that can be used to improve future projects.

A Board authorized committee is formed for this work.

TAHOE DONNER ASSOCIATION GENERAL PLAN 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 General Plan Committee (“GPC” and “Committee”) as a standing committee of the Association.

The GPC 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

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 range of tasks assigned to the Committee is entirely at the discretion of the Board. The Committee shall not engage in any tasks that have not been requested by the Board either specifically or via the annual tasks of the committee, which will be set by the Board at each year’s January regular Board meeting. The GPC may recommend to the Board the addition of tasks not previously approved provided that no significant action occurs without Board approval.

PURPOSE

The purpose of the GPC shall be to maintain the General Plan, consisting of Amenity Master Plans, a rolling five-year Capital Funds Projection and an overview of the guidelines for developing and preserving our community in accord with the core values expressed in the Board’s Strategic Plan. The General Plan was established to address changing conditions facing the Association and those determined to be necessary to maintain, upgrade or replace and effectively operate the common facilities and common areas belonging to the HOA. It is a planning document to be published and made available to the Tahoe Donner membership. The GPC shall provide information, analysis and advice to the Board to better enable the Board to make sound capital improvement decisions from the Development and Replacement Reserve Funds. The Development Fund (DF) is a reserve account used to finance capital improvement projects; including real estate acquisitions, building upgrades and additions, and building replacements that do not qualify for funding from the Replacement Reserve Fund (RRF). The DF is used in conjunction with the reserves provided by the RRF to execute capital improvement projects identified in the General Plan.

TASKS AND RESPONSIBILITIES

It is critical to understand needs, desires and priorities of the Tahoe Donner membership as assessed through a variety of feedback mechanisms, such as: membership surveys, Town Hall Meetings, Focus Groups, TahoeDonner.com feedback, Staff Input, etc. Feedback mechanisms to be utilized and required board approval, if needed, will be determined on a project to project basis.

General categories of tasks are:

- Capital Project Requests, as forwarded by the General Manager, Board Liaison and GPC Chair to the GPC for consideration. A Project Task Force will be established to work with and assist the DCP in outlining all facets of the project that impact capital funding. Those may include: Project Objectives, Scope, Value to Members, Environmental Impact, ADA Compliance, Energy Impact, Customer Service Levels, etc. The Finance Committee shall be consulted, as needed, in regards to Financial Impact.
- Amenity Master Plans shall be documented and maintained to provide a long range view of capital improvement needs. Task Forces will be established to work with and assist the DCP in preparing such plans.
- Gathering Membership Feedback through appropriate mechanisms, as mentioned previously, for timely and effective information regarding amenity capital improvement needs.
- Special projects as assigned by the Board and/or General Manager.

With respect to recurring projects, the GPC will usually be involved in the following:

- Recommendations to the Board regarding specific Capital Projects requiring use of Development and/or Replacement Reserve Funds.
- Recommendations to the Board on the design of capital improvement project processes.
- Recommendations to the Board regarding GPC and DCP prepared Amenity Master Plans.

The scope of the GPC tasks shall not include the following:

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

The GPC shall consider six criteria, as well as estimated costs and funding availability, in recommending priorities for capital projects to the BOD for review and approval:

- Needs or demands of members in relation to amenity replacement or improvement to an existing amenity.

- Compliance - Required by ADA, Building Codes, environmental and other legal mandates,
- Asset Protection - Required to maintain existing amenities in good condition (applies primarily to the physical condition of the amenity).
- Financial Prudence - Required to generate additional revenue necessary to maintain existing amenities in good condition.
- Customer Service – Amenity enhancement intended to enhance user experience.
- Environmental Stewardship - Preserves or enhances condition of Tahoe Donner's natural resources and overall physical environment.

COMMITTEE ADMINISTRATION

Organization

The Committee shall consist of 9 regular, voting members. There may also be up to 2 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 Liaison from both the Board and Finance Committee to the GPC. Liaisons shall attend GPC meetings and their primary function shall be to facilitate communications between the Board/Finance Committee and the GPC. Additionally, the Director of Capital Projects (DCP) shall serve as the Staff Liaison, a nonvoting member.

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 have background or experience in long range planning, construction/project management, environmental and/or analytics/financial expertise 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 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.

Vacancies: The Committee 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.

Election of Committee Chair

The Committee shall elect, from among its membership, the Committee's 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.

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

Communications

- There shall be an annual joint meeting of the GPC with the Board, Finance Committee and Management, during the operating budget process, to discuss long-range amenity capital needs. Capital Project Requests and/or updates of Amenity Master Plans may be directed as a result of this meeting.
- Quarterly the GPC Meeting will address the following:
 - a. General Manager will provide an update on Capital Project Requests for consideration.
 - b. DCP will provide an updated five-year rolling Capital Funds Projection for GPC Review. An approved CFP will be forwarded to the Board for their approval and then posted on TahoeDonner.com.
 - c. Director of Finance will review activity and balances for both the Development and Replacement Reserve Funds.
 - d. Director of Operations will provide a quarterly report on amenity usage analytics.
- Monthly meetings shall allow for membership input on capital improvement ideas as well as updates from Task Force Chairs about projects under consideration and/or Amenity Master Plan Updates. The DCP shall provide an update on all capital projects and other appropriate capital funding information.
- A concise written report of each GPC 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 GPC 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.

Meetings

Committee meetings shall be at the discretion of the Committee Chair, 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 TahoeDonner.com; notice is required by ARTICLE VIII, Restated Bylaws of Tahoe Donner Association. 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. Decisions of the Committee shall be reached by consensus or a majority vote of members present and constituting a quorum.

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

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 Committee 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.

Committee Support

The Committee 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.

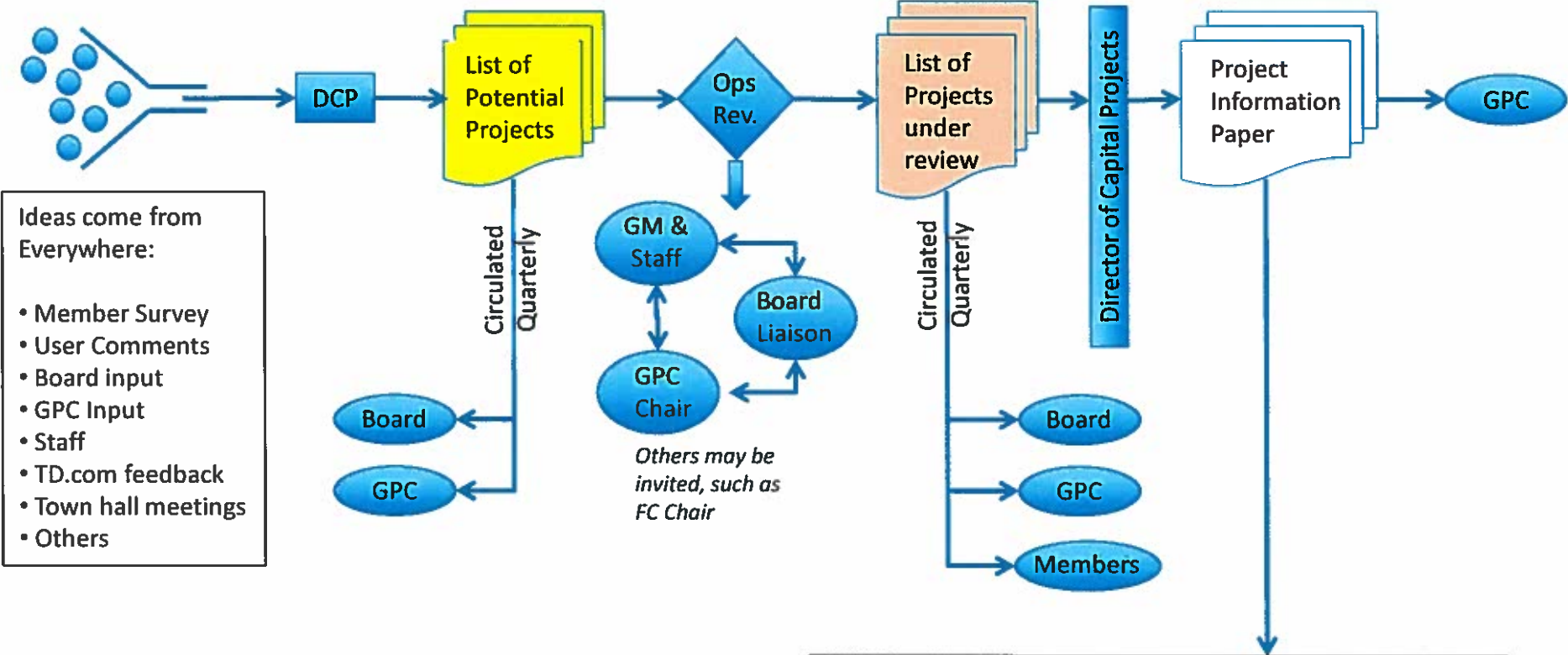
TERM OF CHARTER AND AMENDMENTS

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.

BOARD APPROVED: February 27, 2016

Courtney Murrell, Board Secretary

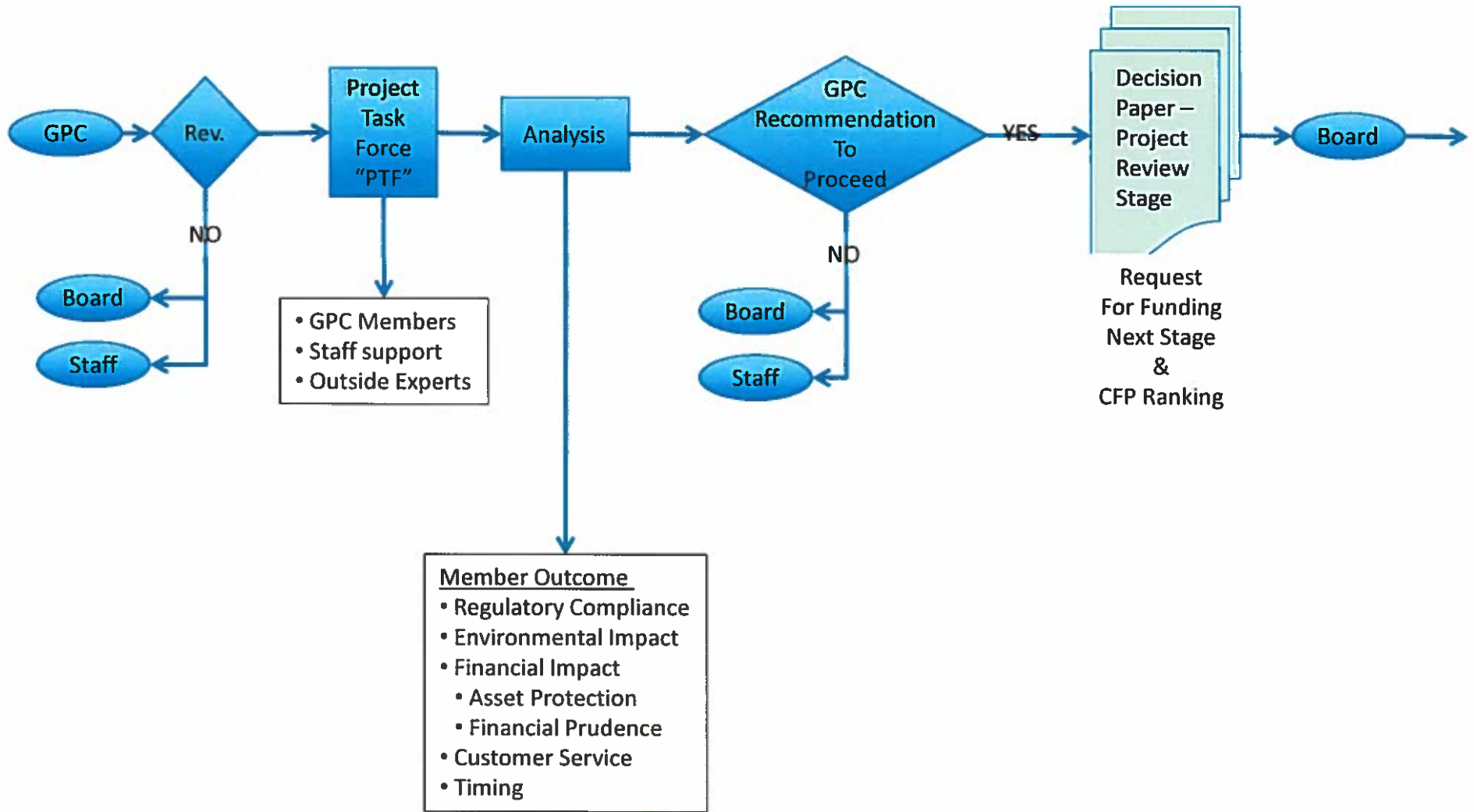
New Capital Projects Idea Generation & Ops Review Stage



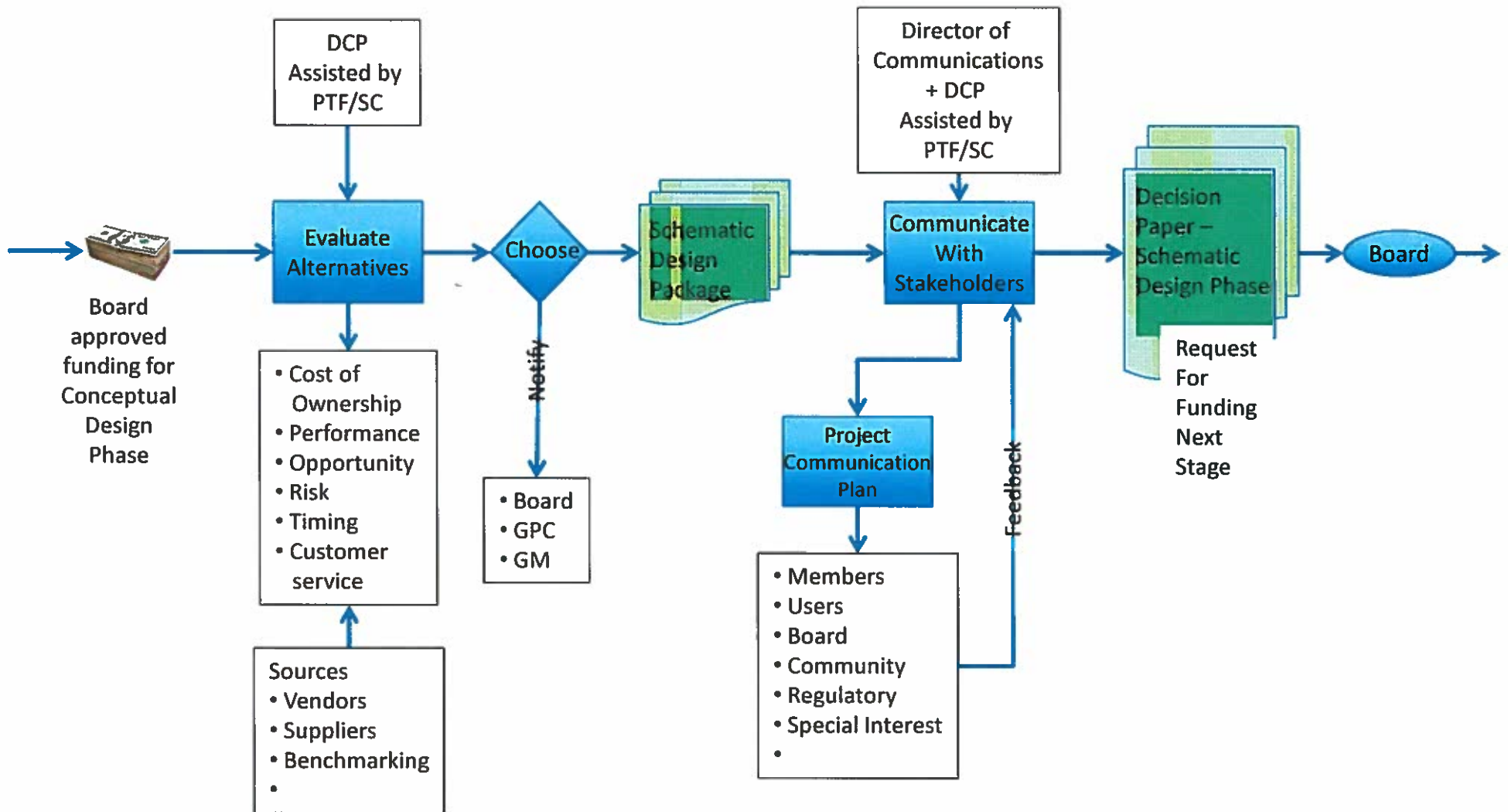
- Ideas come from Everywhere:
- Member Survey
 - User Comments
 - Board input
 - GPC Input
 - Staff
 - TD.com feedback
 - Town hall meetings
 - Others

- The PIP may contain the following information about the Project:
- Reason for the Project (either Need or Opportunity for improvement)
 - Scope of the Project and how it meets the Need/Opportunity
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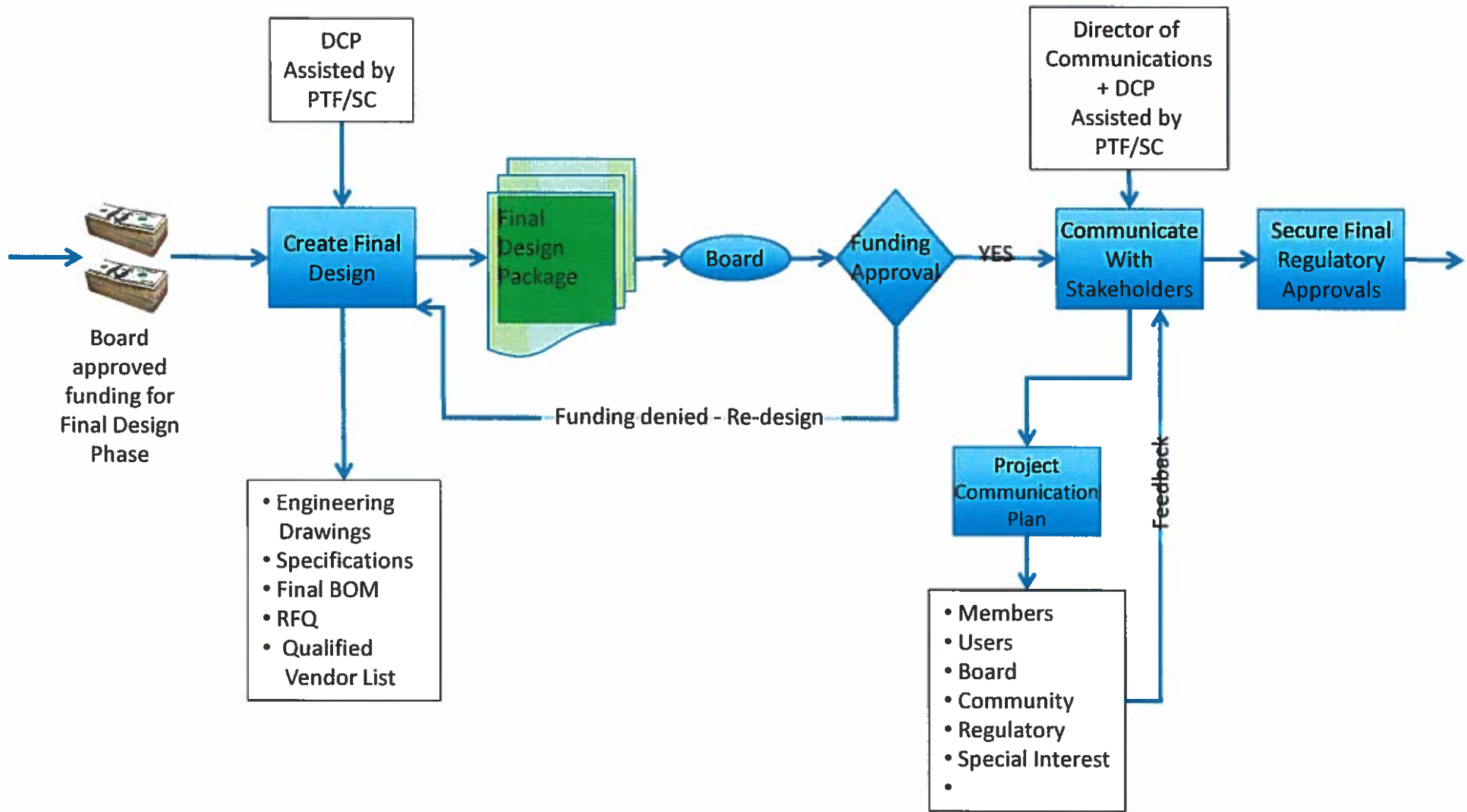
New Capital Project Review Stage



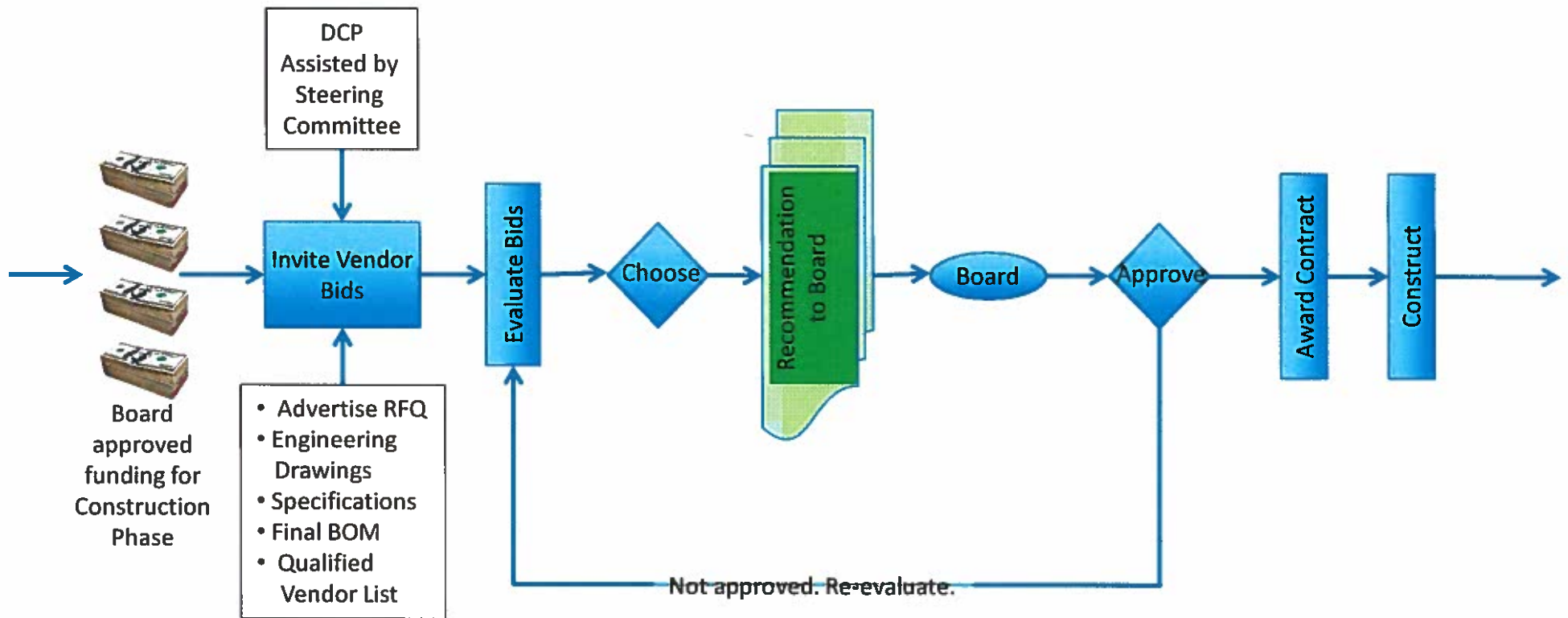
New Capital Projects Schematic Design Stage



New Capital Projects Final Design Stage



New Capital Projects Construction Stage



New Capital Projects Post-Project Review

Board
Commissions
Post-Project
Review