

AGENDA
TAHOE DONNER ASSOCIATION
REGULAR BOARD OF DIRECTORS MEETING

July 29, 2017
Northwoods Clubhouse
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 / Call for Quorum**
(Jeff Connors, Board of Directors President)

Opening Procedures:

- Pledge of Allegiance

- 1. Discussion: Introduction of New Board of Directors** **A**
(Jeff Connors, Board of Directors President)

Jeff Connors, the Board of Directors President, will introduce the new Board of Directors to the membership and individual Directors will discuss their top 3 priorities/objectives.

- 2. Action: Approval of Minutes** **B**
(Jeff Schwerdtfeger, Board of Directors Vice President)

- June 23, 2017 Regular Meeting Minutes
- June 25, 2017 Organizational Meeting Minutes

3. **Discussion: Executive Session Report** **C**
(Jeff Schwerdtfeger, Board of Directors Vice President)

The Board of Directors will give an Executive Session Report from the Organizational Board Meeting on June 25, 2017.

4. **Discussion: Social Media Update and Tahoe Donner Association's Response** **D**
(Derek Moore, Interactive Media Coordinator)

A brief high level summary will be provided of issues and topics that impact Tahoe Donner currently being discussed on various social media platforms and list what actions Tahoe Donner has taken in response.

II. 9:20 a.m. Committee Management

1. **Discussion: Committee Task Reports** **E**
(Committee Chairs)

Purpose: To update the Board of Directors on the status of 2017 assigned tasks and recent committee meetings.

- Architectural Standards Committee
 - Rod Whitten, Chair
- Covenants Committee
 - Fred Zapponi, Chair
- Elections Committee
 - Bette Rohrback, Chair
 - The Elections Committee will provide the Board of Directors with their 2017 Director Post-Election report.
- Finance Committee
 - Art King, Chair
- General Plan Committee
 - Michael Sullivan, Chair
- Tahoe Donner Giving Fund Committee
 - Richard Gander, Chair

2. **Action: Committee Term Renewals & Charters** **F**
(Jeff Connors, Board of Directors President)

The Board of Directors will look to create a committee to review the following:

- | | |
|--------------------------------|--------------------------------|
| • Committee Charters | • Committee term renewal cycle |
| • Alternate vs. Full members | • Duration of terms |
| • Off Hill vs. On Hill members | • Committee Chair elections |
| • New vs. Old members | • Measure of Effectiveness |
| • Number of Members | |

III. 10:20 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 or Tahoe Donner address. 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 to conduct business of the corporation.

BREAK 10:35 A.M.

IV. 10:45 a.m. Discussion/Action: Board of Directors Meeting Schedule and Governance Policies

G

(Jeff Connors, Board of Directors President)

The Board of Directors will consider, amend as needed and adopt the meeting schedule and following governance policies:

- 2017/2018 Board Meeting Schedule
- Board of Directors 2017-01 Amenity Access and Discounts Policy
- Board of Directors 2017-02 Expense Reimbursement Policy

1. Action: Five Year Review of Administrative Resolution 2017-1
(Finance Committee)

H

The Finance Committee, at the direction of the Board of Directors and in accordance with the Association's commitment to review and update resolutions every five years, has reviewed the Association's Resolution 2011-3A, Policies and Procedures Regarding Delinquent Assessment Accounts, and is providing a final draft of the revised and updated resolution, Resolution 2017-1, Assessment, Collection, Delinquency and Foreclosure Actions, for Board review and approval.

V. Discussion: Delegation of Certain Authority to the Board President
(Jennifer Jennings, Board of Directors Secretary)

I

The Board of Directors will discuss delegating to the Board President the ongoing authority on behalf of the Board to direct the General Manager (a) to provide information and analysis, in writing and on a timely basis, on matters before the Board or likely to come before the Board in the future and (b) to respond to inquiries and other communications from Members, in writing and on a timely basis, regarding

matters that may affect a significant number of Members or the Association. The General Manager shall provide a copy of all such information, analysis and responses to Member inquiries to each Director. The General Manager shall advise the Board of Directors if the preparation of any such communication would unreasonably interfere with his ongoing duty to manage the affairs of the Association. The Board of Directors may rescind this delegation at any time by an action taken in a properly noticed meeting of the Board of Directors.

VI. 11:30 a.m. Discussion: Association Key Performance Indicators Update **J**
(Robb Etnyre, General Manager and Senior Managers)

The Board of Directors will be provided with a report on various Association key performance indicators by the following senior managers:

- Robb Etnyre, General Manager
 - Jesse Strzok, Deputy Director of Operations
 - Forrest Huisman, Director of Capital Projects
 - Annie Rosenfeld, Director of Facilities and Risk and Real Property
 - Mike Peters, Director of Food and Beverage
- For this meeting, Robb Etnyre will report for the Director of Marketing, the Director of Human Resources, Director of Information Technology and the Director of Finance and Accounting.

OPEN & PENDING ITEMS

VII. 12:30 p.m. Working Lunch

1. Discussion: Board and Association Communication **K**
(Robb Etnyre, General Manager)

The Board of Directors will review and discuss their current methods used to engage the membership and the methods in which the membership can provide feedback, NextDoor being one of those methods. The Board of Directors will also discuss an online opt-in member directory and the further development of online member surveys.

2. Discussion: 2018 Budget Process **L**
(Robb Etnyre, General Manager)

The Board of Directors will be provided with the 2018 Budget Guidance report for review. This document will include information regarding strategic goals, operating assumptions, corporate resolutions and governing documents.

3. **Discussion: Special Events Tent at The Lodge Restaurant & Pub** **M**
(Mike Peters, Director of Food and Beverage)

The Board of Directors will be provided with a report and suggested next-steps following the preview of the proposed replacement special events tent for The Lodge Restaurant & Pub from June 27-29, 2017 and the Town Hall meeting on June 28, 2017.

4. **Discussion: Tahoe Donner Association Trails Update** **N**
(Annie Rosenfeld, Director of Facilities and Risk and Real Property)

The Board of Directors will be provided with an Association trials update, including information on the Northwoods boulevard cross-walk.

BREAK **1:45 P.M.**

5. **Discussion: Covenants Rules and Enforcement Processes** **O**
(Annie Rosenfeld, Director of Facilities and Risk and Real Property)

The Board of Directors will discuss Tahoe Donner's current covenants rules, procedures and enforcement processes, as well as the Town of Truckee's policies, regarding the following topics:

- Dogs off Leash
- Dog Waste
- Noxious Activities
- Noise Complaints
- Drones
- Rentals in Tahoe Donner

6. **Discussion: Compensation Study Update** **P**
(Jeff Bonzon, Board of Directors Treasurer)

The Board of Directors will be given an update on the current status of the Compensation Study.

7. **Discussion: Association Master Plan – Project List Discussion and Financial Projections** **Q**
(Jeff Connors, Board of Directors President)

The Board of Directors will review and discuss the project list included in the current draft of the Association Master Plan and whether the plan should have financial projections associated with it.

- 8. Action: Truckee Community Foundation, Mountain Housing Council** **R**
(Robb Etnyre, General Manager)

The Board of Directors will review a collaborative agreement and a funding amount of \$10,000 for participation in the Tahoe Truckee Community Foundation Mountain Housing Council.

- 9. Action: Trout Creek Recreation Center Rec Pool Repairs** **S**
(Forrest Huisman, Director of Capital Projects)

The Board of Directors will be asked to approve additional Replacement Reserve Funds in the amount of \$65,464 for the re-plastering, tile, VGB drain covers and other miscellaneous repairs per code, at the Northwoods Clubhouse and Trout Creek Recreation Center pools and spas 2017 Phase 1.

- 10. Action: Clean Harbors Environmental Services** **T**
(Forrest Huisman, Director of Capital Projects)

- Clean Harbors Environmental Service
 - The Board of Directors will be asked to review and approve two separate invoices to address two different hazard waste cleanup efforts by the association maintenance staff.
 - \$21,351 for emergency services provided to clean up an unknown source oil spill in a common areas drainage easement.
 - \$29,333 for emergency services provided to clean up a hazard waste container overflow resulting from a maintenance facility roof leak.

VIII. 3:00 p.m. Action: Consent Calendar **U**

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.

- Tahoe Donner Giving Fund Committee – resignation of Jennifer Jennings
- General Plan Committee – resignation of Michael Bledsoe
- Decision Paper – Board Authorized Signatures Update

BREAK 3:15 P.M.

CLOSED SESSION

IX. 3:30 p.m. Appeal Hearings (2)

EXECUTIVE SESSION

X. 4:15 p.m. Executive Session

The Board is allowed to meet in "executive session" to discuss certain topics. The Board is required to notify the Members of the date, time, location, and agenda of each executive session Board meeting at least two days in advance but, unlike "open" Board meetings, non-director members are not allowed to attend executive session Board meetings. The Board may adjourn to executive session from an open Board meeting, or may meet separately in an executive session that is not held in conjunction with an open Board meeting. Immediately before adjourning to executive session from an open Board meeting, the Board shall announce the general nature of the matter(s) to be discussed in executive session, without detail and without compromising the confidentiality or privacy of the matter.

According to Civil Code §4935, the Board may meet in "executive session" for the following purposes:

to consider:

- litigation
- matters relating to the formation of contracts with third parties
- member discipline
- personnel matters
- to meet with a member regarding the member's payment of assessments
- to discuss a payment plan for delinquent assessments
- to decide whether to foreclose on a lien for delinquent assessments

The Board may also meet in "executive session" when appropriate to protect the Association's attorney-client privilege. *All* communications between the Board and the Association's legal counsel are protected by the attorney-client privilege (Evidence Code §950 *et seq.*); therefore, the Board may always meet with the Association's legal counsel in executive session, whether or not "litigation" is being discussed or considered.

Any matter discussed in executive session must be generally noted in the minutes of the immediately following meeting that is open to the entire membership. (Civ. Code §4935(e).)

- Topics for this month's Executive Session:
 - Personnel Matters
 - General Manager goals and other personnel matters
 - Litigation

OPEN SESSION

XI. 5:15 p.m. Adjournment

XII. Potential Future Board Meeting Agenda Items

- Human Resources Benefits Renewal
- Ongoing 2018 Budget Review
- Speeding in Tahoe Donner
- Signage Rules in Tahoe Donner
- Authority Approval Levels
- Back-up Generator Installations

The next regular Board meeting has not yet been scheduled.

Tahoe Donner Committee Meeting Schedule

- Architectural Standards Committee – August 23, 2017 at 9:00 a.m. (Northwoods Clubhouse)
- Covenants Committee – August 10, 2017 3:00 p.m. (Northwoods Clubhouse)
- Elections Committee – No future meetings have been scheduled at this time.
- Finance Committee – August 10, 2017 at 3:00 p.m. (Northwoods Clubhouse)
- General Plan Committee – August 7, 2017 at 3:00 p.m. (Northwoods Clubhouse)
- Tahoe Donner Giving Fund Committee – August 14, 2017 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

Megan Rodman, Executive Assistant

July 21, 2017

Date