

BOARD APPROVED

ACTION ON

July 8, 2012
Tom Johns

MINUTES VERIFIED

**TAHOE DONNER ASSOCIATION E.A. - TDA ASSOC.
BOARD OF DIRECTORS SPECIAL MEETING
Northwoods Clubhouse**

**Friday, July 6, 2012
3:00 p.m.**

A special meeting of the Board of Directors of Tahoe Donner Association was held at the Tahoe Donner Northwoods Clubhouse, Truckee, California on Friday, July 6, 2012. President Tom Johns called the meeting to order at 3:00 p.m. The following Board and Staff members were present:

Directors present: Tom Johns, Ron Wulff, Steve Miller, and Jay Lempinen

Directors absent: Director Knisley
Director Lempinen (Joined the meeting at 3:30 p.m.)

Staff present: Robb Etnyre, General Manager
Forrest Huisman, Director of Capital Projects

BOARD AND MEMBER COMMENTS

Director Wulff stated that the Board received an email from a member suggesting that the Board broadcast meetings via Skype, which he feels is an excellent idea. He noted that he would not be in attendance at the July 28th Board meeting, but he would like to place this item on the August 25th Board meeting agenda for discussion.

Director Johns agreed that this is a good idea and also suggested that the Board should look at broader use of the Web site as it relates to the Smart Phone. He noted that this is an item that Director Knisley is bringing to the Board at the July 28th Board meeting. He stated that the Board should do everything it can to increase member involvement, especially the Association's second homeowners.

ACTION: CAPITAL PROJECTS REVIEW

Director of Capital Projects Forrest Huisman provided the Board with a PowerPoint presentation regarding the following projects:

- Cross Country Center

- Beach Club Marina
- The Lodge
- Maintenance Facility

Cross Country Facility:

Mr. Huisman stated that, per the Board's direction, he invited 8 Architectural firms to submit their qualifications for the proposed Cross Country Facility project. He noted that they each have experience that would bring value to this project, so it will not be an easy decision. The options are: 1) Choose an Architect based on combination of Qualifications, Design Competition submittal, and fee proposal. 2) Choose an Architect based on combination of Qualifications and fee proposal. 3) Choose an Architect based on Qualifications.

Mr. Huisman stated that the recommendation from Staff is to establish a Design Competition to accompany the Architectural RFP which includes Qualifications and Fee Proposal. This allows Architects to demonstrate their artistic vision based on the needs and program established by our Board, GPC and Sub-group, and Homeowners. We could offer each firm a \$5,000 stipend upon the successful submittal of a prepared floor plan, interior and exterior perspectives based on the Board approved Program, Square Footage matrix and Space Adjacency diagrams. Additionally, we could Include Bill Rodgers with Cumming Corporation. and/or General Contractor(s) to prepare a formal construction cost estimate on selected conceptual design(s) to assist us in construction budget forecasting.

Discussion ensued regarding the process for selecting the proposals. The Board indicated that the proposals should come to the Board first, and then go to the GPC and Finance Committees, prior to going out to the membership for comments. Mr. Huisman stated that he would expect a three to four week turnaround time for receiving the proposals. He suggested that all eight Architects should be given the \$5,000 stipend; however, if any other Architects want to submit proposals, they would not be offered the stipend.

Mr. Huisman stated that there have been a few different names suggested for the facility, with the most interest being generated in calling it the Alder Creek Nordic Center. He inquired if the Board would like to make a decision on the name today.

Discussion took place regarding the pros and cons of calling the new facility the Alder Creek Nordic Center and the merits of obtaining member input on a name.

Following discussion, by consensus the Board approved calling the new facility the Alder Creek Nordic Center.

Mr. Huisman reviewed the following preliminary construction costs estimates with the Board:

- Cross Country Facility (11,000 SF @ \$450 a Square Foot = \$5.0 Million)
- Parking Lot Improvements (\$150K)
- Groomer Barn (\$300K)

- Equestrian Zone (\$75K)

Mr. Huisman then reviewed the floor plan for the building. He noted that, rather than provide the Architects with the floor plan; he intends to overlay the plan with a bubble diagram depicting space adjacencies. The Architects can then work with these along with the square footage measurements that have already been established.

Director Lempinen joined the meeting at 3:30 p.m.

Director Miller left the meeting at 3:30 p.m.

Beach Club Marina:

Mr. Huisman reviewed the following with the Board:

- The latest drawings of expanded beach, upper lawn and lower terrace.
- Amendment to existing use permit that will include a new short stone wall at the entrance with Way finding signage and new fencing along Donner Pass Road. It will not include utility connections for the Wedding Pavilion, Bar or Storage Building.
- Construction cost is estimated at \$365K for civil work, utilities, landscaping, irrigation, and path lighting.

Director Miller rejoined the meeting via teleconference at 3:45 p.m.

Mr. Huisman noted that by the July 28th Board meeting he will have more refined cost estimates for this project.

Mr. Huisman stated that Staff's recommendation is for the Board to approve proceeding with the current plans and to further define cost estimates with multiple General Contractors for review at July 28th Board Meeting.

The Lodge:

Mr. Huisman reviewed the following with the Board:

- The updated floor plans that reflect Golf Pro Shop expansion.
- Covered Deck
- Snack Bar expansion.
- Amendment to Use Permit
- Grotto improvements.
- Consideration of expanding the existing Parking Lot in areas defined near the Vehicle Maintenance Building.

Huisman said, with Board approval, Staff will proceed with the Amendment to Use Permit, allowing for pro shop expansion, kitchen improvements, and snack bar expansion concurrently with Covered Deck during fall construction, with Grotto Bar commencing in the spring.

Following discussion, by consensus, the Board approved moving forward with these proposed improvement projects.

Maintenance Facility:

Mr. Huisman reviewed the following planned improvements with the Board:

Forestry Building:

- Remove building and adjacent storage shed and re-grade adjacent drive with new Utilities: \$112K.
- Build new Vehicle Storage Structure with perimeter walls and garage doors. Consider garage doors, heat, slab drains, and lighting: \$180K

Maintenance Building:

- Estimated cost: \$250K
- Repair roof parapet, roof waterproofing and re-establish proper drainage.
- New low-maintenance board/batten siding to be installed and painted to meet TDA Architectural Standards.
- Rearrange interior non-structural walls to allow for ADA access, two unisex restrooms, Manager's office, open work space and meeting area. All other existing spaces to remain intact with minor upgrades to meet ADA access code.
- Upgrade HVAC/HW and backup generator to natural gas from propane.
- Exterior man-doors to be replaced, but newer windows to remain.

Carport (Adjacent to Maintenance Building):

- Estimated cost: \$98.5K
- Add carport at south side to cover four (4) parking stalls and existing backup generator.

Maintenance Yard:

- Estimated cost: \$100K
- Consider relocating material storage bays away from settling pond and snow storage area.
- Consider including upgrades to fuel station and settling pond.

Soft Costs:

- Permit and Impact Fees: \$40K
- Estimated General Contractor Fees 15% of project costs: \$130K.
- Estimated Architecture, Engineering, Consulting costs: \$45K.

Following discussion, Director Wulff made a motion and Director Lempinen seconded to approve proceeding with Design/Build for Maintenance Building project with Isbell Construction on a negotiated fee to allow for expedited construction to commence late September prior to snowfall. Motion passed 4-0 (Director Knisley Absent)

Mr. Huismans's presentation in its entirety is attached to these minutes as Exhibit "A".

ACTION: CONSENT CALENDAR

The Board was provided with the following for consideration:

- Euer Valley Gates and Signs

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

ADJOURNMENT

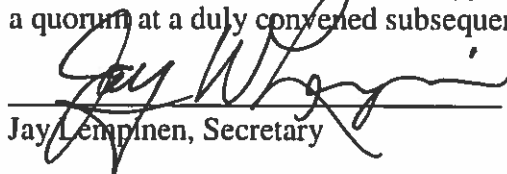
The Board meeting adjourned to Executive Session at 4:30 p.m. and did not reconvene to open session.

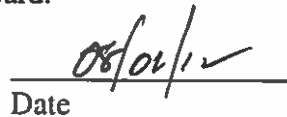
Submitted by:


Bonnie Watkins, Recording Secretary

SECRETARY'S CERTIFICATE

I, Jay Lempinen, 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 meeting held on July 6, 2012, as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.


Jay Lempinen, Secretary


Date