

BOARD APPROVED

MINUTES ACTION ON  
TAHOE DONNER ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING

September 22, 2012

8:30 a.m.

E.A. - TDA ASSOC.

A regularly scheduled meeting of the Board of Directors of Tahoe Donner Association was held at (Northwoods Blvd. Monument at the Entrance to Tahoe Donner) and Northwoods Clubhouse 11509 Northwoods Blvd., Truckee, California on Saturday, September 22, 2012. President Tom Johns called the meeting to order at 8:30 a.m. The following Directors were in attendance, thus constituting a quorum of the authorized number of Directors of the Association:

**Directors present:** Tom Johns, President  
Suzy Knisley, Vice President  
Steve Miller, Treasurer  
Jay Lempinen, Secretary  
Ron Wulff, Director

**Directors absent:** None

**Staff present:** Robb Etnyre, General Manager  
Mike Salmon, Director of Finance and Accounting  
Forrest Huisman, Director of Capital Projects  
Miguel Sloane, Director of Operations  
Miah Cottrell, IT Manager  
Annie Rosenfeld, Director of Facilities & Risk Management  
Bonnie Watkins, Recording Secretary-Executive Assistant

**Way Finding Signage and Inspection**

The Board visited the site of the Tahoe Donner Monument Sign on Northwoods Boulevard in order to view the aluminum snow capping material that was suggested for the top of the front panel of the sign in order to create more contrast between the two panels. Following discussion, Director Miller made a motion and Director Knisely seconded to approve applying the aluminum snow capping to the front and back panels of the sign. Motion passed 4-1 (Director Wulff No)

The regular meeting reconvened a Northwoods Clubhouse at 9:00 a.m.

## **DIRECTOR AND MEMBR COMMENTS**

There were no member comments.

Director Wulff indicated that Tahoe Donner Ski Area will have competition this coming winter season with regard to children's lessons, as Squaw Valley is offering a new program for \$250. Director Wulff stated that the property at the corner of Northwoods and Donner Pass Road is in escrow and the current rundown building on the site will be torn down.

Director Knisley stated that, regarding the Request for Proposal that went out for the Alder Creek Nordic Center project, she was disappointed that five out of 8 Architectural firms invited to submit their qualifications declined to do so.

Director Johns stated that the Beach Club Marina project has been put on hold in order to take time to address some of the fundamentally incorrect information being circulated about the project.

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

The Board received the preliminary minutes of the August 25, 2012 Regular Meeting Minutes for consideration.

Following discussion, Director Wulff made a motion and Director Knisley seconded to approve the August 25, 2012 regular Meeting Minutes as presented. Approved 5-0

### **B. COMMITTEE MANAGEMENT**

**Architectural Standards** – The Board was provided with the committee's August 22, 2012, meeting minutes for review.

**Covenants** – The Board was provided with the committee's August, 2012 violations report for review. Covenants Committee Chair Al Noyes stated that the committee is continuing to prepare a document to educate home owners, or more specifically their renters, on the Association's rules. This will be a one page document that will be distributed to Tahoe Donner owners who rent their properties.

**Election** – No report.

**Finance** – The Board was provided with the committee's September 13, 2012 meeting notes for review.

**General Plan (GPC)** – GPC Chair Dick Gander stated that the committee did not have a meeting in September and that the next meeting will be October 1<sup>st</sup>.

He indicated that the GPC is in the process of revisiting the full 2030 General Plan in order to recommend revisions to the Board that will reflect changing priorities and the available funding stream. This will be done over the next several months with a target date for completion in time for the 2014 budget cycle, approximately August of 2013.

**Hiking Event:**

Director Miller stated that he will be leading a special hike for interested members on October 13<sup>th</sup>. The hike will begin at the Cross Country Center at 8:00 a.m. The plan is to descend to the Euer Valley floor and walk to its northwest end. The hike will take the “Horseshoe” trail to Frog Lake Road and its views of the upper Euer Valley and Hawks Peak. He stated that there are stunning views of Frog Lake through tall Jefferies coming up from the north ridge high above the lake and then the hike will traverse downhill into Coon Canyon. Director Miller stated that this trail is believed to be the historic route of miners taking the most direct course from Truckee to the diggings at English Mountain located to the south of Jackson Meadows reservoir. When the hike reaches the valley floor, he said, there is a remote and seldom visited meadow. Then, the hike will return back up through the mountain forest joining with the Warren Lake Trail to the cliffs high above Frog Lake. The hike is ten miles and will end at Highway 80 Donner Summit rest stop where a shuttle will take hikers back to Tahoe Donner.

**C. CONSENT CALENDAR**

The Board was provided with the following items for consideration:

- **Workers Compensation Renewal**
- **Dental Insurance Renewal**
- **2013 Rates & Fees Schedule (Excluding Golf & Recreation Pass Fees)**
- **Downhill Ski Area Rental Equipment/Reserved Replacement 2012**
- **Downhill Ski Area Outdoor Furniture**

Director Wulff pulled the “Downhill Ski Area Outdoor Furniture” item for discussion.

Following discussion, Director Miller made a motion and Director Lempinen seconded to approve the Consent Calendar as presented. Motion passed 5-0

**D. EUER VALLEY RULES**

The Board was provided with proposed amendments to the Covenants Rules for consideration.

Director Johns explained that the Board considered the Covenants Rules at the August 25<sup>th</sup> Board meeting and it is his recollection that the Board provided direction to Staff to revise the rules by deleting the “back country and equestrian camping” verbiage from the rules while adding language to the effect that day camping is permitted when organized by Tahoe Donner recreational programming. This programming would include supervision by staff but with no open campfires. However, he continued, there still seems to be some confusion and disagreement among the Directors of the Board about exactly what the language in the rules should be.

Director Wulff inquired why the rule revisions indicate that overnight parking is allowed at the Cross Country/Equestrian Center, if camping has been eliminated. General Manager Robb Etnyre responded that, regarding Staff-organized recreational programming, parents that bring their children to these programs often participate with them and need a place to park for the night. Currently, he said, the rules state that no overnight parking is allowed at the Association’s amenities, with the exception of weather related emergency parking.

Director Wulff stated that he feels that the language in the proposed rules affecting “*Tahoe Donner recreational programming*” is nebulous and could be interpreted to include other types of camping in the future.

A discussion ensued regarding changing “*recreational programming*” to “*children’s programming*.” Director of Facilities and Risk Management Annie Rosenfeld explained that changing the language to “*children’s programming*” would exclude adult participation in these programs and our ability to have Family Overnight Campout events.

Director Knisley indicated that it was her understanding that only children’s day camps are allowed, not overnight camps, and that this would be the rule for the Euer Valley as well. Director of Operations Miguel Sloane pointed out that Tahoe Donner does currently provide Family Overnight Camps, and have held two of these events at the Marina this summer.

Discussion took place regarding the merits of Staff-supervised children’s programs in the Euer Valley, whether to permit Family Overnight Camping in the valley, and the dangers associated with open campfires.

Following discussion, Director Miller made a motion and Director Knisley seconded to approve the Euer Valley Rules as presented. Motion passed 4-1 (Director Wulff No)

**BREAK**  
**(10:20 a.m.)**

## **EUER VALLEY RESOLUTION**

Director Johns stated that there is a need to adopt a resolution for the Euer Valley to ensure that it is kept as undeveloped open space.

Director Wulff stated that each individual Board member should put down some of the guidelines they think should be included in a resolution and then task the General Plan Committee with compiling those guidelines into a resolution.

A discussion ensued regarding what process should be followed in developing a resolution for the Euer Valley.

Following discussion, the Board indicated that each Board member would provide President Johns with input on what they think should be included in the resolution that he will forward to the GPC to use in the development of a draft resolution. The Board indicated that this item will be placed on a future Board agenda for further consideration.

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

The Board was provided with an “Information Paper” outlining plans for a homeowner property inspection initiative.

Director of Facilities & Risk Management Annie Rosenfeld provided the Board with a review of the proposed program. She stated that the Board was provided with a second draft of this initiative at the August 25th Board meeting. At that time, she continued, the Board directed Staff to revise the program, as follows:

Implement Homeowner Property Inspection Initiative under the following conditions:

- A. Compliance Inspector will perform street side inspections according to drafted schedule equaling 250 inspections per year.
- B. Implement full on-site property inspections for homes that initiate the transfer/sale process.

Following a review of the details of the program, Ms. Rosenfeld fielded questions and comments from the Board. The Board suggested changing the wording of “equaling 250 inspections per year” to “at least 250 inspections per year.”

Following discussion, Director Miller made a motion and Director Johns seconded to approve the Homeowner Architectural Standards Inspection Initiative as revised. Motion passed 3-2 (Directors Wulff & Lempinen No)

Director Lempinen stated that he would like to point out that probably ten Senior Staff members are present today and not a single one lives in Tahoe Donner. As a property owner, he said, he objects to additional regulation, and he feels the Covenants Committee has enough power already.

General Manager Robb Etnyre responded that, Director Lempinen's statement is inaccurate, as some members of Staff do live in Tahoe Donner. However, if it is a requirement by the Board of Directors that Staff employed by Tahoe Donner must live in this community, the Board should pass a resolution to that effect. Otherwise, Mr. Etnyre said, Director Lempinen's statement is inappropriate and discriminatory.

**Break**  
**10:00 a.m.**

The regular meeting reconvened at 10:10 a.m.

**F. 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 August 2012 financial reports, a complete set of which are attached to these minutes as Exhibit "A".

Following discussion, Director Wulff made a motion and Director Miller seconded to approve the unaudited preliminary August 2012 financial reports as presented. Motion passed 5-0

**October 27<sup>th</sup> Regular Board Meeting**

Director of Finance and Accounting Mike Salmon requested that the Board change the date of the October Board meeting to accommodate the 2013 Budget process.

By consensus, the Board approved changing the October 27<sup>th</sup> Board meeting to October 20<sup>th</sup>.

**TREASURER'S QUARTERLY REPORT**

Treasurer Steve Miller provided the Board with a report on the status of the Association's investments funds. Highlights of the report follow:

- The current liquid assets of Tahoe Donner are \$15,185,000.
- Account balances are reflected in the Cash & Investment Summary Report within the monthly Finance Reports.
- Status of Investment Account Reconciliations:
  - Accounts are in order and comply with Association policy.
  - Investments are in accordance with categories and limits.

- No irregularities were noted.
- All cash funds; checking, money market, and certificates of deposit are covered by insurance.

## **GENERAL MANAGER'S REPORT**

- **The Lodge Breakfast** – This offering was tested over ten Saturdays this summer from 8:00 to 11:30 a.m. During that time, 33 breakfasts were ordered, for approximately \$427. Food costs over the time period was approximately \$850, with labor being \$1,500. Although Management has received regular feedback from the membership about providing a breakfast option at the Golf Course, the results this summer indicate there is little interest in a breakfast of this style.
- **Cell Tower** - The contractor that will build the proposed new cell tower near the top of Eagle Rock Chairlift at the Downhill Ski Area is currently in the process of obtaining necessary permits from local agencies for the project. Weather permitting and with necessary approvals to proceed, the contractor will commence construction during the summer of 2013.
- **Town Council /Tahoe Donner** – Mr. Etnyre indicated that he will be providing the Town Council with a presentation on Tahoe Donner on September 25<sup>th</sup>.
- **Election Year** - The Town of Truckee Town Council has two four-year seats open and one two-year term seat available. Truckee Donner Public Utility District has three four-year seats open, and the Truckee Tahoe Airport District Board has three seats open for a four-year term and one seat open for a two-year term. Truckee-Donner Recreation & Park District is proposing a bond (Measure J) to build an aquatic center and performing arts center.
- **Capital Projects Web Page** - The Major Projects tab under the Members section of the Tahoe Donner Website will be upgraded to better display the ongoing, future, and past major Capital Projects of the Association. All major projects are based on the Board approved 2030 General Plan, but are still individually reviewed by the General Plan Committee, Finance Committee, Staff, and ultimately approved, modified, or rejected by the Board of Directors. As the projects progress through the approval process, this site will contain current information and details about the status of each project.

## **DIRECTOR OF CAPITAL PROJECTS REPORT**

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

### **Golf Driving Range and Snowplay Area**

- This project was approved by the Board on August 25<sup>th</sup> and is now complete. The new sledding/tubing berms were created and contoured to enhance the Snowplay experience. The berms are toward the back area of the Driving Range, which will have minimal visual impact from the tee boxes. The budget for this project was a not-to-exceed \$40,000; however, it was completed for less than \$35,000.

### **Wayfinding Signage**

- As mentioned earlier in the meeting, the Board made a site visit to the Tahoe Donner Monument Sign on Northwoods Boulevard and approved the application of aluminum snow capping material to the top of the front and back panels of the sign in order to create visual contrast between the two.
- Further enhancements to the Monument Sign will include lighting and a rock wall landscaping feature.
- Sign Schedule:
  - September 20<sup>th</sup> – Downhill Ski Condos, Tennis Center, General Way finding, Golf Maintenance, Maintenance, and Forestry.
  - Additional signs to be added next spring include: Campground, Cross Country, Marina, Alder Creek and Schussing Sub-Monuments, and Boat Storage.

### **Beach Club Marina**

- At the September 18<sup>th</sup> Special Emergency meeting, the Board placed this project on temporary hold in order to launch an informational campaign to educate the membership and community at large about the project. A Town Hall meeting will be held on September 28<sup>th</sup> at Northwoods Clubhouse at 5:30 p.m. to allow member input on the proposed project.

### **The Lodge Storage Barn**

- This project got underway on August 29<sup>th</sup> and is nearly complete.

### **Covered Bar Deck**

- Architectural drawings are currently being reviewed by the Town of Truckee.

### **ACTION: THE LODGE SUN DECK**

The Board considered the proposed addition of a sun deck at The Lodge.

Mr. Huisman explained that the deck enclosure plans are currently being reviewed by the Town. If the Board agrees, this would be a good time to include the addition of a sun deck along with this project. He noted that the enclosed deck will have sliding glass windows that will open up to the sun deck, which will extend out from the enclosed deck by 12 feet around the perimeter.



Following discussion, Director Wulff made a motion and Director Knisley seconded to approve the addition of a new sun deck at The Lodge for a not-to-exceed amount of \$75,000. Motion passed 4-0-1 (Director Miller Abstained.)

### **Permanent Grotto Bar, Pro Shop Expansion, Snack Bar Expansion, Kitchen Improvements**

- The town is reviewing applications to amend the current use-permit. With their approval, construction may commence this fall, winter or next spring as the operation's schedule allows.

### **Maintenance Facility**

- Construction has moved forward on this facility, with the repair of the roof parapet, roof waterproofing, and establishing proper drainage. The interior non-structural walls are being rearranged to allow for ADA access, two unisex bathrooms, Manager's office, open work space and meeting area. Siding will be installed and painted to meet ASC standards. The current fence around the facility will be removed and a new one installed.

### **Forestry Facility Remodel**

- The building permit for this project has finally been received from Nevada County. There are two general contractors that are extremely interested in this project, which will be discussed in further detail with the Board in Executive Session today. Some of the work that will be taking place will be a remodel of the lower floor for offices and restrooms that meet current ADA code, upgrading the vehicle bays with necessary storage and support systems, providing ADA access into both building entrances and updating the lighting and insulation. There is currently a job trailer for the Forestry Staff to use while construction is going on.

### **Board President's Plaque**

Mr. Huisman provided the Board with a photograph of a proposed Board Plaque listing Tahoe Donner Past Presidents for consideration. The 16x20 plaque will be mounted on painted aluminum and colored to match the Association's new amenity signs. The proposed location of the plaque will be just outside The Lodge Pub near the greeting area.

Following discussion, by consensus, the Board approved moving forward with the creation of the plaque displaying the names of past Tahoe Donner Board Presidents.

**Break**  
**11:30 a.m.**

The regular meeting reconvened at 11:35 a.m.

## **H. DEVELOPMENT FUND/BUILDING FUND POLICY**

Director Knisley stated that she had placed this item on the agenda for discussion. She explained that, prior to March of this year, the Development Fund and Building Fund were two separate funds. The Finance and General Plan Committee brought a new policy to the Board for consideration that merged the two funds into one, the Development Fund Policy. She stated that, when she voted to approve the new Development Fund Policy, it was her understanding that there would be a separate line item accounting for the amount of funds allocated for Building Replacement. She explained that the Development Fund was created to collect funds to replace and enhance the Association's aging buildings. Currently, she said, \$250 of each member's annual assessment is allocated to the fund. When funding began, the members were told that the assessment would be applied to building replacement, so combining the two meant these funds could be used for something else. Director Knisley indicated that she feels the Building Replacement Fund should be separated from the Development Fund in order to reflect how much is in it. She indicated that she is particularly concerned that there may not be enough funds in place to build the new Alder Creek Nordic Center, which is expected to approximate five million dollars. She said, while she understands the reasoning behind putting the two funds into one, she prefers to see a separate line item that reports the amount of the funds and ensures that they are for building replacement only.

Director Johns stated that there doesn't seem to be a problem with the two funds being under one umbrella, it is more of a reporting issue. He inquired if Staff could implement a reporting mechanism that clearly shows what is in the Building Replacement Fund.

Director of Finance and Accounting Mike Salmon responded that the current policy is simple and understandable, and the disclosures in the financial statements every month indicate what was spent and on what. He pointed out that projects are very well detailed in the Annual Report to the membership, and each proposed project is still approved by the Board and designated to come out of the appropriate fund.

A lengthy discussion ensued regarding the possible ways of identifying and managing the Building Replacement Fund as a distinct entity. Further discussion took place regarding the need to accumulate enough funds for the Alder Creek Nordic Center.

GPC Chair Dick Gander stated that the GPC worked with Staff on making improvements to the capital projects financial reporting. Mr. Salmon's monthly report now includes a much improved Section 15, Capital Projects, showing detail on every capital project currently underway and forecasted for the current year. In addition, he continued, the Capital Projects Projection has been updated by Mr. Huisman to show much better detail on planned expenditures for future years. He said the combination of these presents a complete picture to ensure we will have funds for critical future projects such as the Alder Creek Nordic Center.

Mr. Gander pointed out that the GPC will review these reports regularly to discuss variances and alert the Board to any potential short falls in funding.

Discussion continued regarding the pros and cons of revising the current format for reporting out on the various funds in the monthly financials.

Following discussion, the Board indicated that further discussion will take place regarding this policy at the September 24<sup>th</sup> Special Budget Meeting.

### **EXECUTIVE SESSION AND LUNCH**

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

The regular meeting reconvened at 1:50 p.m.

### **TAHOE DONNER RESERVATION POLICY**

Director Johns explained that this item was placed on the agenda in order to discuss an incident involving the Men's Golf Club's reservation at The Lodge tent for their "Invitational Tournament" on September 15 and 16. He said the club booked the tent some months ago, but just a couple of weeks prior to the tournament they learned that their venue had been changed from the tent to The Lodge Restaurant. Apparently Staff had an opportunity to book a large wedding on the 15<sup>th</sup> and decided to move the club to the upstairs area of The Lodge and hold the wedding in the tent. The point is, he continued, the Men's Golf Club was not made aware at the time of booking or any other time until days before their banquet that they were being bumped from the tent and being assigned a space that was insufficient for their needs. Thus, the club booked their banquet event at Coyote Moon. Director Johns said his feeling is that, if a reservation is made it should stand, whether there was a formal contract or not. He said he understands that the income from the wedding was attractive, but Staff should have tried to negotiate with the club rather than just bump them from their venue.

Men's Golf Club President Ralph Schindler presented the club's thoughts on the situation, indicating their disappointment that, as loyal customers of The Lodge, they were treated in such a manner. He noted that the club needs to be assured that, if they book a venue with The Lodge in the future, it will be honored.

Food and Beverage Director Mike Peters expressed his regret regarding the miscommunication from Staff's side and indicated that he certainly does not want to give the impression that the Men's Golf Club business isn't important.

Discussion took place regarding the fact that Staff has been very lenient with clubs in adhering to the current Association's more astrictive policy regarding banquet and events for Tahoe Donner Clubs. Further discussion took place regarding the importance of signing contracts for all event bookings.

Following discussion, General Manager Robb Etnyre stated that Staff would be following the “Banquet and Events Discount Policy” guidelines regarding peak period restrictions for clubs in the future as well as ensuring contracts were signed by clubs for all events. And, while the larger membership wedding event that did contract for the tent was important to those members, a reasonable solution was perceived to have been offered to the smaller Men’s Golf Club event in the way of closing The Lodge Restaurant & Pub as a buyout scenario for their event.

### **EXECUTIVE SESSION REPORT**

Director Lempinen reported that the Board met in Executive Session today and discussed legal matters and contracts, with no action being taken.

### **BEACH CLUB MARINA WEDDING AND EVENT PLANNING**

Director Johns stated that a home owner had inquired if it would cost \$3,000 to rent the upper grassy area once the Beach Club Marina project was completed. General Manager Robb Etnyre responded that he is not aware of any fee changes that have been contemplated for the Beach Club Marina. He noted that the current fee for member rental of the upper grassy area is \$40.00, plus the \$8.00 guest entry fee if members have a guest.

It was pointed out that the Beach Club Marina is a private amenity and, therefore, can only be rented by members for events. Additionally, at no time can the entire beach be taken over for an event; it must always be available for the membership.

Director Knisley noted that the Tahoe Donner Web site may not clearly indicate that only members can rent the upper grassy area for weddings at the Marina, and she requested that Staff review the site content and make any necessary changes. General Manager Robb Etnyre indicated he had reviewed the website recently and noted the information on the website clearly stated the Beach Club Marina was a private amenity not open to the public for any reason, nor any special event rental.

### **GOLF COURSE TASK FORCE**

Director Wulff reported that the following property owners have contacted him regarding serving on the Golf Course Task Force: Don Dallas, Jeff Smith, Charlie Hansen, Herm Shaver, Bruce Moore, Paul McGoldrick, and Steve Disbrow.

### **PERFORMANCE BOND**

The Board was provided with an “Information Paper” dealing with the definition of a performance bond and how it could apply to Tahoe Donner.

General Manager Robb Etnyre explained that the Board requested that Staff look into the possibility of requiring performance bonds to deal with construction projects that far exceed time limits and other requirements of the Associations Architectural Standards Rules and Procedures. Such properties develop large fines and inconvenience neighboring property owners by extended construction times. The thought is, he continued, a performance bond may assist with owner compliance of the Association's construction requirements, as well as providing another option in addition to the existing fine schedule. Mr. Etnyre reviewed the details of the "Information Paper" with the Board. This document is attached to these minutes as Exhibit "B."

Discussion took place regarding the pros and cons of implementing a performance bond to assure the satisfactory completion of ASC approved construction projects. The Board provided direction to Staff and agreed to place this item on a future Board meeting agenda for further consideration.

### **TAHOE DONNER BROCHURES AND FLYERS POLICY**

The Board was provided with an "Information Paper" regarding door to door solicitation and advertising on personal and Association owned property.

Director Johns expressed his frustration over the amount of advertising materials and flyers that are placed on private and Association owned properties in the community. It is especially concerning, he said, due to the second home nature of Tahoe Donner as well as the resulting trash issue of fly- away materials. Director Johns stated that he was under the mistaken impression that there was a policy in place to deal with the distribution of such materials, but at present, there is no such policy or rule prohibiting this practice.

Discussion ensued regarding the development of a rule to address door-to-door solicitation and advertising on personal and Association property. The Board provided direction to Staff and agreed to place this item on a future Board meeting agenda for further consideration.

**ADJOURNMENT**

Director Knisley made a motion and Director Lempinen seconded to adjourn the meeting at 2:45 p.m. Motion passed 5-0

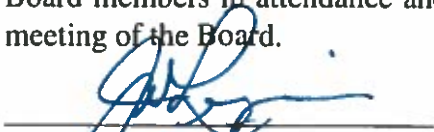
Submitted by:



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 regular meeting held on September 22, 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