

AGENDA
TAHOE DONNER ASSOCIATION
REGULAR BOARD OF DIRECTORS MEETING

Northwoods Clubhouse
October 7, 2016
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

II. 9:02 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. 9:22 a.m. Action: Approval of Minutes A**
- September 3, 2016 Regular Meeting Minutes
 - September 28, 2016 Special Board Meeting Minutes

- IV. 9:25 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. 9:40 a.m. Discussion: Committee Rosters and Committee Goals C**
- The Board will review each of the chartered Tahoe Donner committee rosters, as well as each committee's goals for 2016.

- 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.

- Review and Update of Tahoe Donner Association Board of Directors Administrative Resolution 2009-10, Authorization Levels
- Norm Nicholls resignation from the Tahoe Donner Giving Fund Committee
- Tahoe Donner Giving Fund Grant Authorization
- Consider space reallocation and improvements at Trout Creek Recreation Center

- VII. 9:55 a.m. Discussion: Quarterly Treasurers Report on Investments E**
(Steve Miller, Board of Directors Treasurer)

The Treasurer will provide the Board and members with a quarterly report on the investments of the Association, as directed by the Investment Policy of the Association.

VIII. 10:00 a.m. BREAK

IX. 10:05 a.m. Action: Director of Finance & Accounting Report **F**
(Director of Finance & Accounting, Mike Salmon)

- August 2016 Financials

X. 10:15 a.m. Action: 2017 Budget Report **G**
(Mike Salmon, Director of Finance & Accounting)

The Board will review and take action on the 2017 Budget for the Association. This budget approval will include the 2017 Annual Assessment, Operating Fund Revenues and Expenditures, and Capital Fund Revenues and Expenditures. The approval will also include all Rates and Fees for 2017, including the 2017/2018 Recreation Fee, excluding Golf Fees, which will be approved in the spring of 2017.

EXECUTIVE SESSION

XI. 12:25 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:
 - Consider litigation
 - Personnel matters

OPEN SESSION

XII. 1:00 p.m. Executive Session Report EXEC

XIII. 1:05 p.m. Action: 2017 Budget Report (continued) G
 (Mike Salmon, Director of Finance & Accounting)

The Board will review and take action on the 2017 Budget for the Association. This budget approval will include the 2017 Annual Assessment, Operating Fund Revenues and Expenditures, and Capital Fund Revenues and Expenditures. The approval will also include all Rates and Fees for 2017, including the 2017/2018 Recreation Fee, excluding Golf Fees, which will be approved in the spring of 2017.

XIV. 2:00 p.m. BREAK

XV. 2:05 p.m. Discussion: California Proposition 64, Marijuana Legalization H
 (Covenants Committee)

The Board will review the current status of California proposed bills and how state and local policies might impact Tahoe Donner.

XVI. 2:35 p.m. Action: Management Compensation I
 (Board of Directors)

The Board will discuss Tahoe Donner's management compensation processes.

XVII. 3:05 p.m. Discussion: Board Governance, Authority, Meeting Procedures, and Agenda Policy **J**

The Board will discuss the newly adopted 2016-1 Overview of Board Governance, Authority and Meetings and Policy and Procedures on the Conduct of Board Meetings Policy, and in particular the development, recording, and content of meeting minutes.

XVIII. 3:25 p.m. Potential Future Board Meeting Agenda Items

XIX. 3:30 p.m. Adjournment

The next Board meeting will be **Saturday, November 12, 2016** at the Northwoods Clubhouse.

Tahoe Donner Committee Meeting Schedule

- Architectural Standards Committee – September 28th and October 12th, 2016 9:00 a.m. (Northwoods Clubhouse)
- Covenants Committee – October 13th, 2016 3:00 p.m. (Northwoods Clubhouse)
- Elections Committee – No future meetings have been scheduled at this time.
- Finance Committee – October 13th, 2016 at 3:00 p.m. (Northwoods Clubhouse)
- General Plan Committee – October 3rd, 2016 at 3:00 p.m. (Northwoods Clubhouse)
- Tahoe Donner Giving Fund Committee – October 3rd, 2016 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

October 7, 2016

Date