

AGENDA
TAHOE DONNER ASSOCIATION
REGULAR BOARD OF DIRECTORS MEETING

Northwoods Clubhouse
Friday, June 24, 2016
9:00 a.m.

To enhance the quality of information and scheduling, this timed Agenda is prepared one week in advance of the meeting, and the Board reserves the right to adjust this schedule during the meeting by adding, deleting, and/or moving matters as required and as permitted by law. Association Board of Director's meetings are open to members, but not the general public.

This meeting is being recorded.



Please silence your cell phone.

OPEN SESSION

SECTION

I. 9:00 a.m. Call to Order

Opening Procedures:

- Pledge of Allegiance
- Meeting opened to start the ballot counting process.

II. 9:05 a.m. Member & Director Comments

Property owners' comments are welcomed at this time for matters not on the agenda and are limited to three minutes. However, members may submit additional comments by email to the Board (board@tahoedonner.com). The Board president may recognize members to comment on agenda items as they occur. Members are requested to identify themselves and to include Unit and Lot Number. Directors and Staff are limited by law to brief responses and clarifying questions to matters not on the agenda. Directors may request Staff to report back to the Board concerning such matters and place the matter on a future Board agenda.

Board meetings are defined by the Davis-Stirling Act as a gathering of a majority of directors at the same time and place to "hear, discuss, or deliberate

upon any item of business that is within the authority of the Board." (Civ. Code §4090.) A Board meeting is a meeting of the corporation's Board of Directors, not a meeting of association members. Accordingly, members do not have a right to participate in the Board's discussions and votes. By statute, members can watch the Board conduct business. In addition, they can address the Board during the open forum portion of the meeting. Although members do not have a legal right to participate in Board discussions, the president can invite comments from the audience on particular items of business if he so chooses. This is at the discretion of the Board.

- III. 9:15 a.m. Action: Approval of Minutes A**
- May 27, 2016 Regular Meeting Minutes
 - June 6, 2016 Special Joint Meeting Minutes
- IV. 9:20 a.m. Discussion: Committee Management B**
- **Committee Task Reports** – Committee Chairs
Purpose: To update the Board on the status of 2016 assigned tasks and recent committee meetings.
 - Architectural Standards Committee
 - Covenants Committee
 - Elections Committee
 - Finance Committee
 - General Plan Committee
 - Equestrian Steering Committee
 - Tahoe Donner Giving Fund Committee

OPEN & PENDING ITEMS

- V. 9:35 a.m. Action: On-Going Maintenance Rules C**
- The Board will be provided with proposed new on-going maintenance rules from the Architectural Standards Committee based on past observations and membership feedback.
- VI. 9:50 a.m. Action: Authorization of Delegation of Authority to Staff Architectural Standards Improvements D**
- The Board will be provided with a decision paper and appropriate board resolution to authorize the delegation of authority from the Board to staff with regard to some Architectural Standards improvements.
- VII. 10:05 a.m. Action: Architectural Standards Permit Requirements E**
- The Board will be presented with the Architectural Standards Committee's proposed recommended changes on minor project permit requirements.

VIII. 10:20 a.m. Action: Director of Finance & Accounting Report **F**
(Director of Finance & Accounting, Mike Salmon)

- 2016 May Financials

IX. 10:50 a.m. BREAK

X. 11:00 a.m. Action: Consent Calendar **G**

All items listed under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board or Staff requests a specific item to be removed from the Consent Calendar for separate action. Any item so removed will be taken up following the motion to approve the Consent Calendar.

- General Manager Job Description

XI. 11:05 a.m. Action: Winter Trail Summer Maintenance – Reserve Replacement Component Addition **H**

The Board will review a recommendation to add a new Reserve Replacement element to address winter trail maintenance during the summer months.

EXECUTIVE SESSION

XII. 11:30 p.m. Executive Session **EXEC**

Executive sessions of the Board of Directors are provided by statute so that the Board can address issues involving privileged information and matters of a private nature. As a result, members do not have a right to attend executive sessions. As provided for in [Civil Code §4935](#), boards may go into executive session for the following matters:

- Legal Issues
- Formation of Contracts
- Disciplinary Hearings
- Personnel Issues
- Payment Plan
- Foreclosure

The Board must approve decisions by a majority vote of the directors in executive session, and report out decisions at the next regularly scheduled open session. ([Civ. Code §5705\(c\)](#)).

- Topics for this month's Executive Session:
 - Personnel Employment Matters

CLOSED SESSION

XIII. 12:30 p.m. Appeal Hearing

OPEN SESSION

XIV. 1:00 p.m. Executive Session Report **EXEC**
- June 13, 2016 Executive Session
- June 24, 2016 Executive Session

XV. 1:10 p.m. General Manager's Report **I**
(General Manager, Robb Etnyre)
The Board will be provided with a report on various Association operations, including updates on the status of a new draft board governance policy and future board meeting broadcast options.

XVI. 1:20 p.m. Action: Fraud Prevention Policy Resolution **J**
The Finance Committee has been tasked to systematically review each financial related policy of the association. Active Fraud Prevention Policy Resolution 2005-3 has been reviewed and the committee will present to the Board a new revised fraud policy, incorporating current best practices.

XVII. 1:30 p.m. Action: Whistleblower Protection Policy Resolution **K**
The Board will be presented with a decision paper to consider adding a new Whistleblower Protection Policy Resolution.

XVIII. 1:40 p.m. Potential Future Board Meeting Agenda Items

XIX. 1:45 p.m. This meeting will remain open to facilitate the counting of ballots in accordance with election procedures.

The Board meeting will **continue as the Annual Membership Meeting on Sunday, June 26, 2016** at the Northwoods Clubhouse at 10:00 a.m.

Tahoe Donner Committee Meeting Schedule

- Architectural Standards Committee – July 13th, 2016 9:00 a.m. (Northwoods Clubhouse)
- Covenants Committee – July 14th, 2016 3:00 p.m. (Northwoods Clubhouse)
- Elections Committee – No future meetings have been scheduled at this time.

- Finance Committee – July 14th, 2016 at 3:00 p.m. (Northwoods Clubhouse)
- General Plan Committee – July 11th, 2016 at 3:00 p.m. (Northwoods Clubhouse)
- Equestrian Steering Committee – No future meetings have been scheduled at this time.
- Tahoe Donner Giving Fund Committee – July 4th, 2016 at 3:00 p.m. (Northwoods Clubhouse)

As provided for in Civil Code §4920 – Notice of Board Meetings: This agenda was posted at least four days prior to the meeting.

Look for board meeting details and supporting documents online at:

<http://www.tahoedonner.com/board/>

Enroll in our electronic communication's email opt-in program to receive official communications via email.

<http://www.tahoedonner.com/update-your-profile/opt-in-to-go-paperless/>

Megan Rodman

June 24, 2016

Megan Rodman, Executive Assistant

Date