

**BOARD APPROVED**

**MINUTES ACTION ON** *July 28, 2015*  
**TAHOE DONNER ASSOCIATION** *VERIFIED*  
**BOARD OF DIRECTORS REGULAR MEETING**  
& **E.A. - TDA ASSOC.**  
**SPECIAL BALLOT COUNTING MEETING**

**June 22, 2012**  
**9:00 a.m.**

A regularly scheduled meeting of the Board of Directors of Tahoe Donner Association and a special ballot counting meeting was held at The Lodge 12850 Northwoods Blvd., Truckee, California on Saturday, June 22, 2012. President Suzy Knisley 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:** Suzy Knisley, President  
Tom Johns, Vice President  
Ron Wulff, Treasurer  
Steve Miller, Secretary (Joined the meeting at 9:45 a.m.)  
Jay Lempinen, Director

**Directors absent:** None

**Staff present:** Robb Etnyre, General Manager  
Annie Rosenfeld, Director of Facilities & Risk Management,  
Forrest Huisman, Director of Capital Projects  
Bonnie Watkins, Recording Secretary-Executive Assistant

**SPECIAL BALLOT COUNTING MEETING**

The Board convened a special Board meeting to commence tabulation of ballots; personally delivered ballots are to be accepted with replacement ballots available during this meeting until its adjournment at 5:00 p.m.

**MEMBER & DIRECTOR COMMENTS**

A member thanked the Board for the purchase of the McGlashan Springs property from the Truckee Donner Public Utility District. The member noted that this land will greatly benefit the membership both for recreational purposes and for further protecting homes in Tahoe Donner from the threat of wild fires. The member inquired when the Forestry Department will begin defensible space work on this property.

General Manager Robb Etnyre responded that the Forestry has completed some initial work on this property such as dead tree removal and fire road access work for the Fire Department. He stated that major mastication and defensible space work is planned approximately a year from now along the old property line.

A member congratulated the Board on the purchase of the Euer Valley property. He stated that he is very enthusiastic about all the new projects being undertaken by the Board to update the Tahoe Donner community. He indicated that he has significant experience in the field of Architecture in the Sierra and would be pleased to offer his services on a consulting or any other basis the Board may wish.

A member requested what the overall process is for all the proposed projects for the Association. Director Knisley responded that this question would be covered later in the meeting under the Director of Capital Projects Report.

Director Wulff commented that he had attended the June 21<sup>st</sup> Town Hall meeting for Golf and took notes on the suggestions and comments made by the members in attendance. One suggestion that was particularly good, he said, was to offer a reward for divot replacement. For instance, for anyone returning with the divot sand bottle empty, they could be rewarded with a free beer or golf range token, et cetera.

Director Johns complimented Director of Golf Ed Leinenkugel and his Staff on the great job they are doing this year in offering a variety of complimentary clinics and special events for the membership. Additionally, he noted that Golf Course Maintenance Supervisor, Kevin Kuehne, and his grounds keeping crew are to be commended for repairing and restoring the Golf Course. He said the difference in the course's condition in just over the last two weeks is remarkable.

#### **A. APPROVAL OF MINUTES**

The Board received the preliminary minutes of the May 14, 2012 special meeting minutes for consideration.

Following discussion, Director Johns made a motion and Director Wulff seconded to approve the May 14, 2012 special meeting minutes as presented. Motion passed 4-0 (Director Miller Absent)

The Board received the preliminary minutes of the May 19, 2012 regular meeting minutes for consideration.

Following discussion, Director Johns made a motion and Director Lempinen seconded to approve the May 19, 2012 regular meeting minutes as presented. Motion passed 4-0 (Director Miller Absent)

The Board received the preliminary minutes of the June 4, 2012 special meeting minutes for consideration.

Following discussion, Director Johns made a motion and Director Lempinen seconded to approve the June 4, 2012 regular meeting minutes as revised. Motion passed 4-0 (Director Miller Absent)

## **B. COMMITTEE MANAGEMENT**

**Architectural Standards** – The Board was provided with the committee’s May 2, May 16, and June 6, 2012 meeting minutes for review.

**Covenants** – The Board was provided with the committee’s May, 2012 meeting report for review.

**Elections** – The Board was provided with an update from the committee regarding the 2012 Director Elections. Election Committee Chair, Nan Carnal, provided the following highlights of the report:

- The Election Committee convened on June 4, 2012 to address the following:
  - Finalized procedures, arrangements, and the agenda for Candidates’ Night. Review of voting packet irregularities and proposed actions taken by the Committee and the Inspector of Elections to ensure a valid election.
  - Voting procedure irregularity imposed by incorrect collation of the election packet by the printer.
  - As a result, the Election Committee made the following recommendations due to deviations from past practice by the contracted print/mail service, :
    - Proposal that the voting packet for all subsequent Board of Director Elections be reviewed and approved by the Elections Committee and the Communications Department prior to allowing the printer to collate and mail the voting packet to Owners.
    - Directions to the Communications Department, which handles the voter packet submission to the contracted printer/mail service, and to the print/mail service MUST explicitly include the following:
      - The print/mail company must not de-duplicate Tahoe Donner’s mailing list.
      - The property owner’s Tahoe Donner property address, lot number and unit must be printed on the return envelope.
- A post-election meeting of the Election Committee and Staff will be held to summarize clearly the responsibilities of the committee and various staff in carrying out the future Elections Procedures.
- The Election Committee will finalize a set of “stand alone” Election Procedures for future Board of Director elections.

As noted in the committee's February report to the Board, these will be brought to the Board for consideration at the August Board meeting.

**Finance** – The Board was provided with the committee's June 14, 2012 meeting notes for review. Committee Chair Jeff Bonzon reviewed the following highlights of the report:

- The committee discussed the update on Season Passes for the Golf Course: Golf product sales through May 30, 2012 continue to track ahead of last year in all categories.
- Director Wulff advised the committee that the Board approved the establishment of a Golf Task Force for the purpose of looking into ways of increasing rounds played on the Golf Course. Director Wulff will likely be forming his Task Force and holding a first meeting in late July.
- Finance Committee member Hank Lewis will have a first draft of Reserve Fund and NM&E Fund for review prior to July committee meeting.
- The committee discussed the current status of items on the General Plan and the need to re-examine timetables and funds available given the realization that Cross Country/Equestrian project may cost significantly more than projected

**General Plan (GPC)** – The Board was provided with the committee's June 4, 2012 meeting summary for review. Chair Dick Gander provided the following highlights:

- The meeting was opened at 3:30 p.m. at the Cross Country Center. This was a combined meeting of the General Plan Committee and the Board of Directors to consider a location for the proposed Cross Country Center building. Director of Capital Projects Forrest Huisman reviewed three potential sites for locating the new Cross Country building. These locations included:
  - The current Equestrian Center arena area.
  - The area to the west of the current building that is covered by a growth of trees looking south to the meadow.
  - The area to the west of the meadow, further up the hill.
    - The group added the area occupied by the current building.
- The group took a walking tour of the potential sites and considered a number of pros and cons for each, including potential views, length of run for utilities, wetland issues, parking and building access, tree removal, site improvement costs, town verses county zoning/permitting, access to trails, potential area for future expansion and single story verses two story structure.

### **COMMITTEE COORDINATOR UPDATE**

The following committees currently have vacancies:

- Covenants – 3 Alternates
- General Plan Committee – 1 Alternate
- Finance – 1 Alternate

### **C. CONSENT CALENDAR**

Director Miller joined the meeting at 9:45 a.m.

The Board was provided with the following item for consideration:

- Trail Ranger Program

The Board discussed the pros and cons of hiring trail rangers for the Euer Valley trail system.

Following discussion Director Wulff made a motion and Director Johns seconded to approve the operational expense of a Trail Ranger Program with a budget of \$26,154 from the Operating Fund. Motion passed 5-0

### **D. REQUEST TO WAIVE LATE FEE**

The Board considered a request from a member to waive their delinquency fee for the 2012 Annual Assessment.

Following discussion, Director Johns made a motion and Director Miller seconded to deny the request. Motion passed 5-0

### **DISCUSSION: COMPLIMENTARY AMENITY USAGE**

Director Wulff stated that he had placed this item on the agenda. He said the Board had received an email from a new member that suggested that it would be a good idea to provide temporary free usage of the amenities to new members.

Discussion ensued regarding the pros and cons of allowing temporary, complimentary amenity usage to new property owners to allow them to experience the amenities prior to purchasing the Recreation Fee.

Following discussion, the Board took no action on this item.

### **E. DIRECTOR OF CAPITAL PROJECTS**

Director Knisley stated that, in the process of designing and coming up with the concepts for the Cross Country Center building, it is her understanding that Staff should act in the capacity of project manager, and not in designing the proposed Nordic Ski lodge.

She indicated that the conceptual drawings that Staff provided the Board are helpful in the design process as far as defining the budget, location and space requirements, et cetera, but the final design of the building should come from the firms that bid for architectural services. She stated that she doesn't believe that the firms should be provided with conceptual drawings, but that they should be left the freedom to come up with totally new concepts for the building.

A discussion ensued regarding Director Knisley's comments, with each Board member weighing in on their thoughts on how to proceed with the development of the new Cross Country Center facility. Further discussion took place regarding the location of the proposed building.

The Board indicated that, at the June 4, 2012 Board meeting at the Cross Country Center, the Board decided that the best place for the location of the proposed new building is on the current site.

Director of Capital Projects Forrest Huisman then provided the Board with a presentation on the status of the following Capital Improvement projects:

- Beach Club Marina
- The Lodge
- Forestry Building
- Maintenance Building
- Downhill Ski Area Building Project Timeline

Discussion took place regarding the Beach Club Marina project.

Following discussion, by consensus, the Board approved moving forward with the following elements of the Beach Club Marina improvement project:

- Beach Expansion
- Upper Terrace
- Lower Terrace
- Permitting for Entrance Sign and Fencing

**(Break)**  
**10:50 a.m.**

The regular meeting reconvened at 11:00 a.m.

**E. DIRECTOR OF CAPITAL PROJECTS REPORT (CONTINUED)**

**The Lodge Storage Barn:**

Mr. Huisman reviewed the plans and drawings for this improvement project.

Following discussion, Director Wulff made a motion and Director Johns seconded to approve moving forward with the Storage Barn improvement project. Motion passed 5-0.

**The Lodge Covered Deck, Snack Bar, Golf Pro Shop, and Kitchen Renovations:**

Mr. Huisman reviewed updated drawings for the planned improvements for this project.

Following discussion, Director Johns made a motion and Director Knisley seconded to approve moving forward with the proposed Lodge Covered Deck, Snack Bar, Golf Pro Shop, and Kitchen Renovations. Motion passed 5-0

**The Lodge Grotto:**

Mr. Huisman reviewed this improvement project that will be implemented in the summer of 2012.

Following discussion, no action was taken on this item.

**Forestry Facility:**

Forrest Huisman reviewed some of the planned improvements for this facility. He stated that Staff has submitted plans to Nevada County for review, but approval has taken longer than normal to complete. He indicated that Staff will continue to pursue and resolve any issues with the permitting process for this project.

Following discussion, no action was taken on this item.

**Maintenance Facility Project:**

Mr. Huisman reviewed updated drawings with the Board on this proposed project.

Following discussion, by consensus, the Board approved moving forward with this renovation and improvement project.

**Downhill Parking Lot:**

Mr. Huisman stated that the plans for this project have now been updated and resubmitted to the Town for permit. Upon receipt of an approved, revised General Contractor estimate, the contract will be awarded. Construction for this project is scheduled to start late July.

No action was taken on this item.

**Monument and Wayfinding Signage:**

Mr. Huisman stated that construction is underway for this project, with rebar and concrete for the signs to be installed next week. The following signs will be installed prior to the Fourth of July holiday: Main Monument sign coming up Northwoods Boulevard, Northwoods & Northwoods, Trout Creek, and The Lodge. Mr. Huisman indicated that lighting for the signs will be a separate project.

## **F. ACTION: CROSS COUNTRY CENTER LODGE**

Director of Capital Projects Forrest Huisman explained that, regarding the discussion that took place earlier concerning the current conceptual drawings of the new Cross Country Center, he certainly does not want to be perceived by the Board as forcing any particular design idea for this facility. He indicated that he has no agenda other than to be the conveyor of information that can assist the Board in this design process.

Mr. Huisman then provided the Board with a presentation on the conceptual plans and associated pricing for this proposed new facility. A copy of the presentation is attached to these minutes as Exhibit "A."

Following the presentation, discussion took place regarding the process for obtaining Architectural and General Contracting firms for the proposed project.

Larry Young of Ward Young Architecture and Planning provided the Board with an overview of the design competition and bidding process for both private and public entities.

Discussion took place regarding the Request for Proposal (RFP) process, with the Board indicating that the Association's legal counsel, Downey Brand, would develop the RFP.

Following further discussion, by consensus, the Board approved proceeding with the Request for Proposals, which would secure the Architect of Record for the proposed Cross Country Center Lodge project.

## **EXECUTIVE SESSION AND LUNCH**

The Board convened to Executive Session at 12:20 p.m.

The Board reconvened to open session at 1:07 p.m.

## **DIRECTOR OF CAPITAL PROJECTS REPORT (CONTINUED)**

Downhill Ski Area Manager Robby McClendon provided the Board with a presentation on a proposed yurt for the Downhill Ski Area School.

Following discussion, Director Johns made a motion and Director Knisley seconded to approve a 30 foot yurt and surrounding deck for the Downhill Ski Area School Operations. Motion passed 5-0

## **Downhill Ski Area Building Project Timeline**

Director Wulff indicated that he requested this item be placed on the agenda in order for the Board to start thinking about revisiting the 2030 General Plan timeline with the General Plan Committee.



Due to greater than anticipated expense of the proposed Cross Country Center building replacement, he continued, there will be items in the 2030 General Plan that might have to be pushed off to a later date. The next large project coming forward in the plan is the replacement of the Downhill Ski Area Lodge. He indicated, however, that this should not be critical, since the Ski Lodge was renovated in 2009 to extend the life of the building another ten years. He stated that the building project was moved forward in the 2030 General Plan in order to take advantage of lower building cost which might not exist today.

General Manager Robb Etnyre interjected that, at the General Plan Committee's July meeting, the committee plans to revisit the 2030 General Plan and its timeline. He said recommendations will be brought back to the Board at the August Board meeting in order to be prepared for the 2013 Budget process.

### **DISCUSSION: TAHOE DONNER VOLUNTEERS**

Director of Facilities & Risk Management Annie Rosenfeld provided the Board with an update on the progress of this new program.

- Tahoe Donner has never had an established Volunteer Program.
- There is currently a great deal of interest from the membership in creating a Volunteer Program.
- The general purpose of a Volunteer Program is to provide wide variety of opportunities to the membership for participation benefiting Tahoe Donner and the greater Truckee community.
- In order to implement a Volunteer Program, there is a need to create structure for the various projects which volunteers could participate in and as well as a need for someone to coordinate the program.
- One group that is very interested in participating in trail maintenance is the Friends of the Tahoe Donner Trails Club. The main focus of the club is to foster a spirit of stewardship of the Tahoe Donner trail system. In order to make it possible for members to begin to assist with maintenance work on the trails, it is necessary to develop a safety and training program for them.
- The Volunteer Program would be aligned with the Association's Strategic Plan, specifically:
  - Establish year round Association specific events and programs to benefit the membership.
  - Establish an engaging approach to maintaining Association community, architectural, covenants, and communications standards.
  - Establish a proactive approach to maintaining the health of our natural resources and defensible space.
- The next step in the process of developing a Volunteer Program will be to advertise to the membership via various media sources.

## **DISCUSSION: BUDGET TIMELINE**

Director Miller left the meeting at 2:05 p.m.

Director of Finance and Accounting Mike Salmon provided the Board with a time line for the 2013 Budget process for consideration.

Following discussion, Director Wulff made a motion and Director Johns approved the 2013 Budget Timeline as presented. Motion passed 4-0 (Director Miller Absent)

## **G. DISCUSSION: DIRECTOR OF FINANCE AND ACCOUNTING REPORT**

Director of Finance and Accounting Mike Salmon provided the Board with a presentation on the Association's unaudited preliminary May 2012 financial reports, a complete set of which are attached to these minutes as Exhibit "B".

Director Wulff requested that Staff include "Stored Value" in future financial reports.

Following discussion, Director Wulff made a motion and Director Lempinen seconded to approve the unaudited preliminary May 2012 financial reports as presented. Motion passed 4-0 (Director Miller Absent)

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

General Manager Robb Etnyre reported the following:

- **2012 Waterpalooza** – This event was such a hit last year that it has been expanded to two-days and will be held at the Tahoe Donner Driving Range. The event is scheduled from 11 a.m. – 4 p.m. on Saturday, June 30 and Sunday, July 1<sup>st</sup>. The event will feature a series of giant waterslides and water events geared to children of all ages. A new giant slide was purchased to use for this event and other future fun-house type events such as the Fall Festival.
- **Beach Club Marina** – There are quite a few improvements taking shape at the Beach Club Marina, from the beach cleaning machine to a new dock setup, refinished BBQs, and new floating waterline and water based floating islands.
- **Summer Concert** – This year's concert will showcase Sam Bush, with the Dead Winter Carpenters as the opening act. The concert is July 21<sup>st</sup> at the Tahoe Donner Golf Driving Range and the show begins at 6:30 p.m.
- **Campground** – We have replaced the worn and damaged picnic tables at this amenity with new tables as a scheduled Reserved Replacement item this year. The old tables will be advertised to the membership for purchase at \$20 per table. A few will be donated to the local community pump-track that was recently created with volunteer labor.

We are keeping a handful of the serviceable tables to use at the new Forestry Facility and out on the trail system. The new tables are exactly the same as the outside picnic tables at Downhill. We now have a moving seasonal inventory of tables to go between seasonal operations that look the same and can be more easily moved for peak or seasonal activities.

- **Property Boundary Signage & Gates:** New property boundary signage is being developed and will be deployed over the next several weeks, first in the Euer Valley, then around the borders of the Association. The Euer Valley signs will also feature map reference signs that will help orient members or neighbors to the actual property boundaries on-site. Three new gates will be placed in the Euer Valley: the entrance to the 40 acre Euer property, before the bridge over Prosser Creek, and before the edge of the northern road entrance to Tahoe Donner property in the valley.
- The Member Services office is now open seven days a week to accommodate the summer surge of members.
- Staff is currently finalizing a new plaque to be installed at The Lodge that will display the names of the Association's Past Presidents.

#### **J. HOMEOWNER ARCHITECTURAL STANDARDS INSPECTION INITIATIVE**

The Board was provided with an "Information Paper" outlining plans for a homeowner property inspection initiative. This document is attached to these minutes as Exhibit "C."

Following a discussion with Staff on the proposed new program details, the Board requested further information and refinement of the plan. This item was placed on the July 28<sup>th</sup> Board meeting agenda for further consideration.

#### **GOLF COURSE MAINTENANCE**

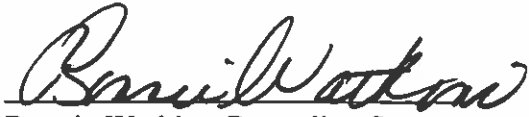
Director Wulff indicated that he had placed this item on the agenda to address a rumor going around the community that Tahoe Donner does not have the funds to properly maintain its Golf Course. Additionally, some residents have expressed concern that Golf Course personnel providing labor in other areas of the Association are charging those costs to the Golf Course. Director Wulff stated that both these rumors are blatantly false; the Association has sufficient funds to support and maintain all its amenities and labor is charged to the appropriate departments.

**ADJOURNMENT**

Director Wulff made a motion and Director Knisley seconded to adjourn the regular portion of the meeting at 2:40 p.m. Motion passed 4-0 (Director Miller Absent)

The ballot counting portion of the meeting continued until adjournment at 5:00 p.m.

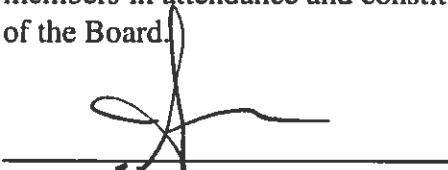
Submitted by:



Bonnie Watkins, Recording Secretary

**SECRETARY'S CERTIFICATE**

I, Steve Miller, 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 22, 2012, as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.



Steve Miller, Secretary