

AGENDA
TAHOE DONNER ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING

Northwoods Clubhouse
September 28, 2016
11:30 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. ***

Special Meetings of the Board

“Special meetings” of the Board can be held between regular meetings to conduct business that cannot wait until the next regularly scheduled board meeting. Boards are required to give notice of special meetings and allow member attendance at such meetings. If the special meeting is an executive or emergency meeting, notice and attendance requirements are different. The Board is required to notify the Members of the date, time, location, and agenda of each special meeting of the Board at least four days in advance. Meeting schedules, notices and agendas are published online at the Association's Membership/Board of Director's page, and are also posted on the bulletin board of the Northwoods Clubhouse.



Please silence your cell phone.

OPEN SESSION

I. 11:30 a.m. Call to Order

Opening Procedures:

- Pledge of Allegiance

EXECUTIVE SESSION

II. 11:32 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:
 - Formation of Contract

OPEN SESSION

SECTION

III. 12:00 p.m. Executive Session Report

EXEC

IV. 12:05 p.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.

V. 12:20 p.m. Action: Property/Casualty Insurance Policies Renewal

A

(Annie Rosenfeld, Director of Facilities and Risk Management)

The Board of Directors will consider a recommendation for the renewal of Tahoe Donner Association's Property/Casualty insurance policies October 1, 2016 through September 30, 2017.

VI. 12:35 p.m. Action: Workers Compensation Insurance Policy Renewal

B

(Annie Rosenfeld, Director of Facilities and Risk Management)

The Board of Directors will consider a recommendation for the renewal of Tahoe Donner Association's Workers Compensation insurance policy October 1, 2016 through September 30, 2017.

VII. 12:50 p.m. Action: Records Retention Building

C

(Forrest Huisman, Director of Capital Projects)

Forrest Huisman, Director of Capital Projects, will provide the Board of Directors with a decision paper to consider the relocation of company records and renovation of the Chalet house.

VIII. 1:00 p.m. Adjournment

The next Regular Board Meeting will be on **Friday, October 7, 2016** at the 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

September 28, 2016

Megan Rodman, Executive Assistant

Date