



March 23, 2019

To Whom It May Concern,

Tahoe Donner is one of America's largest homeowner's associations, with nearly 6,500 properties and 25,000 members enjoying over 7,300 acres in the Sierra Nevada mountains. Tahoe Donner is an eclectic community with a passion for outdoor recreation and a celebration of the Tahoe lifestyle.

Tahoe Donner operates a wide variety of recreational facilities – some of which are for members only and others which are also open to the general public. These amenities can be explored in detail on our website (www.tahoedonner.com).

Tahoe Donner Association is seeking a proposal from your firm to administer 2 compensation studies for its exempt positions. The first study would be specific to the top senior leadership of the Association, 12 positions. The second study would be specific to the remaining exempt positions within the Association, a total of 28 positions. A detailed proposal including a timeline of completion is due by April 19, 2019, with a preferred study completion date of July 1, 2019. Please see the requests below for the details of the project.

1. Provide an overall background on your firm.
2. Summarize the firm's overall qualifications regarding compensation studies.
3. Provide the qualifications of the individuals that will be conducting the study.
4. Describe your approach and methodology to completing the study.
5. Provide an overall cost structure.
6. Provide a detailed timeline for the completion of the study.

A basic overview of what Tahoe Donner is expecting is listed below:

1. Conduct a comprehensive compensation analysis based on the job descriptions and responsibilities that are already in place within Tahoe Donner Association.
 - o Because the senior leadership positions are specific to Tahoe Donner Association, describe how you will appropriately gauge the evaluation of these ranges based on more than just written job descriptions.
2. Develop salary recommendations for each position.
3. Assign a salary range for each position in relation to the results of the compensation studies' findings.
4. Be willing and able to discuss any questions of the findings.





Below is a list of the senior leadership positions:

1. Assistant Director of Operations
2. Assistant Director of Risk and Real Property
3. Director of Marketing & Member Services
4. Director of Capital Projects
5. Director of Food & Beverage
6. Director of Risk & Real Property
7. Director of Finance & Accounting
8. Director of Human Resources
9. Director of IT
10. Director of Operations
11. General Manager
12. Forester

Below is a list of the remaining exempt positions:

1. Architectural Services Office Manager
2. Assistant Forester
3. Assistant Manager of Banquets & Events
4. Controller
5. Customer Service Manager
6. Executive Chef
7. Golf Course Superintendent
8. Golf Operations Manager
9. Head Chef - Alder Creek Café
10. Human Resources Supervisor
11. IT Manager
12. Lodge General Manager
13. Maintenance Manager
14. Marketing Communications Manager
15. Marketing Engagement Lead
16. Member Services Office Manager
17. Mountain Operations Manager
18. Pizza On The Hill Manager
19. Ski & Snowboard School Manager
20. Ski Area Manager
21. Ski School Supervisor
22. Sous Chef
23. Ticket/Rental/Retail Manager
24. Trails Manager
25. Trout Creek Assistant Manager
26. Trout Creek Manager
27. Winter Food & Beverage Manager
28. XC Manager (Cross Country)





Tahoe Donner Association reserves the right to reject any or all proposals submitted and to choose the firm that aligns with the best interest of Tahoe Donner Association.

Thank you in advance for your interest in our account. Please do not hesitate to contact me if there are any questions regarding this request.

Tom Knill
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