

## **Architectural Standards Committee Meeting**

### **Minutes for April 11, 2018**

**Members Present:** Rod Whitten, David Hipkins

**Staff Present:** Sheryl Walker, Ali Concannon

**Others Present:** Peter Greenberger, Nick Buick, Nadine Buick, Paul Smith, Parvin Darabi, Reiner Meier, Thomas Murphy

**Tele-conference:** NA

**Agenda:** All plans were considered for likeness proximity as well as building site proximity to adjacent properties. Unless otherwise stated, all plans maintained a 10' side setback to the eave line. Plans were also reviewed for roof pitch. Animal Resistant Garbage Can Enclosures are required on all submittals.

**Meeting called to order:** 9:00am.

**Member Comments:** Peter Greenberger (11/371) made comments about setbacks. The committee advised to talk with the Town of Truckee to confirm.

#### **Unit 09, Lot 134**

##### **Submittal: House**

The contractor and neighbors at 09-135 were present. The staff provided historical project information.

- The committee reviewed the plans, materials, and design of the project and discussed the coverage percentage at 30%.
- The committee discussed the extra foot of gravel shown under the eave-line. The committee discussed the extra foot would need to be confirmed in the coverage calculation.
- The committee reviewed the utility lines, ARGCE and proposed tree removal and determined all were approvable.
- The committee reviewed the clarifications for the bellyband, electrical panel being too low, and no concrete piers illustrated on the elevations. The committee requires a revision for these items to be added to the plans.
- The contractor confirmed there will no vents under the gable; they will be in the soffit.
- The committee reviewed the siding materials and determined approvable as proposed.
- Two neighbors were present from (09-135) and wanted to ensure the house was set back to not block their view. The neighbor discussed snow removal concerns. The contractor stated they have a lot of separation and snow storage will not be a concern. The neighbor asked for the separation of distance being measured at approximately 74ft. The neighbor explained set of rocks where they believed were at the property line. The contractor stated he doesn't believe these rocks would be a problem to remain as is.

- The committee reviewed the windows, exterior lights, and roof and determined approvable.
- All fees for the project have been paid.
- The site inspection is outstanding.
- The committee explained if there is more the 2ft of snow on the ground, special permission must be requested for use of heavy equipment.
- The committee stated that a transfer of permit form is required to be submitted prior to a change of ownership (deed change) if permit is still open, or the permit will be invalidated. Once the Certificate of Occupancy has been obtained through the Town of Truckee, a request for a final inspection must be submitted within 60 days.
- The committee stated the owner may appeal any decision to the Board of Directors.
- Action 2:0 (Whitten, Hipkins). The project was conditionally approved based on the above revisions and an approved site inspection.

## **Unit 06, Lot 304**

### **Submittal: House**

The owner was not present, the neighbors at 6-303 and representative at 6-543 were present. The staff provided historical project information.

- The committee reviewed the plans, materials, and design of the project and discussed the coverage percentage at 13.6%.
- The committee reviewed the survey and commented on the encroachment of a rock wall from Lot 305. The committee discussed the rock wall was approved previously per construction drawings; however, was not built to plan. The committee stated if the owner has issue with the rock wall over the boundary, they can request a meeting with the committee to discuss further.
- The committee reviewed the driveway width at 15ft; however, the angle as it crosses the property line is approximately 24ft. The committee agreed this is approvable based on the driveway slope.
- The committee commented that they were concerned that no BMPs were shown on the plan, especially with no gravel under the driplines.
- The committee reviewed the utility lines, ARGCE and proposed tree removal and determined all were approvable. The committee requires the owner to clarify the electrical connection is underground as it appears to be indicted as underground on the site plan.
- The committee reviewed the siding, roof, and rock materials proposed along with the windows and determined approvable as proposed.
- The height of the building was proposed at 34 ft. and 8 ¾ inches. The designer had mentioned to staff that a future revision was proposed to elevate the height at the midpoint up to the allowable maximum of 35ft.
- The committee reviewed the exterior light and concerned having an incandescent bulb would not be approvable through the Town of Truckee and may require a revision.
- There was one comment received from 6-305 concerned with the accuracy of the topographic survey. The committee commented that the surveyor is licensed and believe it to be accurate as presented and correctly reflects the contours and elevations of the lot.
- Two neighbors present from 6-303 and an owner representative from 6-543.
- The neighbors from 303 were concerned the proposed house was to be further down the lot and concerned if proposing a wood fireplace, the smoke would be an issue. The committee confirmed the fireplace is proposed as a gas, so no further concern. The neighbor also was concerned about fire safety and defensible space and wanted the owner to plant per defensible space requirements. The

committee explained they are under the same defensible space requirements and this location was inspected last summer.

- The owner representative from 6-543 stated to the committee the rock wall encroachment looks fine and doesn't detract from the neighborhood in his opinion. The owner representative explained he was concerned with the lot coverage and width of the home impacting view corridors and solar access, landscape plan, and the hours of construction. The committee reviewed the construction hours with the neighbor's present.
- The committee discussed the proposed home is within the setback and within the height limits. The committee stated a landscape plan is not required; however, hopes the owner is mindful of any future planting.
- All fees for the project have been paid.
- The site inspection is outstanding.
- The committee explained if there is more the 2ft of snow on the ground, special permission must be requested for use of heavy equipment.
- The committee stated that a transfer of permit form is required to be submitted prior to a change of ownership (deed change) if permit is still open, or the permit will be invalidated. Once the Certificate of Occupancy has been obtained through the Town of Truckee, a request for a final inspection must be submitted within 60 days.
- The committee stated the owners may appeal any decision to the Board of Directors.
- Action 2:0 (Whitten, Hipkins). The project was conditionally approved based on an approved site inspection.

#### ***Unit 01, Lot 110***

##### ***Preliminary Review: House***

The contractor was present. The staff provided historical project information.

- The committee reviewed the proposed project and discussed the coverage percentage at 22%.
- The contractor explained the materials proposed. The committee agreed the house as proposed is approvable.
- The committee agreed the design of the project including materials proposed and discussed, appear approvable.
- The committee stated the owners may appeal any decision to the Board of Directors.
- Action 2:0 (Whitten, Hipkins). The committee looks forward to a formal submittal.

#### ***Unit 10, Lot 208***

##### ***Hearing: Failure to Final***

The owner was not present. The staff provided historical project information.

- The committee reviewed the plans, materials, design for a permit that was issued 10/19/2016. The permit expired 10/18/2017 and no final request form has been submitted.
- The committee reviewed the timelines and reminder notices that were sent to the owner.
- The committee requires the owner to be invoiced for a \$100 extension fee to extend the permit to 10/18/2018. The committee advises the owner to request a final inspection to the ASO prior to the deadline or a second extension will be required through a further full committee meeting.

- The committee advises for the owner to obtain bids without delay due to their work schedules filling already for the summer.
- The committee stated to the owner can appeal to the Board of Directors.
- Action 2:0 (Whitten, Hipkins). The committee requires the owner to be invoiced for a \$100 extension fee to extend the permit to 10/18/2018. The committee advises the owner to request a final inspection to the ASO prior to the deadline or a second extension will be required through a further full committee meeting.

### ***ASC Discussion***

#### ***Discussion on Exterior Lighting Compliance w/ Town of Truckee***

Kerry Taber, Compliance Officer from the Town of Truckee discussed exterior lighting compliance:

- the bulb location determines if lighting fixture is compliant
- additions above 50% or any changes must come into compliance at that point
- if one light breaks replacement is fine, if adding new exterior lights, then a permit and compliance is required.
- lumens relate only on commercial properties
- after the 2012 ordinance, spotlights must be on a five-minute timer
- shadow from light should not leave the property
- decorative lights are not enforceable

Rod moved to adjourn; David seconded the motion at 11:40pm

ASC Minutes Approved by Committee Chairman:

 4/18/18  
 Rod Whitten                      Date

## **Architectural Standards Committee Meeting**

### **Minutes for May 16, 2018**

**Members Present:** Rod Whitten, Nick Sonder (arrived 9:02am)

**Staff Present:** Sheryl Walker, Ali Concannon

**Others Present:** Don Koenes, Erick Park, Doreen Fan, Elliott Fan, Frank Brown, Chris Nordby, Andy Bullion, Paul Smith, Chris Ferre, Peter Greenberger, Gianfranco Pescetti, Val Lascu, Dana Moraru

**Tele-conference:**

**Agenda:** All plans were considered for likeness proximity as well as building site proximity to adjacent properties. Unless otherwise stated, all plans maintained a 10' side setback to the eave line. Plans were also reviewed for roof pitch. Animal Resistant Garbage Can Enclosures are required on all submittals.

**Meeting called to order:** 9:02am.

**Member Comments:** N/A

#### **Unit 01, Lot 244**

##### **Submittal: Addition (775 SF), Front Entry**

The owner, engineer, and contractor were present. The staff provided historical project information.

- The committee reviewed the plans, materials, and design of the project and discussed the coverage percentage at 13%
- The engineer explained the scope of the addition project along with reserving a location for the future garage location. The engineer explained the front entrance will be remodeled with the upper slider replaced with windows and small upper deck removed.
- The committee asked about the roof match between the existing and new addition wing. The engineer stated they would be matching. The contractor clarified BHP Ocean Grey is the color that will match the existing roof that was manufactured by Western Metal.
- The committee reviewed the new exterior light, however couldn't determine if the light had a closed top. The committee requires the light to be downfacing and not emit light upward. The committee requires the lights to be shown on the elevations as a revision.
- The committee reviewed the matching of materials between the existing house and the addition.
- No neighbor comments were received.
- The committee reviewed the siding, window and roofing materials and determined approvable as proposed.
- The deposit is outstanding.
- The site inspection is outstanding.
- The committee explained if there is more the 2ft of snow on the ground, special permission must be requested for use of heavy equipment.

- The committee stated that a transfer of permit form is required to be submitted prior to a change of ownership (deed change) if permit is still open, or the permit will be invalidated. Once the Certificate of Occupancy has been obtained through the Town of Truckee, a request for a final inspection must be submitted within 60 days.
- The committee stated the owners may appeal any decision to the Board of Directors.
- Action 2:0 (Whitten, Sonder). The project was conditionally approved based on an approved site inspection and payment of deposit.

#### **Unit 04, Lot 146**

##### **Submittal: Garage Remodel**

The owner and contractor were present. The staff provided historical project information.

- The committee reviewed the plans, materials, and design of the project and discussed the coverage percentage at 17.73%.
- The committee reviewed the survey and made no comments.
- The owner clarified the snow storage area that was indicated in the front 20-foot setback area. The committee discussed the history of the snow storage requirements and mark up as a revision to the site plan to show snow storage is behind the front 20-foot setback area.
- The committee reviewed the proposed tree removal and determined all were approvable. The committee explained any further trees outside of 10 feet from the foundation, Forestry needs to approve removal. The committee discussed the 40" Pine in front of the garage bay. The committee discussed paving reconfiguration and explained they would approve the removal of the 40". The site plan was marked to approve the removal of the 40" Pine at the meeting; however, if the owner decides to keep the tree a revision to the site plan is to be made before final inspection.
- The committee commented on the exterior access to the house, with no internal access to house through the new garage.
- The committee discussed the left side of the house marginally in the side setback and approved adding a new post for the deck. The proposed deck railing is 4x4 powder coated wire mesh.
- The owner explained T1-11 siding with batts over the grooves is proposed to ensure matching of the siding. The bottom half is vertical metal wainscot.
- The exterior lighting was discussed; however, a cut sheet was not submitted. The committee requires a cut sheet to be submitted as a revision item.
- The committee discussed items to be determined still for the exterior specifications.
  - Corner trim confirmed 1x4 Cedar with Barn Red.
  - Deck boards 2x6 cedar with Super Deck Clear transparent stain.
  - Deck bottom rail 2x4 cedar.
- The owner discussed the wainscot color and thinking of changing to a green/grey rather than forest green. The committee requires a revision for a color change.
- There were no neighbor comments.
- The deposit is outstanding.
- The site inspection is outstanding.
- The committee explained if there is more the 2ft of snow on the ground, special permission must be requested for use of heavy equipment.
- The committee stated that a transfer of permit form is required to be submitted prior to a change of ownership (deed change) if permit is still open, or the permit will be invalidated. Once the Certificate of

Occupancy has been obtained through the Town of Truckee, a request for a final inspection must be submitted within 60 days.

- The committee stated the owners may appeal any decision to the Board of Directors.
- Action 2:0 (Whitten, Sonder). The project was conditionally approved based on the payment of the deposit and an approved site inspection.

## **Unit 11, Lot 056**

### **Submittal: House w/ Variance for Parking Pad**

The owner builder was present. The staff provided historical project information.

- The committee reviewed the plans, materials, and design of the project and discussed the coverage percentage at 29%.
- The committee reviewed the survey and commented on the contour lines.
- The committee reviewed the utility lines, ARGCE and proposed tree removal and determined all were approvable.
- The committee discussed the variance item of paving into the front setback. The hardship was described to exit the property safely. The owner stated this parking pad has been conditionally approved by the Town of Truckee.
- There was one comment submitted from Lot 32 not in favor of the variance. The committee stated any time a project allows for a car to drive forward out of a driveway, the committee strives to achieve this and recognizes the safety concerns. The committee approves of the variance for the safety concern and since the property is also under the allowable coverage. The committee further explained the safety concerns are primarily in the winter time with large snow banks where you can't see as opposed to driving out forward and can nose out carefully onto the street.
- The committee reviewed the exterior lighting, the siding, window and roofing materials and determined approvable as proposed. The owner explained the lower street facing will be true board and batt.
- The committee requires the upper rock wainscot to also wrap as shown on the elevation. If the upper stone is not wrapped, the committee explained it looks like an applied veneer, however if revised from stone for siding on the upper portion, the committee said this would be approvable with a revision.
- The committee reviewed the average height at midpoint at 34'1 ½". The committee discussed method of calculation.
- The owner clarified the finish will be Permalac coating on the metal kick plate on the garage door.
- All project fees have been paid and the site inspection has been approved.
- The committee explained if there is more the 2ft of snow on the ground, special permission must be requested for use of heavy equipment.
- The committee stated that a transfer of permit form is required to be submitted prior to a change of ownership (deed change) if permit is still open, or the permit will be invalidated. Once the Certificate of Occupancy has been obtained through the Town of Truckee, a request for a final inspection must be submitted within 60 days.
- The committee stated the owners may appeal any decision to the Board of Directors.
- Action 2:0 (Whitten, Sonder). The project was approved, including the variance.

## **Unit 10, Lot 076**

### **Submittal: House**

The owner builder was present. The staff provided historical project information.

- The committee reviewed the plans, materials, and design of the project and discussed the coverage percentage at 22.9%.
- The committee reviewed the survey and made the comments regarding the contours and the number of trees covering the lot.
- The committee reviewed the utility lines, ARGCE and proposed tree removal and determined all were approvable.
- The committee reviewed the exterior lighting, window and roofing materials and determined approvable as proposed. The owner confirmed from the siding will be Breckenridge behind the pop-out and the committee agreed this was approvable as proposed since the owner said it will not be noticeable with the material change.
- No neighbor comments were received.
- The deposit has been paid and the site inspection has been approved.
- The committee explained if there is more the 2ft of snow on the ground, special permission must be requested for use of heavy equipment.
- The committee stated that a transfer of permit form is required to be submitted prior to a change of ownership (deed change) if permit is still open, or the permit will be invalidated. Once the Certificate of Occupancy has been obtained through the Town of Truckee, a request for a final inspection must be submitted within 60 days.
- The committee stated the owners may appeal any decision to the Board of Directors.
- Action 2:0 (Whitten, Sonder). The project was approved.

## **Unit 10, Lot 540**

### **Hearing: Homeowner Inspection Program (HOIP) – 2015 Grid – ASC Maintenance Violation**

The owner was not present. The staff provided historical project information.

- The committee viewed photos and discussed the major roof repair item outstanding.
- The Tahoe Donner Compliance Inspector completed three inspections to date with the most recent being April 19, 2018 to assess if work had been completed. Items not addressed include:
  - House street-view roof has faded to bare metal, more than approximately 20% of this individual roof aspect has bare metal now showing.
- The committee discussed the roof has even fading from the inspection photos taken.
- The committee agreed since there have been no complaints, to hold the roof repair in abeyance, unless a neighbor complaint is submitted, or a construction project is submitted. At that time the committee will request the owner to go to the committee to re-assess the roof condition for possible repair or replacement.
- The committee stated the owner may appeal any decision to the Board of Directors.
- Action 2:0 (Whitten, Sonder). The committee agreed since there have been no complaints, to hold the roof repair in abeyance, unless a neighbor complaint is submitted, or a construction project is submitted. At that time, the committee will request the owner to go to the committee to re-assess the roof condition for possible repair or replacement.



### ***Unit 03, Lot 392***

#### ***Preliminary Review: Addition into Side Setback***

The contractor was present. The staff provided historical project information.

- The committee reviewed the proposed project and discussed the coverage percentage at 22%.
- There is currently an expired open permit from October requiring a second extension for a custom garbage enclosure and decking. The contractor will submit a final inspection form to close out the expired project before starting new project.
- The contractor explained he is proposing to go 2 feet into the side setback with the eave where the foundation will be on the 10-foot setback line.
- The committee stated the Town will require a new survey as the existing survey is from 2000. The committee stated the survey can be re-certified or if the pins are exposed, a new survey can be waived.
- The contractor asked about paving over the access easement to create extra parking. The committee suggested to abandon the easement and once the abandonment is recorded, paving would be approvable from the foundation of the house to the front 20-foot setback, being approximately 12 feet.
- The contractor made a comment that the committee should enforce that unused easements be abandoned to benefit neighbors. The committee discussed that they do not enforce owners access easements or abandonments and this needs to be completed directly with the owners involved.
- The committee agreed the design of the project including materials proposed and discussed, appear approvable.
- The committee stated the owner may appeal any decision to the Board of Directors.
- Action 2:0 (Whitten, Sonder). The committee looks forward to a formal submittal.

### ***Unit 01, Lot 427***

#### ***Preliminary Review: Waive Survey & Variance Question***

The contractors were present. The staff provided historical project information.

- The committee reviewed the proposed project and discussed the coverage percentage at 33.7%.
- The contractor explained the materials proposed for the project, including rebuilding a 2-foot-tall retaining wall in the front setback.
- The committee discussed the concern regarding snow removal concerns and the lower shrubs would need to be somehow protected so not to be damaged during winter.
- The contractors discussed the proposed location for the utility path using decomposed granite. The committee discussed they liked the softening of this walkway using extensive planting.
- The committee reviewed the scope and agreed to waive the survey since all four corner property pins said to be present.
- The committee explained they would require a variance for improvements in the front setback and require upon formal submittal a pre-approval statement from the Town of Truckee giving their approval.
- The committee stated the owner may appeal any decision to the Board of Directors.
- Action 2:0 (Whitten, Sonder). The committee looks forward to a formal submittal.

## **Unit 07, Lot 318**

### **Preliminary Review: Waive Survey for Addition / HOIP**

The owners were present. The staff provided historical project information.

- The committee reviewed the proposed project and discussed the coverage percentage at 40.35% with the existing driveway.
- The committee reviewed the previous ASC Requires from ASC Meeting 7/13/17:
  - Driveway to be narrowed, coverage over 45% need to bring down - New Coverage (none given) %, Show rear pond as new paver patio Show plan for paint or replace ARGCE, roof to be painted.
- The committee discussed the coverage with the 35-foot driveway. If the driveway was reduced the coverage would reduce to 33.8%.
- The owners stated they do not want to reduce driveway since they have a trailer they store on the property. The committee agreed to keep the driveway as existing and to waive the survey for the addition project as a site inspection has been conducted and the property corner pins were present.
- The committee agreed the owner can start the exterior demo on the outside porch.
- The owner asked about adding a wainscot accent. The committee suggested the wainscot to be submitted as a future revision, so not to delay the neighbor notification mailing timeline for their addition project.
- The owner discussed drainage concerns. The committee recommended adding a swale into the drainage easement. If movement of soil above 5 cubic yards, a revision to the permit would be required with the site plan updated.
- The committee discussed the final inspection process with the owners.
- Action 2:0 (Whitten, Sonder). The committee looks forward to a formal submittal.

## **ASC Discussion**

### **Wheelie Bin Policy Draft:**

Annie Rosenfeld discussed the concerns with the green wheelie bins rolling out in July 2018 and a flash vote is proposed. Annie explained to the committee that the membership has submitted concerns regarding no weekly green waste service, the logistics of rolling the bins to the curb on scheduled days, and storage concerns.

Annie Rosenfeld summarized the Covenants Committee thoughts regarding the new green waste program.

The committee discussed the new green waste program and agreed screening of green bins stored under a deck or behind a structure is acceptable but not required. The ASC will not require screening, but any proposed screening will be reviewed by the ASC or staff as a no-fee permit.

Rod moved to adjourn; Nick seconded the motion at 12:19pm  
ASC Minutes Approved by Committee Chairman:

 / 5/23/18  
\_\_\_\_\_  
Rod Whitten                      Date



## **Architectural Standards and Covenants Board of Directors Monthly Summary June 2018**

### ASO:

There were 36 project applications submitted in June compared to 42 in May, 23 in April, 21 in March, and more than the 28 project applications submitted in June 2017. There were 4 major, 3 minor with neighbor notification, 13 minors, 14 maintenances, a no permit, and one where a permit was not required being “like for like.”

There has been a total of twenty house projects reviewed by the committee so far for 2018 with another four houses scheduled for review at the July meetings with the ASC.

There were 34 permits issued in June compared to 43 in May, 21 in April, and four in March. There were 7 major projects, 4 minor projects with notification, 9 minor projects, and 14 maintenance projects that were issued permits.

There were four no permit projects processed for paint, parking pad, driveway, and landscaping. There were two no permits discovered and issued notices of non-compliance for unapproved deck and unapproved paint changes.

There were 13 revisions reviewed by the ASC Chair, compared to 23 in May, 7 in April, and 6 in June 2017. There were 15 site inspections conducted in June of which 5 failed. There were 15 final inspection conducted in May, of which five failed. There were 26 questions from members to the ASC one-member review for rule exceptions, compared to 22 in May, 24 in April, and 13 in March. There were six questions regarding rule exception in June 2017.

### Homeowner Inspection Program:

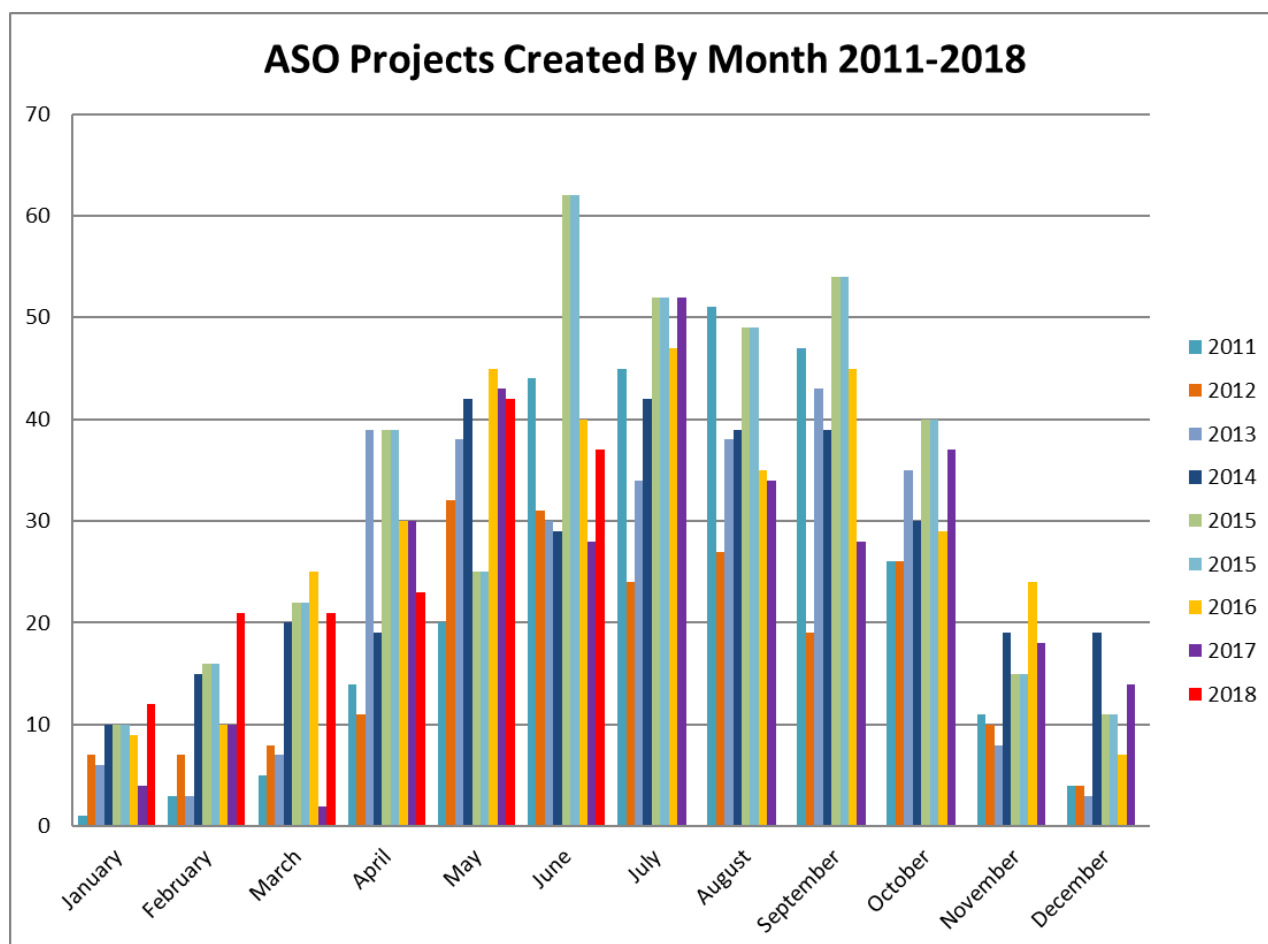
There were 31 Homeowner Inspections conducted in June of which 2 were re-inspections. A total of 16 out of 27 inspections requested by realtors passed and where the other 9 had minor repairs and one with major repairs outstanding. There was also one complaint based inspection with minor repairs required and on deed based inspection that meet minimum standards. There were two re-inspections for street view realtor requests.

### Covenants:

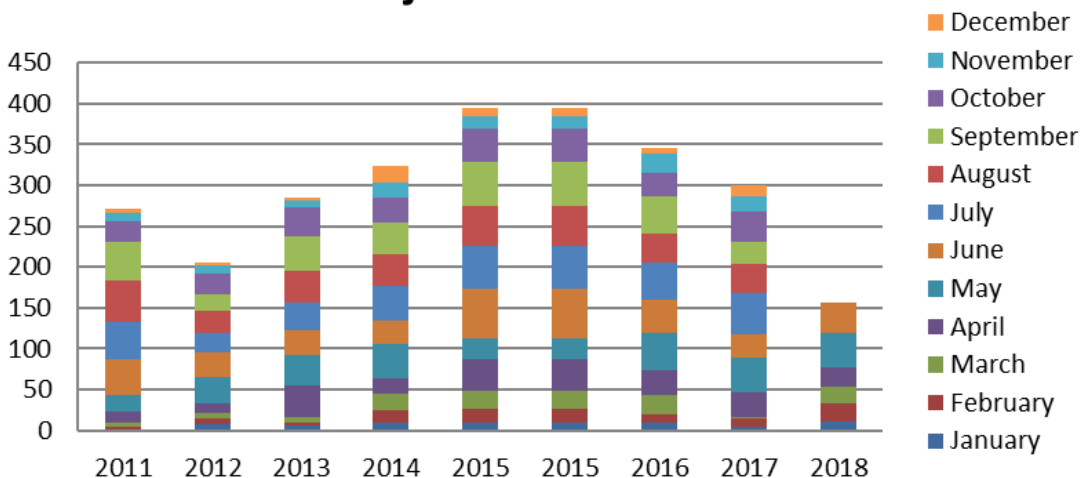
The Covenants Committee meeting was held in June with one hearing. The committee reviewed the Short-Term Rental (STR) Taskforce Proposed Covenant Rules and New STR Rules.

There were 39 complaints received in June of which 25 were actual violations. 15 complaints received in May. This compares to 15 complaints filed in May (8 violations), 15 in April (5 violations), 27 in March (10 violations), 15 in February (12 violations) and 23 in January (10 violations). There were 32 complaints in June the previous year. Year to date there are 134 complaints received, compared to 61 this time last year in 2017.

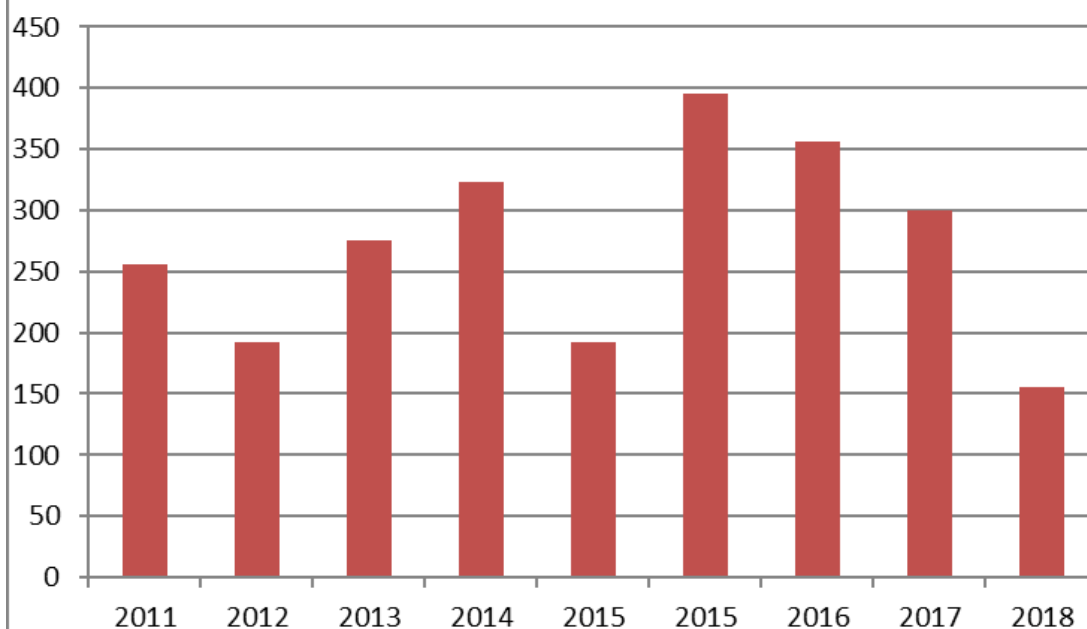
### ASO Statistics:



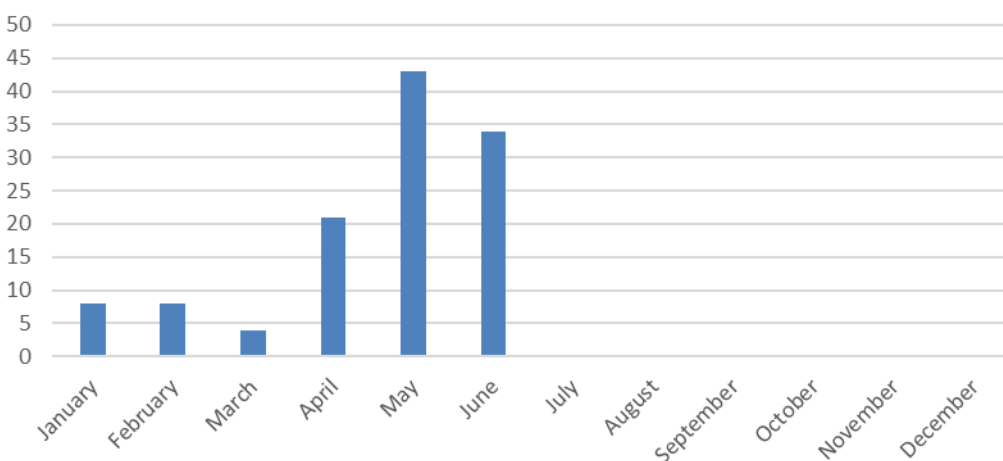
## ASO Projects Created 2018 MTD



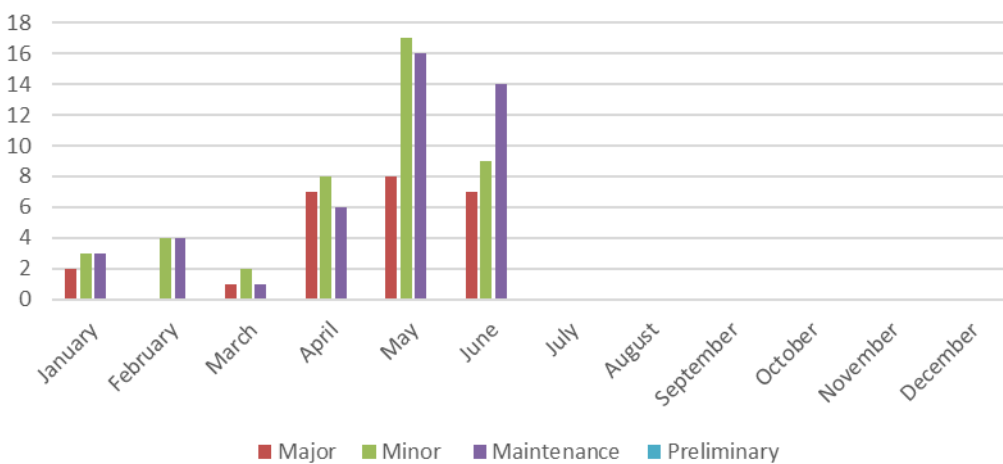
## ASO Projects Created 2018 YTD

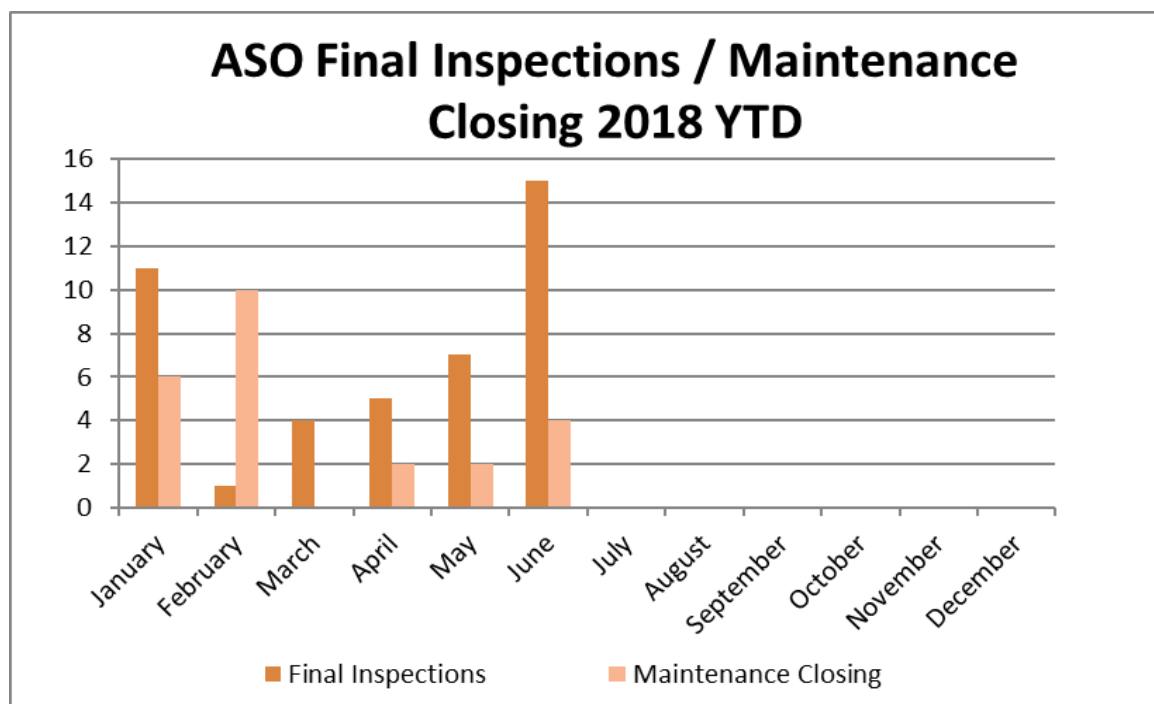
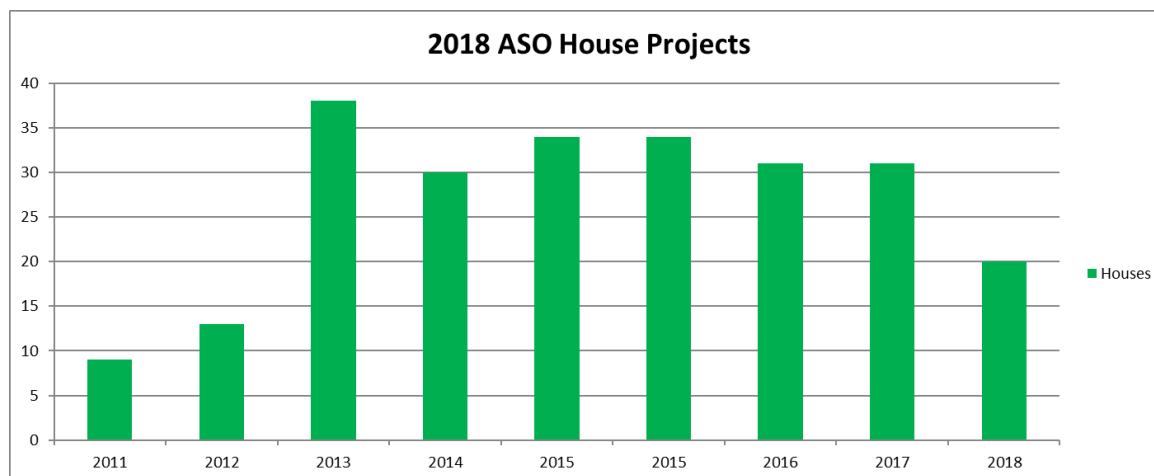


## ASC Permits Issued 2018



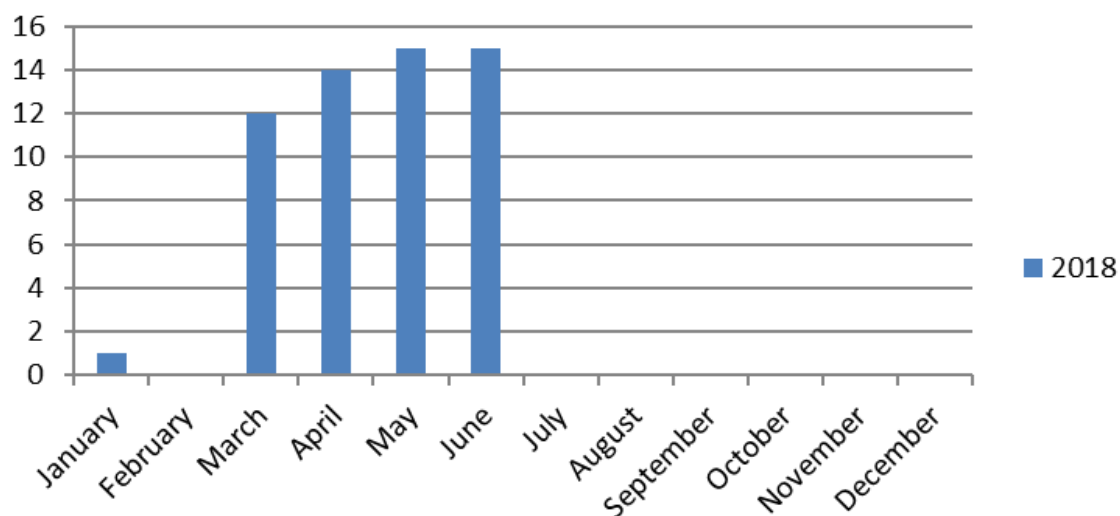
## ASC Permits Issued by Scope 2018



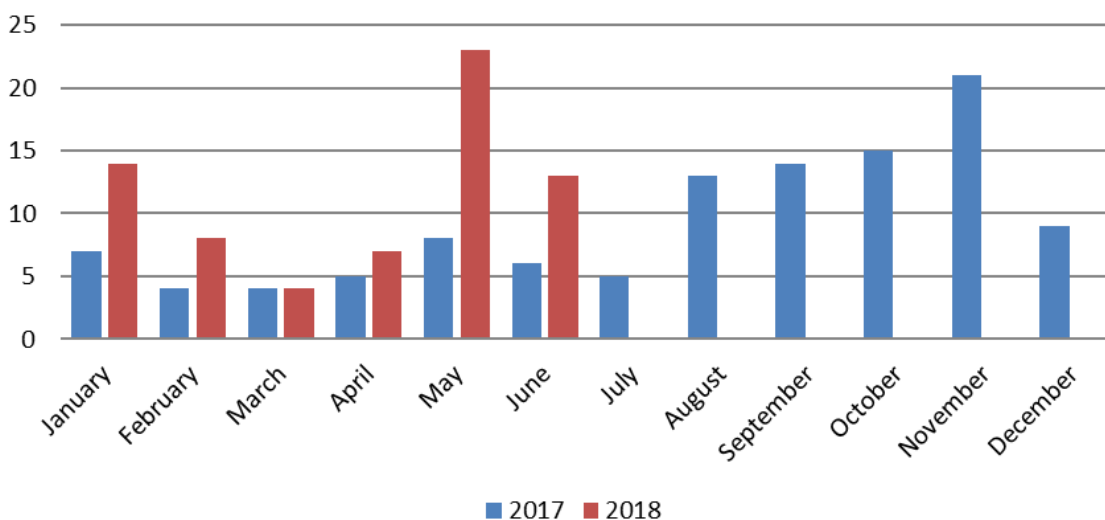




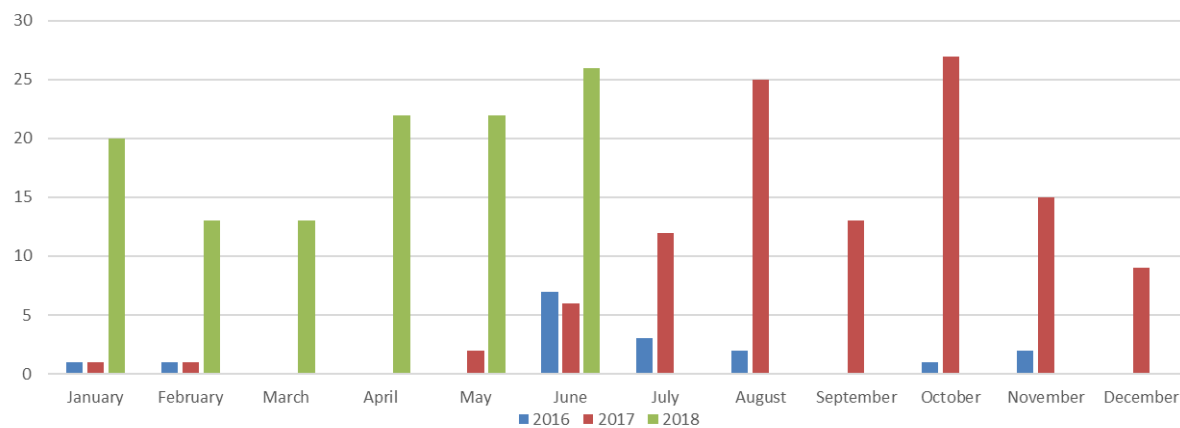
## ASO Site Inspections 2018 YTD



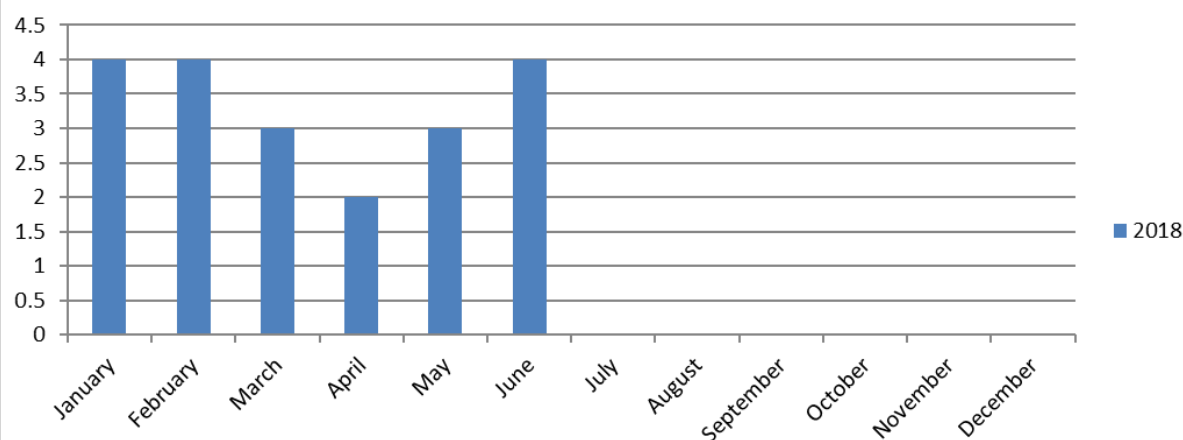
## ASO Project Revisions 2018 MTD

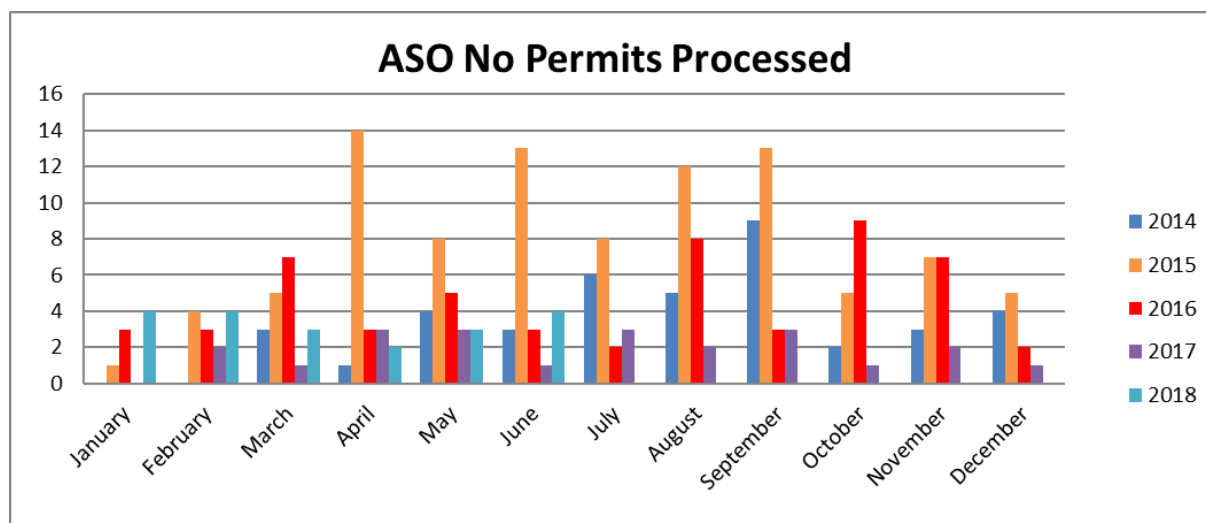


### Questions Processed to ASC for Rule Exceptions



### ASO No Permits Processed 2018 YTD





### Homeowner Inspection Program:

Home Inspections	Jun-18	YTD 2018	Projected for 2018	Jun-17	2017	2016	2015	2014
Realtor based			0			65	213	242
Street View Realtor based	26	111	200	24	226	137	0	0
Deed based			0			0	26	29
Street View Deed based	1	3	25		21	27	0	0
Grid based			250			1	84	125
Complaint	1	13	30	4	15	33	17	15
<b>Total</b>	<b>28</b>	<b>127</b>	<b>505</b>	<b>28</b>	<b>262</b>	<b>263</b>	<b>340</b>	<b>411</b>

Passed	Jun-18		YTD 2018	
Street View Realtor based	16	57%	89	70%
Street View Deed based	1	4%	2	2%
Grid based				
Complaint			1	
<b>Minor Repairs</b>				
Street View Realtor based	9	32%	22	17%
Street View Deed based			1	1%
Grid based				
Complaint	1	4%	8	6%
<b>Major Repairs</b>				
Street View Realtor based	1	4%	1	1%
Street View Deed based				0%
Grid based				
Complaint			3	2%

Re-Inspections	Jun-18		YTD 2018		Actual 2017	Actual 2016
Realtor based			30	55%		192
Street View Realtor based	2		18	33%		8
Deed based			2	4%		24
Street View Deed based			2			
Grid based			2	4%		35
Complaint			1	2%		51
<b>Total</b>	<b>2</b>		<b>55</b>			<b>310</b>

Passed	Jun-18		YTD 2018	
Realtor based			12	22%
Street View Realtor based	2	100%	8	15%
Deed based		0%	1	2%
Street View Deed based			1	2%
Grid based				
Complaint			1	2%
<b>Minor Repairs</b>				
Realtor based			8	15%
Street View Realtor based		0%	5	9%
Deed based				
Street View Deed based				
Grid based				
Complaint				
<b>Major Repairs</b>				
Realtor based			8	15%
Street View Realtor based		0%	3	5%
Deed based				
Street View Deed based				
Grid based		0%	2	4%
Complaint				
<b>Held In Abeyance</b>				
Realtor based				
Street View Realtor based			2	4%
Deed based				
Street View Deed based			1	2%
Grid based				
Complaint				

### Covenants Statistics:

<b>June</b>	Comment/Concern/Opinion	2
	Garbage Spill	1
	Noxious Activity (Loud Party)	4
	Animal Control	5
	Lighting	1
	Storage	15
	Parking	5
	Vehicle/Commercial	2
	Non-Covenants - Question/Comment	3
	Dilapidated Vehicle	1
<b>June Total</b>	<b>(Actual Violations: 25)</b>	<b>39</b>

<b>Complaint Source</b>	<b>2017</b>	<b>2018</b>
Staff	105	29
OneStop	82	54
Email	39	19
In Person at ASO	11	8
Telephone	11	22
Forestry	3	2
<b>Grand Total</b>	<b>251</b>	<b>134</b>

<b>Monthly Count</b>	<b>2017</b>	<b>2018</b>
January	0	23
February	2	15
March	12	27
April	8	15
May	7	15
June	32	39
July	52	
August	33	
September	38	
October	14	
November	33	
December	0	
<b>Grand Total</b>	<b>231</b>	<b>134</b>



	June	YTD	Previous Month
2018	39	134	15
2017	32	61	7
2016	1	12	7
2015	1	10	0



## **Covenants Committee Meeting Minutes**

**For April 12, 2018**

**MEMBERS PRESENT:** Al Noyes (Chair – left 4:12pm), Len Leclerc (Chair -from 4:12pm – 4:39pm), Joann McDermott,

**ALTERNATES PRESENT:** Stan Bienus – via tele-conference

**TDA STAFF PRESENT:** Sheryl Walker, Darren Davis, Brian Yohn

**OTHERS PRESENT:** Jennifer Jennings, Rod Whitten, Karen Morey

Teleconference: Vladimir Rivkin

**CALLED TO ORDER:** 3:06 PM

**MEMBER COMMENT:** Jim Colbert (02/333) made a comment

### **ACTION ITEM:**

#### **1-Approval of March Meeting Minutes**

Stan Bienus moved to approve the minutes and Al Noyes seconded the motion. Motion passed: 2-0.

Action 2:0 (Noyes, Bienus)

### **DISUSSION / ACTION ITEMS:**

#### **1- Camper Shell Rule - Member Request for Amendment**

The committee discussed the current rule for slide-in campers.

#### **Member Comments:**

Karen Morey (07/031) explained her reasoning for a proposed rule change to allow slide-in camper to be stored off a vehicle.



JoAnn McDermott moved to postpone discussion to next month when more members are present and Len Leclerc seconded the motion. Motion passed: 3-0

Action 3:0 (Noyes, Leclerc, McDermott).

## **2- AC Noise – Member Request for Objective Standards**

The committee discussed the various implications of establishing a rule. There are implications for then possibly other noise and how to enforce. Provide info to neighbors on options if a complaint to solve concern.

### **Member Comments:**

Bob Julian (06/519) made comments

Rod Whitten, Architectural Standards Committee (ASC) Chair, discussed the ASC will work to establish minimum manufacturer criteria with regard to noise.

Len Leclerc moved to refer to the Architectural Standards Committee to further pursue for new installations and JoAnn M seconded the motion. Motion passed 3-0

Action 3:0 (Noyes, Leclerc, McDermott).

## **DISCUSSION ITEMS:**

### **1- Covenants Rules Enforcement Procedures- Noxious Activity Rule**

JoAnn McDermott moved to postpone discussion to next month when more members are present and Len Leclerc seconded the motion. Motion passed: 3-0

Action 2:0 (Leclerc, McDermott).

### **2-Review of Short-Term Rental (STR) Taskforce Progress Report**

STR/Amenity Task Force Update, April 12, 2018: No summary was given for the meeting.

### **3-Confidentiality with regard to member discipline**


The committee discussed confidentiality and the degree to which the complainant can be given status updates without disclosing the respondent's confidential information. The board liaison, Jennifer Jennings, advised all questions to go to legal counsel for clarification. No Action.

*JoAnn McDermott moved to adjourn the meeting and Len Leclerc seconded the motion.*

**MEETING ADJOURNED: 4:39 PM.** The next meeting is scheduled for May 10, 2018 at 3:00 PM at Northwoods Clubhouse.

Prepared by: Sheryl Walker

Minutes approved by: \_\_\_\_\_

  
(Name)

7/12/18  
(Date)



**Covenants Committee Meeting Minutes  
For June 14, 2018**

**MEMBERS PRESENT:** Al Noyes, Lou Ashcraft

**ALTERNATES PRESENT:** Don Ermak, Stan Bienus – via tele-conference

**TDA STAFF PRESENT:** Sheryl Walker, Darren Davis, Matt Cravens

**OTHERS PRESENT:** Jim Colbert, Jennifer Jennings (3:21pm)

**CALLED TO ORDER:** 3:00 PM

**MEMBER COMMENT:** N/A

**ACTION ITEM:**

**1-Approval of April Meeting Minutes**

Don Ermak moved to defer the April meeting minutes for approval to the July meeting for quorum requirements of those who were in attendance and Lou Ashcraft seconded the motion. Motion passed: 3-0.

Action 3:0 (Noyes, Ashcraft, Ermak)

**2-Approval of May Meeting Minutes**

Lou Ashcraft moved approve the May meeting minutes and Don Ermak seconded the motion. Motion passed: 3-0.

Action 3:0 (Ashcraft, Ermak, Bienus)

## DISCUSSION / ACTION ITEMS:

### 1-Review of Short-Term Rental (STR) Taskforce Proposed Covenant Rules and New STR Rules

The draft rules and fine schedule was provided to the committee for review, discussion and recommendation. The committee voted unanimously consensus to recommend the draft rules with a few minor edits. Additionally, the committee members suggested implementation of an annual registration fee for the short-term rental registration to address the additional administrative and monitoring costs associated with short-term rentals in Tahoe Donner. At the time the committee suggested a minimum of \$100-150; however, they felt they didn't have enough information to formalize an amount. The committee requested staff to quantify the expense along with a benchmark of what other homeowner associations are charging with the hope that the annual registration fee could be included in the 45-day member notification.

#### Member Comment:

Jim Colbert (02/333) made a comment.

Don Ermak moved to recommend comments to the proposed covenant rules and new STR Rules, and Lou Ashcraft seconded the motion.

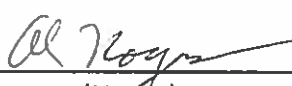
#### Action 3:0 (Noyes, Ashcraft, Ermak)

*Lou Ashcraft moved to adjourn the meeting and Don Ermak seconded the motion.*

**MEETING ADJOURNED: 4:50 PM.** The next meeting is scheduled for July 12, 2018 at 3:00 PM at Northwoods Clubhouse.

Prepared by: Sheryl Walker

Minutes approved by: \_\_\_\_\_

  
(Name)

\_\_\_\_\_; 7/12/18  
(Date)

**Elections Committee Agenda**  
**July 10, 2018    1:00 PM - 3:00 PM**  
**Mezzanine Room**

**ATTENDEES:**        **Committee Members, Marketing Staff and Inspector of Elections**

Election 2018 De-Brief

2018 Timeline will be used as basis for discussion. Committee will identify positives of the 2018 cycle and identify areas that will require work over the coming months to improve/change 2018 processes and practices.

Campaign E-Stats

Committee will review 'e-stats' generated by Marketing staff relative to member access/utilization of electronic media available during the campaign, including:

- Candidate videos/photos
- Candidate statements
- Electronic bulletin board access
- Candidate's night video

Post Election Candidate Interviews

- Date/Time/Format

Elections Committee Mail Recurring Issues

Committee Code of Conduct

**Time Permitting/ Deferred to next meeting agenda**

- Alternate Committee Member Recruitment
- Organization of Elections Committee Mailbox (Karolyn)

## BLUE RIBBON EQUESTRIAN PANEL MEETING REPORT

Sunday, July 8, 2018, 4:00 – 5:30 pm

Attending: Karen Aaron, Nan Carnal, Sue Crum, Kamy Goldfarb, Nan Meek, Susan Terrell

### CURRENT STATUS

1. Nan presented the panel's preliminary report at the June 22 Board of Directors meeting
  - a. URL is <http://www.tahoedonner.com/members/governance/board-meetings/>
  - b. Scroll to June 22 meeting paragraph and click on "Watch Recorded Video"
  - c. Equestrian report is at approximately 2 pm
2. The Blue Ribbon Equestrian Panel will continue through the end of the 2019 season to complete analyses, reports and implement further changes next summer
3. There will be an equestrian component to the newly formed GPC task force for the ACAC Amenity Master Plan; Nan will be involved and provide further info as the task force is organized
4. The purpose of today's meeting is to assign next steps for benchmarking and signage needs, as well as other topics members wish to address

### DISCUSSION: CHALLENGES AND OPPORTUNITIES

1. Boarding is down, and the reasons that previous boarders have left and not returned was discussed:
  - a. No barn, so no enclosed stalls for horses accustomed to this type of boarding during the rest of the year. This also excludes some potential new boarders whose horses are not sufficiently "outdoorsy" to adapt to the covered pipe paddocks.
  - b. Past oversight issues such as one boarder who had no water available after returning from a long ride; another boarder's horse was injured and the owner was not notified by staff (assumption that staff didn't notice, not that staff didn't care).
  - c. Concern over lack of continuous on-site supervision from 4:30-8 pm, the period between when staff goes off duty and the night caretaker goes on duty.
2. Other reasons for boarding being down:
  - a. Lack of awareness that TD has an equestrian center
  - b. Lack of visibility/awareness of offerings available at TDEC
  - c. Overall lack of awareness and need to publicize/promote what TD has to offer
3. TDEC has a lot to offer, but can't be all things to all equestrians

### NEXT STEPS TOWARD FINAL REPORT FOR 2018 SEASON

1. Benchmarking
  - a. Prior to the meeting, Sue Anderson provided initial input to benchmarking
  - b. Kamy will create the benchmarking spreadsheet and send this to meeting attendees for contact assignments
  - c. Kamy, Karen and Susan T will volunteer for the facilities they wish to contact.
  - d. Nan C will contact the remaining facilities.
  - e. Nan M will ID other facilities in resort locations similar to Truckee/Tahoe
  - f. Input to the spreadsheet is due between now and July 23; please email to the meeting attendees. (Kamy will you complete the spreadsheet with this info?)
2. Signage needs
  - a. Susan T, Karen, and Sue C will identify locations and signage requirements; please email this to the group listed above.
3. TD Equestrian Club

- a. Sue C will build a Facebook page for the Club to use to create more connection among members and attract new members and/or EC users. Name to be "Tahoe Donner Equestrian Club" or as close as possible to this.
- 4. Member Participation and Revenue Growth
  - a. Mommy & Me/Daddy & Me/Grandma or Grandpa & Me for under age 7
    - i. Kamy will research and report back on facilities that do this
    - ii. Call this "Family Horsemanship Camp"?
  - b. Horse camping variation at TD with boarding + camping or renting at TD
    - i. Sue C will research and report back on competition
    - ii. Sue C will forward URL of FB poster who reviews horse camping locations
  - c. Cowboy dressage clinic
    - i. Prior to this meeting, Sue Anderson provided a proposal
    - ii. Nan will follow up with Krystal Rae and Miguel re logistical questions and feasibility to do this later this summer
  - d. Poker ride
    - i. For next year; likely needs to be a simple version as these are a lot of work to organize; likely needs to be a club activity
  - e. Leasing variations
    - i. Summer lease (full or shared lease) of non-TD herd horse
      - 1. To provide summer-only resident members with a horse to ride at will, which could address an unmet member need
      - 2. Further work needed on definition or program, size of potential audience, pros/cons, costs and potential for TD income
- 5. Expense Reduction
  - a. Manure disposal
    - i. Karen will re-contact the church that was interested in manure for community garden, and report back on status
    - ii. Continue to look for options to current hauling expenses
- 6. Financial Analyses
  - a. Nan M will lead a deeper dive into revenue and expense scenarios, with help from GPC task force members and others who have volunteered to help. Nan C volunteered to help with this.

Meetings will continue to be held in person in small groups as feasible, and via phone calls and conference calls as needed.



# Tahoe Donner Association

## FINANCE COMMITTEE MEETING

July 12, 2018 | 3:00 p.m.

Northwoods Clubhouse | Mezzanine Room

### PURPOSE

The purpose of the Finance Committee shall be to provide information, analysis and advice to the Board so as to better enable the Board to make sound business decisions. The issues addressed shall be primarily those of financial significance and will focus on recurring projects and special projects.

#### Finance Committee Members

Art King, Chair  
John Dundas  
Dave Hunter  
Michal Eyton-Lloyd  
Corey Leibow

#### Finance Committee Ex Officio Non-Voting Members

Mike Salmon, Dir. of Finance and Accounting  
Don Koenes, Jeff Connors, Board Liasons  
– GPC Liason

#### Alternate Members

Cathy Ravano  
Tom Johns  
Jim Stang  
Marty Anderson

### Meeting Ground Rules

Be Prepared, Engage in Active Listening, Be Respectful of Others, No Surprises, It's Okay to Disagree, Acknowledge Comments, but Do Not Repeat Comments.

- A. Call to Order – Establish Quorum
- B. Member Comment:
- C. 7/12/18 Agenda and 6/14/18 Minutes Review and Approve - King (5 min)
- D. Review of preliminary June financial results – Salmon (10 min)
  - a. Results of Summer Concert
- E. Update on progress regarding Board's request that the FC add four strategic goals actions regarding accounting issues– King (15 min)
  - a. Elasticity of Demand Pricing Models
  - b. Fiscal Year End Change – Pro/Con
  - c. Model: Zero CPI +1% limits to Annual Assessment for 5 years
  - d. Develop Allocated Overhead Model for future HOA/Amenity Cost Planning Efforts
  - e. New request from the TD Board to look at the financial impact of use of our amenities by the "Public". Does public mean guests, unaccompanied guests, STR unaccompanied guests or the public.
- F. Budget Strategic Assumptions including Overhead Allocation – Salmon (30 min)
- G. Proposed Committee and Task Force Code of Conduct – King (15 min)
- H. Finance Committee – King (15 min)
  - a. New Regular member

b. New Alternate member

I. Updates

a. Equestrian Committee - Stang

J. Items for August 16th meeting at 3 PM – King (5 min)

a. Mid-year review of FC 2018 goals

b. 2019 Budget update

c. Update from new Board president – Jennifer Jennings

d. Capital funds projection Q2 update

K. Adjournment



## Tahoe Donner General Plan Committee – July 9, 2018 Meeting Minutes

### **1<sup>st</sup> Time and Location**

Meetings are held on the 1<sup>st</sup> non-holiday Monday of each month at 3 PM in the NWCH Mezzanine or the 2<sup>nd</sup> Monday if the 1<sup>st</sup> is a holiday.

### **Call to order:**

The meeting was called to order by the Chair at 3:00 PM

### **Roll Call:**

	<b>GPC Committee:</b>		<b>Liaisons:</b>	<b>Tahoe Donner Association</b>	
Nan Meek	Michael Fajans	John Stubbs	<del>Jennifer Jennings, Board</del>	Robb Etnyre	<del>Megan Rodman</del>
Michael Sullivan	<del>Rob McCray</del>	ALTERNATES	Don Koenes – Board 2 <sup>o</sup>	Forest Huisman	<del>Miguel Sloane</del>
Jim Beckmeyer	<del>John McGregor</del>	Steve Miller	John Dundas, Fin. Com.	<del>Mike Salmon</del>	
	George Rohrback	Courtney Murrell			

Guests: Benjamin Levine, Jerry Meek, Susan Terrell

### **Approval of Minutes**

Jim Beckmeyer made a motion to approve the minutes of the last meeting as written. Michael Fajans seconded the motion. The motion was unanimously approved.

**Member Input** – There were no member comments

### **New Business**

- **Snowbird chairlift** – Forrest  
Forrest showed a video of the last tower of the old chairlift being removed at the same time as the last tower of the new chairlift is being installed. The plan is to have the chair operationally tested within the next two months.
- **Amenity Master Plans** – The GPC discussed the format of amenity master plans. Jim volunteered to share an example of a plan outline. The committee agreed that the capacity of staff and volunteers to complete such plans is insufficient even if more volunteers are recruited.
- **Finance Committee Liaison** – Steve Miller volunteered to become the FC liaison.
- **Full Member Opening** – Thanks to Don Koenes for his service to the GPC. He has resigned in order to serve on the Board of Directors.  
In accordance with the Bylaws, the opening will be noted to the Executive Assistant and the position will be posted to members.  
Steve Miller expressed an interest in the position. The Bylaws require that he submit an application to the Board.

### **Updated list of Potential Capital Projects:**

No new projects were submitted last month

### **Project Task Force updates:**

**DISCUSSION** – Each Task Force shall address progress made on the Sort Team task list (attached).

**ACTIVE** - Task Forces typically meet prior to the GPC meeting and report on progress at that time. The following is a list of active GPC projects and their task force leaders (leader names are underlined):

1. **Cluster Mailboxes** – Rohrback, Fajans, McGregor  
Task Force deactivated. Awaiting direction by the Board

## Tahoe Donner General Plan Committee – July 9, 2018 Meeting Minutes

2. Employee Housing – Fajans,  
Further work on this project will focus on monitoring the activities of local agencies and reporting periodically to GPC
3. Alder Creek Adventure Center (ACAC) - Miller  
This is a new task force. Volunteers are being recruited.  
Last month's minutes included the feasibility study on snowmaking for Snow Play and Cross-Country that has been presented to the Finance Committee and the GPC. This study was undertaken because the lack of natural snow in the 2017/2018 season resulted in a loss of NOR compared to the 2016/2017 season of over \$600,000. The study showed that an investment of \$200,000 in capital and <\$50,000 of incremental operating expense could have prevented much of this loss. Further study is needed and Board interest would be appreciated. For most ski areas, snowmaking is now considered a utility, like turning on the lights when it gets dark or turning on the heat when it's cold.
4. Northwoods Clubhouse / Tennis Center – Murrell  
See attached Task Force report. Additional member volunteers are being recruited.
5. Downhill Ski Resort Task Force– Beckmeyer, Aldridge, McClendon, McGregor, Meek, Miller, Murrell, O'Neil, Rohrback, Huisman, Salmon, Sloan, McCray, Etnyre, Sullivan  
See attached Task Force report
6. Golf Course – McGregor, Forrest Huisman, Jim Stang, Jim Beckmeyer, Corey Leibow, Brian Gauney, Pat Gemma, Kevin Kuehne, James Murtagh.  
The golf course task force has not met recently awaiting confirmation from BOD that it is fully constituted— money for an environmental/ biological assessment has been approved by Board and the study is under way with a report expected this month.
7. Marina Recreation Center - Fajans, Ali Kovach, Jim Colbert, Michael Bledsoe  
See attached Task Force report
8. The Lodge - TBD  
This Task Force will be assigned to the new member.
9. Trails & Open Space – Annie Rosenfeld, Christina Thayer, Levine,  
See attached Task Force report
10. Trout Creek Recreation Center - Stubbs, Bledsoe, Murrell, Levine, Ferguson, Winther, Huisman  
On June 19, the Town of Truckee Planning Commission unanimously approved the Trout Creek Expansion amendment with the provision that the parking spaces be increased to be in compliance with the 2003 approved site plan. According to the Director of Capital Projects, there is sufficient space available to achieve this with some re striping of the current parking stalls. The Director of Capital Projects has also provided the following update:  
"Siteline Architects are currently finishing up other projects in their work flow, and with recent Planning Commission approvals, they will soon update their schedule for submitting construction documents to the Building Department. With these CD's, an RFP goes out to five General Contractors for their competitive bid proposals, with the anticipation of Board approval for contract award anticipated on the September Board Agenda".
11. ADA Projects Priority – Rohrback, Forrest, McCray  
Troy Milburn is updating the CASp report for all of Tahoe Donner. Many of the issues identified in the first report have already been corrected. His report is expected this month. The GPC seeks Board direction on the scope and extent of compliance.

### SUPPORT TASK FORCES

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## **Tahoe Donner General Plan Committee – July 9, 2018 Meeting Minutes**

- Association Master Plan/Capital Projects Process – Sullivan, Meek,  
The GPC seeks Board approval of the Stage 1 revision.
- Communications Task Force – Meek, Courtney Murrell, Benjamin Levine, Michael Sullivan  
See attached Task Force report
- Demographics Task Force – McCray, Beckmeyer, Maciejewski, Sullivan  
No activity in the past month

### FUTURE ISSUES TO BE ADDRESSED

#### **Adjournment:**

The meeting was adjourned at 5:12PM

#### **Next Meeting:**

The next meeting will be held on August 6, 2018 at 3PM at NWCH Mezzanine.

# Tahoe Donner General Plan Committee – July 9, 2018 Meeting Minutes

2018\_05\_01 Sort Team Guidance.xlsx

6/4/18

Needs	Wants
<b>Feasibility Studies to be performed by TDA Staff and Consultants</b> McGlashan Springs Parcel Utilization Undergrounding utility lines Member Only Gas Station Electric Vehicle Charging Stations at select Amenities New Storage Building at Forestry Facility to replace multiple storage containers	
<b>Mailbox Task Force Needs</b> Prepare Master Plan for Cluster Mailboxes	<b>Mailbox Task Force Wants</b> Provide one mailbox for each TDA property owner
<b>Housing Task Force Needs</b> Consider all options for Seasonal Workforce Employee Housing	<b>Housing Task Force Wants</b> Coordinate with existing community efforts to provide additional Housing opportunities
<b>ACAC Task Force Needs</b> Prepare ACAC Master Plan Snowmaking Vaulted Toilet in Euer Valley Adventure Zone with archery zone, treehouse, zipline area, bike skills, disk golf Consider Phase 4 Equestrian Campus; Trailer Parking, dressage court, and improved boarder pens	<b>ACAC Task Force Wants</b> Warming Hut character upgrades at (4) locations Back-up Power for ACAC Additional storage options for snowmobiles, signs, tools Upgrades to FIS Standards for International Nordic Races and Events
<b>Clubhouse Task Force Needs</b> Prepare NWCH Master Plan Accessibility Improvements at NWCH and Tennis Facility Trash Enclosure, Storage Room Addition, Rear Terrace leveling Parking Capacity Expansion Adventure Zone with archery zone, treehouse, zipline area, bike skills, disk golf Seasonal Ice Skating on tennis court Hot Tub near Pool	<b>Clubhouse Task Force Wants</b> Expanded Recreation Hut Covered, outdoor Vending machines Heated walkway outside Pizza Entrance Reorganization of Administration Offices Improve Clubhouse offerings and activities, move administrative offices Indoor Tennis courts for Winter play
<b>Downhill Ski Resort Needs</b> Prepare DSR Master Plan and Business Plan (currently underway) Consider Member versus Public analysis Accessibility Improvements New or Expanded Downhill Ski Lodge Snowmaking Equipment at Eagle Rock Modify Ski Slopes to improve beginner experience Expand Summer Day Camps Lift Access to family-friendly gravity bike trails, bike park, beginner progressions (like NorthStar) Adventure Zone with archery zone, treehouse, zipline area, bike skills, disk golf	<b>Downhill Ski Resort Wants</b> Replace Eagle Rock Chair New Backside Chairlift Provide expanded parking at top of Eagle Rock Chair, accessible through green gate at SkiSlope Provide Gallery covers for Conveyors C2 and C3 for improved safety, operations, service levels (~25) New Ski in/Ski out residential properties, with new chairlift access into Sunrise Bowl

## Tahoe Donner General Plan Committee – July 9, 2018 Meeting Minutes

<b>Golf Course Task Force Needs</b> Update Golf Course Master Plan  Accessibility Improvements	<b>Golf Course Task Force Wants</b>  Consider Golf Course improvements to remain regionally competitive  Water Conservation, 500K gallon water tank/well/pump/case/heads  Shade structure over Driving Range Tee boxes
<b>Marina Task Force Needs</b> Update Marina Master Plan Accessibility Improvements Expanded Kitchen and terrace seating with shade structure Cooperative Agreement with State Park and beach access Agreements with TOT/Caltrans for improved on-street Parking	<b>Marina Task Force Wants</b> New entrance, signage, improved lighting Beach Bar on slab with power Third Dock south of existing Boat Ramp
<b>The Lodge Task Force Needs</b> Prepare Master Plan for The Lodge Replace Tent with new Conference Space and Restrooms Accessibility Improvements Replace sloping walkway with heated staircase and lighting	<b>The Lodge Task Force Wants</b> Install Roof structure over heated staircase Recycle and Refuse Improvements Back-up Power for Kitchen and Restaurant
<b>Trails &amp; Open Space Task Force Needs</b> Update Trails Master Plan with all types of trail users and utilization, an updated dog leash policy, and trail access fee options  Trailhead Parking and Restrooms at Glacier Way and Bermgarten  Dog Park  Accessibility Improvements at Campground	<b>Trails &amp; Open Space Task Force Wants</b>  Extend Nature Loop upstream and adjacent to driving range, eliminate roadside path to TCRC  Winter Trail expansions; Crabtree to Mustang, Lions Leap to Last Round up, Dog Trail ext.  New TDA trail connector to the Town's phase 2 Trout Creek Trail  Provide Community Garden and Composting Program Bridges at Coyote Crossing and Cowboy Camp Rebuild and Maintain iconic Euer Valley barns
<b>TCRC Task Force Needs</b> Prepare TCRC Master Plan Snowmaking at Snowplay Flushing restrooms for Snowplay Expanded Parking for Snowplay and Trailhead Additional Hot Tub Facility Expansion and Accessibility improvements (currently in TOT Planning)	<b>TCRC Task Force Wants</b> Saline Upgrade Additional Lap Lanes Expanded Paver Terrace for Food and Beverage Indoor playground, day care, mini golf, and climbing wall
<b>Accessibility (ADA) Task Force Needs</b> Prioritize all ADA Projects	

**Tahoe Donner General Plan Committee –  
July 9, 2018 Meeting Minutes**

**NWCH/Tennis Recreation Area**

Courtney Murrell, 7/9/18

Considered areas include:

- Clubhouse
  - Interior, including Administration, gathering area, and POTH
  - Surrounds, including walkways and terrace
- Tennis
- Pool
- Recreation: Rec Hut, Playground, Bocce, Volleyball, Archery
- Parking

What has been completed to date? Select NWCH improvements and future planning efforts:

- 2009; Interior Restroom upgrades
- 2012; Bocce court upgrades and drainage improvements
- 2012; Storage area siding and screening at NE corner of Clubhouse
- 2013; Schematics for additional trailhead parking to Truckee's new Trout Creek trail to downtown
- 2013; Northwoods Clubhouse signage installed
- 2013; Tennis signage installed along with new stone stairway entrance
- 2013; Tennis court and Facility improvements are now ongoing annually for well-maintained Facility status
- 2013; Pool Walkway and Parking Lot Repair
- 2014; Bocce seating expansion
- 2014; CASp report received
- 2014; Wetland boundary delineation and signage
- 2015; Solar proposals at pool and Northwoods Clubhouse
- 2015; Member Services
- 2016; Preliminary accessibility improvements and parking expansion concepts, (Planning Commission Approvals required)
- 2017; Pool remodel, new plaster and code upgrades to meet Health Department requirements.
- 2017; Pool-side restroom upgrades and accessibility improvements (Building Permit in-hand, No Board approvals to-date)
- 2018; CASp report is being updated

2012-2014; Early GPC and sub-group meetings occurred to review Northwoods Clubhouse improvements, but voted to postpone large scale improvements until other higher priority projects were approved and completed.

2018; Staff recommends making accessibility improvements in the interim to meet CASp requirements.

Also in the interim, the NWCH/Tennis Group will engage with members for their input about the surrounding area. This Group can also coordinate with the ADA task force to identify and plan for ADA and code compliance improvements.

New Master Plan effort will combine all concepts and member outreach/input for future consideration and implementation as budgets allow.

**Tahoe Donner General Plan Committee –  
July 9, 2018 Meeting Minutes**

**7-12-18 Downhill Ski Resort Task Force report**

The Task Force met Monday July 9<sup>th</sup>. Content is summarized below.

**Communication:** Our booth at the Amenity Fair was successful. Lots of favorable comments.

A Discussion Group was held Saturday July 7<sup>th</sup> at the Clubhouse. The Task Force shared its Stage 3 direction and received favorable feedback.

**Stage 3 work stream** prioritization and content has been further defined. Prioritization will be given to the following workstreams in an effort to get these items moving (and not to be held up by the more complex / longer term decisions associated with the lodge).

- **Pilot member / public pricing models**
- **Re-grading of Mile Run**
- **Expanding Snowmaking to Eagle Rock**
- **Complete the business plan** (which will be incorporated within the drafting of the resort level master plan).

At our August meeting Staff will present pricing options to be piloted this upcoming season. Rob McClendon has worked with Michael Sullivan on snow making expansion. Results will be shared at the August mtg.

Need Task Force volunteers to sign up for looking at Mile Run with Staff.

Lodge work streams have been separated in to two main sections: Lodge Remodel or Renovation, and Lodge Replacement. Initial action has been summarized below:

**Lodge remodel:** An action was taken to talk to the Board about the phased approach addressing ADA requirements. The Task Force agreed that renovating the Lodge would mean an all-in approach to ADA – fix all related issues. Justification included moral, ethical, and legal grounds. Initial focus for addressing this work stream will be on crafting a list / itemized scope of work (SoW), in prioritized order, which Staff will then dollarize based on their expertise. The idea here is to estimate the total dollar amount so we can see what we're talking about for capital. No timeline yet on this deliverable. Down the road this SoW can be formalized, then addressed by hired architects, engineers, and contractors to formally estimate SoW content and expense. This will be a significant investment when we get to it.

**Lodge replacement:** Initial step will be crafting an RFi (Request for Information) to go to the construction market. Task Force members, Staff, and a couple of identified members who work in the commercial construction industry will drive this effort. This will be at least a 90 day process with essentially no associated cost other than time. More to come as we gain traction.

## Tahoe Donner General Plan Committee – July 9, 2018 Meeting Minutes

### Marina Subcommittee Meeting 6/27/18

Attendance: Ali Kovach, Michael Fajans, Jim Colbert, Michael Bledsoe

#### Process of reviewing Amenity Needs and Wants

We briefly summarized the current effort to examine each amenity, not just specific projects.

#### Background

The marina is open from Memorial Day to early October – 19 weeks, with the busy period being approximately 7 weeks from the end of June through the third week of August (June 29 through August 20 this year). Popular activities are beach usage and swimming; kayak, paddleboard, and peddle boat rentals; kayak and paddleboard storage and use; and launching of kayaks, paddleboards, and power boats that are stored off-site. TD day camp programs use the marina on Wednesdays and there is a fenced clubhouse and lawn for the kid's program at the end of the parking lot.

The principal problems are parking capacity, overcrowding on the beach, and inadequate space for food preparation, limiting the menu options. While some grill items are offered on the menu, they were offered Memorial Day weekend, not offered in June, and will be offered during the peak 7-week period once the marina is able to staff up (J-1s come end of June).

Power boat launching was closed one year because of low water, but is open this year. The number of boat launches is significantly lower than previous years, perhaps because Donner and Tahoe have separate inspection programs (if you are inspected and stickered for one lake, you cannot use the other without a new inspection).

Several years ago, there was a proposal at the board level to eliminate power boat launching at the marina in order to free up space for other activities (both parking and ramp usage). It was proposed that TD pay launch fees for TD residents to launch at the public launch ramp further west on the Lake. It was met by strong resistance by TD boat owners and the Board did not pursue the concept.

#### Parking

There are 32 regular spaces (28 along the south fence), 11 extended boat trailer spaces, and 4 disabled slots. It is rare that the boat/trailer parking spaces are filled, and staff removes the cones to allow cars to park in some of the boat spaces during peak afternoon periods (boat launching and trailer storage is greater in mornings and evenings when the wind is less). ***Ali will monitor boat trailer parking this summer in order to determine whether the number of slots could be reduced.***

There is considerable angle parking on the dirt along the south side of Donner Pass Road (DPR) against the marina fence. There is some danger as visibility is poor when drivers back through the bike lane. Paving and striping the parking is possible but would reduce the number of spaces as the Town of Truckee would want parallel parking and landscaped dividers every few spaces. Marina employees park outside the marina on DPR.

Attempts to operate shuttle service from extra parking at the high school have not been successful, there is resistance to unloading gear and taking a shuttle. While there has been discussion about leasing land from Caltrans across DPR, the beach capacity is also an issue so it may not be desirable to greatly expand marina parking. We discussed two other concepts for some additional parking.



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- 1) Using stack parking in front of the south parking spaces. This might allow 8-10 additional spots, but would require an additional staff member over 21 to move cars as required (there are very few employees over 21 years of age. This might cost \$5,000 or more for the 50 days needed (\$20/hour x 5 hours x 50 days). We have not estimated potential insurance costs.
- 2) Offering valet parking, taking cars to the high school or another off-site location. This would require two staff, one adult to drive the cars and another to shuttle the driver. (\$5,000 +).
- 3) Using some of the boat trailer spaces for cars during peak demand period (see discussion above).

While concepts 1 and 2 increase staff cost, running a TD bus to shuttle people has a cost as well.

We discussed restricting parking to beach users during peak period. This was rejected due to the difficulty of enforcement and likely push back from TD members who park at the marina while biking, jogging, or using the state park dog beach.

### Beach Capacity and Shade

There is limited space on the beach. Staff has restricted use of Easy Ups because they take too much space and interfere with other people. Some shade on the beach would be desirable, staff will explore temporary or permanent shade structures that could be placed at the back of the beach. Encouraging people to use the shadier upper grass area would also provide an alternative area. On a busy day, people do infringe on other people's space, and there have been conflicts. More parking would exacerbate this issue.

With the ability to track the number of unaccompanied guests (higher fee), we are interested to get numbers to determine whether short-term renters or owners and their guests are responsible for the perceived overcrowding at the marina. If it is renters, there is interest in potentially further restricting short-term renters at peak periods.

### Food Service

The short season makes members of the sub-committee question the priority of capital expenditure to expand the kitchen area. The building is approximately 21 years old (Miguel) and remodeling/expansion would trigger code upgrades. Options to consider would include using the TD food truck, bringing in food prepared off-site, or leasing space to a third-party food truck during the limited peak periods. Since there is a large gate in the fence to the upper grass area, it might be possible to park the food truck there, improving the distribution of customers somewhat.

Parking and beach overcrowding are the source of most complaints, not the food service choices.

### Other Issues

The requests for kayak and paddleboat storage exceed the capacity. Ali thought the lottery procedure this year resulted in less dissatisfaction than other years. Concepts for higher stacking of kayak and use of a forklift were considered and rejected due to wind concerns, cost, and inability of a fork lift to access both sides of a rack. Charging higher rates for storage and offering one month options are other options, and may be considered if demand keeps increasing well beyond capacity.

## **Tahoe Donner General Plan Committee – July 9, 2018 Meeting Minutes**

### **Trails & Open Space Task Force** June 28, 2018: Meeting Minutes

**Task Force Members Present:** Annie Rosenfeld (Task Force Chair, TD Director of Risk Management and Real Property), Forrest Huisman (TD Director of Capital Projects), Christina Thayer (TD Trails Manager), Brian Yohn (TD Assistant Director of Risk Management and Real Property), Nan Meek (GPC Member, by phone), VJ Bonnard, Richard Bothwell, Jennifer Jennings (TD BOD Member), Benjamin Levine, Bill Phelps, Lynette Powell, Livia Quan, Julie Thornton, Janet Zipkin.

**Task Force Members Absent:** Michael Sullivan (GPC Chair), Steve Miller (GPC Member), Brenda Gilbert, Gayle Dana, Guy Joaquin, Helen Pelster, Charlene Simmons.

**Guests:** None.

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At this meeting, the Trails & Open Space Task Force (TOSTF) took the following actions:

1. Briefly reviewed task force decision making processes, raising the question of whether a charter is warranted given the task force's size and portfolio.
2. Reviewed Tahoe Donner's various property designations and management zones as background information for task force members.
3. Reviewed the draft 5-year trails management prioritization list, including both Replacement Reserve and Development Fund projects. Further review of these priorities is expected in upcoming meetings.
4. Preliminary discussion about the upcoming Trails Master Plan update process, focusing on the member forums/workshops anticipated during the summer and fall of 2018. Discussion topics may include public use of TD's trails, dogs, and ebikes. A minimum of three forums are expected. A fourth online-only forum was also discussed. Task force members were encouraged to attend these forums as observers and facilitators.
5. For a future agenda item, it was suggested that we refine the plan for the upcoming workshops, and consider using FlashVote for additional member input.

**Skipped Agenda Items:** For lack of time, the task force did not continue discussion of the new stewardship initiative.

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**Next TOSTF Regular Meeting:** July 26, 2018, 3:00 – 4:30 PM at The Northwoods Clubhouse.





Fri 7/13/2018 2:36 PM

Richard Gander <rwgander@yahoo.com>

Re: July 21, Board Meeting documents

To  Jennifer Wall

Cc  Lee Ann Gray;  Suzanne Sullivan



[Suggested Meetings](#)

[+ Get more add-ins](#)

**WARNING: This email originated outside of Tahoe Donner Association.  
DO NOT CLICK links or attachment unless you recognize the sender and know the content is safe.**

Megan,

Please include this for the Giving Fund:

Our July meeting has been combined with our August meeting and moved to July 24 at 3:00pm at Northwoods Clubhouse.

The Annual Dinner and Silent Auction went very well and results will be announced when fully complete.

Thanks,

Dick