

AGENDA
TAHOE DONNER ASSOCIATION
REGULAR BOARD OF DIRECTORS MEETING

December 17, 2016
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

Opening Procedures:

- Pledge of Allegiance

Social Media Update:

(Brinn Talbot, Director of Marketing)

- A brief high level summary will be provided of issues and topics that impact Tahoe Donner currently being discussed on various social media platforms.

II. 9:15 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. 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.

III. 9:30 a.m. Action: Approval of Minutes A

- November 12, 2016 Regular Meeting Minutes

IV. 9:35 a.m. Discussion: Committee Management B

- **Committee Task Reports** – Committee Chairs
Purpose: To update the Board on the status of 2016 assigned tasks and recent committee meetings.
 - Architectural Standards Committee
 - Covenants Committee
 - Elections Committee
 - Finance Committee
 - General Plan Committee
 - Tahoe Donner Giving Fund Committee

OPEN & PENDING ITEMS

V. 9:45 a.m. Discussion: Committee Rosters and Committee Goals C

The Board will be provided with updated committee rosters and 2017 goals for each of the chartered Tahoe Donner Committees.

VI. 9:50 a.m. Action: Consent Calendar D

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.

- Appointment of Karolyn Gander as a new member to the Elections Committee
- Appointment of Jim Beckmeyer as a new alternate member to the General Plan Committee
- Appointment of Jennifer Jennings as a new alternate member to the Tahoe Donner Giving Fund Committee
- Tahoe Donner Giving Fund Grant Authorization

VII. 9:55 a.m. Discussion: Truckee North Tahoe Regional Workforce Housing Needs Assessment **E**
(Stacy Caldwell, CEO of the Tahoe Truckee Community Foundation)

Stacy Caldwell, CEO of the Tahoe Truckee Community Foundation, will present to the Board of Directors the Truckee North Tahoe Regional Workforce Housing Needs Assessment report.

VIII. 10:30 a.m. Discussion: Board Amenity Access Policy **F**
(Board of Directors)

The Board will discuss an Amenity Access Policy Resolution for current Board members.

IX. 10:50 a.m. BREAK

X. 11:00 a.m. Action: Director of Finance & Accounting Report **G**
(Mike Salmon, Director of Finance & Accounting)

- 2016 October Financials

XI. 11:35 a.m. Discussion: Tahoe Donner Community Solar Share Project **H**
(Director Darius Brooks and Forrest Huisman, Director of Capital Projects)

The Board will be provided with a progress update on the feasibility of a Solar Garden in Tahoe Donner from Director Darius Brooks and Forrest Huisman, Director of Capital Projects.

XII. 11:45 a.m. Action: California Minimum Wage Pay Range Adjustments **I**
(Mary Peterson, Director of Human Resources)

The Board of Directors will be presented with a decision paper to determine minimum pay range adjustments due to the California minimum wage increase effective January 1, 2017.

CLOSED SESSION

XIII. 12:00 p.m. Appeal Hearing

EXECUTIVE SESSION

XIV. 12:30 p.m. Executive Session **EXEC**

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
 - Personnel matters
 - Formation of contract

CLOSED SESSION

XV. 1:10 p.m. Appeal Hearing

OPEN SESSION

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| XVI. | 3:15 p.m. | Executive Session Report | EXEC |
| XVII. | 3:20 p.m. | Potential Future Board Meeting Agenda Item | |
| XVIII. | 3:25 p.m. | Adjournment | |

The next Board meeting will be **January 28, 2017** at the Northwoods Clubhouse.

Tahoe Donner Committee Meeting Schedule

- Architectural Standards Committee – January 18, 2017 , 2016 9:00 a.m. (Northwoods Clubhouse)
- Covenants Committee – January 12, 2017 3:00 p.m. (Northwoods Clubhouse)
- Elections Committee – No future meetings have been scheduled at this time.
- Finance Committee – January 12, 2017 at 3:30 p.m. (Northwoods Clubhouse)
- General Plan Committee – January 2, 2017 at 3:00 p.m. (Northwoods Clubhouse)
- Tahoe Donner Giving Fund Committee – January 3, 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

December 17, 2016

Date