

ACTION ON June 24, 2016

VERIFIED Megan Rodman

E.A. - TDA ASSOC.

MINUTES

**TAHOE DONNER ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING**

**Northwoods Clubhouse
Monday, June 6, 2016
3:00 p.m.**

A special joint meeting of the Board of Directors of Tahoe Donner Association and the General Plan Committee was held that the Northwoods Clubhouse, 11509 Northwoods Blvd., Truckee, California on Monday, June 6, 2016. President Steve Miller called the meeting to order at 3:00 p.m. The following Directors were in attendance, thus constituting a quorum of the authorized number of Directors of the Association:

Directors Present: Steve Miller, President
 Jim Stang, Vice President
 Jeff Bonzon, Treasurer
 Courtney Murrell, Secretary

Directors Absent: Ron Wulff, Director

Staff Present: Robb Etnyre, General Manager
 Forrest Huisman, Director of Capital Projects
 Miguel Sloane, Director of Operations
 Mike Salmon, Director of Finance & Accounting
 Megan Rodman, Recording Secretary and Executive Assistant

I. CALL TO ORDER

II. A. MEMBER & DIRECTOR COMMENTS

Property owners' comments were welcomed at this time for matters not on the agenda and were limited to three minutes. The Board president, Steve Miller, recognized members to comment on agenda items as they occurred. General member comments were expressed regarding mailbox cluster maintenance. Directors responded briefly to member comments.

Members may submit additional comments by email to the Board (board@tahoedonner.com).

III.

ACTION: ELECT NEW CHAIR OF GENERAL PLAN COMMITTEE

Dwight Walker, Chairman of the General Plan Committee, resigned from his position and as a member of the General Plan Committee. As such, a new Chairman and Vice Chair of the General Plan Committee was elected.

The General Plan Committee recommended to the Board to elect Michael Sullivan as the new Chairman of the General Plan Committee. They also recommended to the Board to change Nan Meek from being an alternate member, to a full time member of the committee and to elect her as the new Vice Chair of the General Plan Committee.

Following discussion, Director Steve Miller moved and Director Courtney Murrell seconded to approve Mike Sullivan as the new Chairman of the General Plan Committee. Motion passed: 4 – 0 . (Director Ron Wulff absent).

Director Jim Stang moved and Director Jeff Bonzon seconded to approve Nan Meek becoming a full time member of the General Plan Committee. Motion passed: 4 – 0.

Director Jim Stang moved and Director Jeff Bonzon seconded to approve Nan Meek as the new Vice Chair of the General Plan Committee. Motion passed: 4 – 0.

IV.

B.

DISCUSSION: REVIEW THE NEW CAPITAL PROCESS PRIORITY 1 LIST

In the fall of 2015 members were asked to complete a survey about Tahoe Donner's past and future capital investments. From member survey results, Staff compiled a list of potential ideas of capital projects that would be reviewed as part of the New Capital Investment Planning Process by the General Plan Committee. Each idea was placed into one of five buckets based on priority. While all of these are only ideas for future capital projects, the members of the General Plan Committee reviewed with the Board the top seven future Capital Projects that are currently under review.

- The Future Capital Projects Under Review:
 1. Cluster mailbox consolidation with overhead roof structure (2 stations)
 2. Water bottle refill station at each amenity
 3. Expanded parking at glacier way trailhead
 4. Master Plan concept (Amenity Master Plan)
 5. Summer trail grooming for low snow years at Nordic and Downhill Ski areas
 6. Additional storage shed for recycling, and summer/winter operations, at parking lot
 7. Remodel of pool-side Locker Rooms, Steam Room and Sauna

The General Plan Committee explained to the Board and to members in attendance that for each amenity, there is a Task Force consisting of two to four members of the GPC, staff and volunteer association members. The Task Force is responsible for presenting analyses and project recommendations to the GPC detailing the capital needs of each amenity, addressing the following points:

- Historical use patterns
- Desired service level
- Net operating revenue (NOR)
- Current limitation and amenity deficiencies
- Needs for mitigating limitations
- How the project will help overcome identified limitations

When prioritizing projects, the GPC considers six criteria, as well as estimated costs and funding availability, in recommending priority ideas for capital projects to the Board of Directors for review and approval:

- Member Input
 - Needs or requests of members in relation to a new amenity, improvement to existing amenity and/or acquisition of additional open space
- Compliance
 - Requirements by the ADA, building codes, environmental and other legal mandates
- Asset Protection
 - Required to maintain existing amenities in good condition (applies primarily physical condition of the amenity)
- Financial Prudence
 - Required to generate additional revenue necessary to maintain existing amenities in good condition (applies primarily to the financial aspects of the amenity)
- Customer Service
 - New amenity or an improvement intended to enhance user experience
- Stewardship
 - Preserves or enhances condition of Tahoe Donner's natural resources and overall physical environment

For further information on the Capital Projects Spending Process, members may visit the Donner website at <http://www.tahoedonner.com/major-projects/general-plan/>.

Following further discussion between GPC members and the Board of Directors, Project Information Papers on each of the seven ideas for capital projects currently under review, will be brought to the Board at the next Board of Directors Meeting on June 24th, 2016 for further consideration.

V. C. POTENTIAL FUTURE BOARD MEETING AGENDA ITEMS


- GPC Presentation on the seven current capital project ideas currently under review
- An Executive Session will be held on June 13th at 5:30 p.m. at the Northwoods Clubhouse in the Mezzanine Room.

VI. ADJOURNMENT

By consensus the Board adjourned the meeting at 4:45 p.m.

Director Jim Stang moved and Director Courtney Murrell seconded to approve adjournment of the Board Meeting at 4:45 p.m. Motion passed: 4 – 0 . (Director Ron Wulff absent).

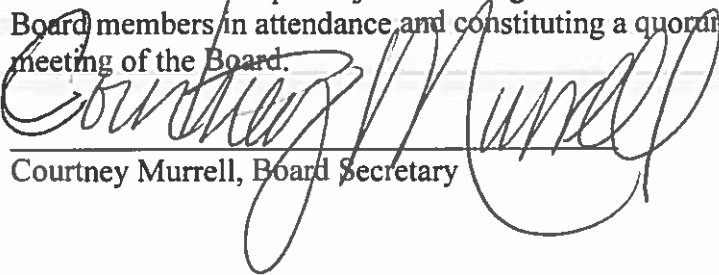
Submitted by:



Megan Rodman, Recording Secretary and Executive Assistant

SECRETARY'S CERTIFICATE

I, Courtney Murrell , 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 special joint meeting held on June 6th, 2016 as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.



Courtney Murrell, Board Secretary