

ACTION ON October 7, 2016

VERIFIED Megan Rodman
E.A. - TDA ASSOC.

<p>MINUTES</p> <p>TAHOE DONNER ASSOCIATION</p> <p>BOARD OF DIRECTORS SPECIAL MEETING</p> <p>Northwoods Clubhouse</p> <p>September 28, 2016</p> <p>11:30 a.m.</p>
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A Special meeting of the Board of Directors of Tahoe Donner Association was held that the Northwoods Clubhouse 11509 Northwoods Blvd., Truckee, California on Wednesday, September 28, 2016. President Jeff Bonzon called the meeting to order at 11:30 a.m. The following Directors were in attendance, thus constituting a quorum of the authorized number of Directors of the Association:

- Directors Present:** Jeff Bonzon, President
 Ron Wulff, Vice President
 Jeff Schwerdtfeger, Secretary
 Darius Brooks, Director (via conference call)

Directors Absent: Steve Miller, Treasurer

- Staff Present:** Robb Etnyre, General Manager
 Forrest Huisman, Director of Capital Projects
 Mike Salmon, Director of Finance & Accounting
 Annie Rosenfeld, Director of Facilities & Risk
 Brinn Talbot, Director of Marketing
 Mary Peterson, Director of Human Resources
 Megan Rodman, Recording Secretary and Executive Assistant

I. CALL TO ORDER

II. EXECUTIVE SESSION

The Board voted 4-0 to adjourn to Executive Session at 11:32 p.m. to consider the formation of a contract.

III. OPEN SESSION

The Board reconvened to Open Session at 12:15 p.m.

IV.

EXECUTIVE SESSION REPORT

Jeff Schwerdtfeger, Board Secretary, reported that the Board met in Executive Session today to discuss and review policy bids by Insurance carriers for the renewal of Tahoe Donner's Property and Casualty Insurance and the renewal of Tahoe Donner's Workers Compensation Insurance.

V.

MEMBER & DIRECTOR COMMENTS

The Board President, Jeff Bonzon, recognized members to comment on agenda items as they occurred. But, opened the meeting addressing the following topics that were not on the agenda but perceived as important to address and potential items to be placed on future board meeting agendas.

- Ron Wulff, answered member concerns about the quality of video recordings of the Board Meetings thus far, saying that the changing of location for future Board Meetings, as well as further technological improvements, should enhance video recordings going forward.

Members may submit additional comments by email to the Board (board@tahoedonner.com).

VI.

A. **ACTION: PROPERTY/CASUALTY INSURANCE POLICIES RENEWAL**

The Tahoe Donner Association Property and Casualty insurance policies are set for renewal on October 1, 2016. As the Association Property and Casualty insurance policies renew on an annual basis, while developing this year's renewal information, Annie Rosenfeld, Director of Facilities and Risk Management, noted that the following changes to the Statement of Values specific to property insurance were made:

- Deleted Equestrian wagon insured value of \$28,000
- Total Building and Contents values flat to prior year renewal
- Total Mobile Equipment \$110,000 insured value (4.7%) increase over prior year. This value change is primarily the two recent chipper replacements within the policy year.
- Total Golf Maintenance Equipment insured value increase \$19,950 (2%) over prior year.
- Total Real and Personal Property change from current policy year to renewal is \$129,950, or 0.2% increase over last year.
- Total insurable values are \$56,073,775.

Tahoe Donner is currently carried by Interwest Insurance Services, Inc., for all property and casualty insurance lines with coverage expiring September 30, 2016. The expiring 2015-2016 property casualty insurance renewal premium was \$358,925 plus broker's fee of \$30,000 for a total of \$388,925. This year management worked with Interwest Insurance Services, Inc. and Safehold Special Risk for market proposals. As such, Annie Rosenfeld, recommend the Board to approve Interwest Insurance Services, Inc.'s

proposal of \$364,533 plus \$30,000 brokers for total Property and Casualty Insurance renewal for the policy year, October 1, 2016 to October 1, 2017 of \$394,533.

Director Ron Wulff moved and Director Jeff Schwerdtfeger seconded to approve the Interwest Insurance Services, Inc.'s proposal, plus broker's fee for a total Property and Casualty Insurance renewal of \$394,533 as presented. Motion passed: 4 – 0 . (Director Steve Miller absent).

VII. B. ACTION: WORKERS COMPENSATION INSURANCE POLICY RENEWAL

The Tahoe Donner Association's Workers Compensation insurance policy is set for renewal on October 1, 2016. Annie Rosenfeld, Director of Facilities and Risk, pointed out to the Board that the underlying costs (indemnity and medical) of Workers Compensation Insurance continued to grow this last year, while the Workers Compensation Insurance Review Bureau (WCIRB) reports exposure reporting a general decrease to base rates between 5-9%. Tahoe Donner's experience modification (ExMOD) rate decreased this year from 1.68 to 1.49 as a result of another large claim year falling from the loss runs, and three years of low experiences and claims expenses. Tahoe Donner is currently carried by Safehold Special Risk (NOVA) with coverage expiring September 30, 2016. The total premium cost was \$763,849 plus a brokers' fee of \$20,000 for a sum total of \$783,849. This year management worked with Safehold for a proposal and Interwest Insurance Services for a market proposal. Management recommends the Board consider approving Safehold Special Risk's proposal for a total cost of \$717,398 including taxes, fees and a broker's fee for the Workers Compensation Insurance renewal for the policy year, October 1, 2016 through September 30, 2017.

Director Jeff Schwerdtfeger moved and Director Ron Wulff seconded to approve the Safehold Special Risk's proposal, plus broker's fee for a total Workers Compensation Insurance renewal of \$717,398 as presented. Motion passed: 4 – 0 . (Director Steve Miller absent).

VIII. C. ACTION: RECORDS RETENTION BUILDING

The availability of housing for Tahoe Donner employees is growing concern. Each year, the lack of housing, especially seasonal workforce affordable rental properties, has made it harder for Tahoe Donner to recruit and retain employees, specifically during the peak seasons of summer and winter operations. As such, the management at Tahoe Donner is recommended turning one of our current assets, the 11904 Chalet house (zoned single family residential) that has been used as the Associations record storage facility, back into a rental property for Tahoe Donner seasonal employees. To accomplish this, the house has had all records relocated to an alternate storage facility, in order to allow minor interior improvements to be made. These minor improvements would include; removal of the wood burning stove, checking plumbing for leaks, HVAC, electrical, floors, kitchen fixtures, pest infestation, possible tree removal, and stair safety. The project will be funded by accelerating Replacement Reserve Funds with a budget not to exceed \$31,592.

Following discussion, Director Jeff Bonzon moved and Director Darius Brooks seconded to approve Option 1 of the decision paper as presented. Motion Failed: 2 – 2. (Director Steve Miller absent).

The Board and members in attendance (two immediate neighbors) expressed concerns about housing capacity of the 1,100 square foot property (1 bedroom with loft), controls to be used for behavior and maintenance of the property, noise and nuisance regulations, disciplinary actions for misconduct, staff involvement of monitoring the property, decreases in property value for surrounding homes. After discussion, it was recommended that a maximum of four people rent the home, all of which will sign a lease agreement with expected behavior and maintenance of the property, noise and nuisance regulations, vehicle capacity restrictions, and other standard codes of conduct with enforceable disciplinary actions should the agreement be violated. Staff and management will work out a schedule to regularly visit the property to ensure compliance.

Following further discussion, Director Jeff Schwerdtfeger moved and Jeff Bonzon seconded to approve Option 1 of the decision paper to approve the relocation of records and the renovation of the house at 11904 Chalet accelerating Replacement Reserve Funds with a budget not to exceed \$31,592 as presented. Motion Passed: 2 – 1 (1 abstained). (Director Steve Miller absent).

IX.

POTENTIAL FUTURE BOARD MEETING AGENDA ITEMS

- California Proposition 64, Marijuana Legalization

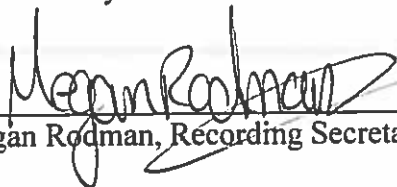
X.

ADJOURNMENT

By consensus the Board adjourned the meeting at 1:22 p.m.

Director Ron Wulff moved and Director Jeff Schwerdtfeger seconded to approve adjournment of the Board Meeting at 1:22 p.m. Motion passed: 4 – 0 . (Director Steve Miller absent).

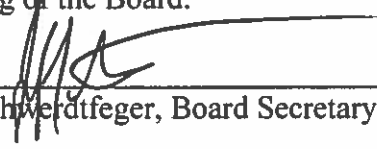
Submitted by:


Megan Rodman, Recording Secretary and Executive Assistant

SECRETARY'S CERTIFICATE

I, Jeff Schwerdtfeger , Secretary of Tahoe Donner Association, do hereby certify that the foregoing is a true and correct copy of the minutes of the Tahoe Donner Association Board of Directors special meeting held on September 28, 2016 as approved by the

Board members in attendance and constituting a quorum at a duty convened subsequent meeting of the Board.



Jeff Schwerdtfeger, Board Secretary