

AGENDA
TAHOE DONNER ASSOCIATION
REGULAR BOARD OF DIRECTORS MEETING

September 2, 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

II. 9:02 a.m. Action: Approval of Minutes **A**
(Jennifer Jennings, Board of Directors Secretary)

- July 29, 2017 Regular Meeting Minutes

III. 9:03 a.m. Executive Session Report **B**
(Jennifer Jennings, Board of Directors Secretary)

The Board of Directors will give an Executive Session Report from the regular Board Meeting on July 29, 2017.

IV. 9:07 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 at board@tahoedonner.com. The Board president will 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.

V. 9:20 a.m. Discussion/Action: Board of Directors Meeting Schedule and Governance Policies **C**

(Jennifer Jennings, Board of Directors Secretary)

The Board of Directors will consider adopting a 2017/2018 Board meeting schedule. The Board of Directors will review, consider amendments to and may adopt the following governance policies:

- Board of Directors 2016-8 Board Governance Authority & Meetings & Policy and Procedures on Conduct of Board Meetings

VI. 9:50 a.m. Discussion: Social Media Update and Tahoe Donner Association's Response **D**

(Drew Deurlington, Lead Graphic Designer)

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.

- Tahoe Donner Marina
- Tahoe Donner Golf Course

VII. 10:05 a.m. Discussion: Committee Management **E**

- **Committee Task Reports** – 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
 - Finance Committee – Art King, Chair

- General Plan Committee – Michael Sullivan, Chair
- Tahoe Donner Giving Fund Committee – Richard Gander, Chair

- **Temporary Committee Task Reports**

- Committee on Committees

VIII. 10:30 a.m. BREAK

OPEN & PENDING ITEMS

IX. 10:40 a.m. Action: Equestrian Center Phase III F
 (Forrest Huisman, Director of Capital Projects)

The Board of Directors will consider approving development funds in the amount of \$200,000 for Phase III and completion of the Equestrian Center relocation project.

X. 11:00 a.m. Action: Trout Creek Recreation Center Rec Pool Repairs G
 (Forrest Huisman, Director of Capital Projects)

The Board of Directors will be asked to approve additional 2017 Replacement Reserve Funds in the amount \$82,533, from a previously approved budget of \$180,050, to complete Phase I of necessary upgrades and repairs for all Tahoe Donner Association bodies of water. Phase I, to be completed in Fall 2017, includes the replastering, tile, and replacement of expired VGB drain covers and other miscellaneous repairs per code, at the Northwoods Clubhouse Pool, the Trout Creek Recreation Center Lap Pool and spas 1& 2. Phase 2, to be completed in Fall 2018, will include repairs to the Trout Creek Recreation Center Rec Pool, the covered spa and kiddy pool.

XI. 11:15 a.m. Action: Back-Up Power Generators Installations H
 (Forrest Huisman, Director of Capital Projects)

The Board of Directors will be asked to approve additional 2017 Development Funds in the amount of \$135,000, from a previously approved budget of \$345,000, to install back-up power generators at the Downhill Ski Area, the Lodge Restaurant & Pub and at the Alder Creek Adventure Center. Total project budget not to exceed \$480,000.

XII. 11:35 a.m. Action: Truckee Community Foundation, Mountain Housing Council I
 (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.

XIII. 11:45 a.m. Action: Forestry Euer Valley Storm Clean-Up Contract **J**
(Annie Rosenfeld, Director of Facilities and Risk and Real Property)

The Board of Directors will consider approving award of contract for approved Reserve Replacement project for Euer Valley 2016/2017 winter storm damage clean-up to prevent fire danger and invasive species.

XIV. 12:00 p.m. Discussion: Association Key Performance Indicators Update **K**
(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
 - Michael Salmon, Director of Finance and Accounting
 - 2017 June and July Financials
 - Miguel Sloane, Director of Operations
 - Forrest Huisman, Director of Capital Projects
 - Annie Rosenfeld, Director of Facilities and Risk and Real Property
 - Miah Cottrell, Director of Information Technology
- For this meeting, Robb Etnyre will report for the Director of Human Resources, Director of Marketing and Director of Food and Beverage.

XV. 12:30 p.m. WORKING LUNCH WITH THE MEMBERSHIP

All members are invited to join the Board of Directors for a working lunch provided by Pizza on the Hill.

OPEN SESSION

XVI. 12:45 p.m. Discussion: 2018 Budget Process **L**
(Michael Salmon, Director of Finance and Accounting)

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.

XVII. 1:30 p.m. Discussion: Association Master Plan **M**
(Jeff Connors, Board of Directors President)

The Board of Directors will review and consider the final draft of the Association Master Plan.

- XVIII. 1:45 p.m. BREAK**
- XIX. 1:55 p.m. Action: Employee Health Benefit Insurance Policy Renewal N**
 (Robb Etnyre, General Manager)
- The Board of Directors will be given a decision paper to approve renewing employee health benefit insurance policies for October 1, 2017.
- XX. 2:05 p.m. Discussion: Tahoe Donner Policies on Rentals, Visitor Rights and Access O**
 (Darius Brooks, Board of Director at Large)
- The Board of Directors will discuss current and potentially forming new Association policies regarding rental properties, visitor rights and access to Tahoe Donner amenities.
- XXI. 2:40 p.m. Discussion: Town of Truckee Relationship with Tahoe Donner Association P**
 (Darius Brooks, Board of Directors Director at Large)
- The Board of Directors will discuss the Town of Truckee’s relationship with Tahoe Donner Association, specifically regarding the following item:
- Non-Resident Voting Rights
 - Community Safety
- XXII. 3:05 p.m. Action: 2017/2018 Winter Pass Rates Q**
 (Michael Salmon, Director of Finance & Accounting)
- The Board of Directors will consider approving Tahoe Donner Association Winter Pass Rates for the 2017/2018 winter season.
- XXIII. 3:15 p.m. Action: Consent Calendar R**
- 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.
- Decision Paper – Repairs and Replacements of Fire, Smoke and Water Damage within the Dry Sauna at the Trout Creek Recreation Center
- XXIV. 3:20 P.M. BREAK**

CLOSED SESSION

XXV. 3:25 p.m. Appeal Hearings (4)

EXECUTIVE SESSION

XXVI. 5:15 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:

- 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

OPEN SESSION

XXVII. 6:00 p.m. Adjournment

XXVIII. Potential Future Board Meeting Agenda Items

- Ongoing 2018 Budget Review
- Property and Casualty Insurance Renewal
- Worker’s Compensation Renewal
- Quarterly Treasurer’s Report
- Tahoe Donner Association Membership Opt-In Directory
- Architectural Standards Minor and Major Project Fees
- Tahoe Donner Land Trust Use Agreement
- CalFire Remote Access Weather Station (RAWS)
- Covenants Rules and Enforcement Processes – Dogs Off Leash
- Northwoods Clubhouse Exterior Poolside Restrooms
- Covered Stairway at the Lodge Restaurant & Pub
- Compensation Study Update
- 2017 Post-Election Report

A special joint Board meeting with the Finance Committee will be on **Thursday, September 14, 2017** at the Northwoods Clubhouse.

The next regular Board meeting will be on **Saturday, September 23, 2017** at the Northwoods Clubhouse.

Tahoe Donner Committee Meeting Schedule

- Architectural Standards Committee – September 13 and 27, 2017 at 9:00 a.m. (Northwoods Clubhouse)
- Covenants Committee – September 14, 2017 at 3:00 p.m. (Northwoods Clubhouse)
- Elections Committee – August 22, 2017 at 1:00 p.m. (Northwoods Clubhouse).
- Finance Committee – September 14, 2017 at 3:00 p.m. (Northwoods Clubhouse)
- General Plan Committee – September 11, 2017 at 3:00 p.m. (Northwoods Clubhouse)
- Tahoe Donner Giving Fund Committee – September 5, 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

August 25, 2017

Date