

AGENDA
TAHOE DONNER ASSOCIATION
REGULAR BOARD OF DIRECTORS MEETING

Northwoods Clubhouse
September 3, 2016
12:00 p.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. 12:00 p.m. Call to Order

Opening Procedures:

- Pledge of Allegiance

II. 12:02 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.

III. 12:17 p.m. Action: Approval of Minutes A

- July 23, 2016 Regular Meeting Minutes

IV. 12:20 p.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. 12:30 p.m. Action: Consent Calendar C

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.

- Employee Policy and Procedure Manual update
- Health Insurance Renewals, effective 10/1/16
- Tahoe Donner Giving Fund Grant Authorization
- Dissolve Equestrian Committee
- Winter 2016/2017 Rates for Season Passes, Season Programs, and Group Business
- CalFire Weather Tower Land Lease (Concept Review)
- Audio and Video Equipment for Board Meeting Recordings
- Additional Storage at Alder Creek Adventure Center

VI. 12:35 p.m. Discussion: Safety Within Tahoe Donner D

The Board of Directors received Membership concerns about speeding in the Tahoe Donner Subdivision. Adam McGill, Chief of Police of the Truckee Police Department will be present to discuss public roadway safety within Tahoe Donner.

VII. 12:55 p.m. Action: Board Governance, Authority, Meeting Procedures, and Agenda Policy **E**
(Robb Etnyre, General Manager)

The Board will be presented with a final draft of the Board Governance, Authority, Meeting Procedures, and Agenda Policy. This policy will help to outline current methods used to engage membership, formulate board consensus and board approval in accordance with the Association’s Governing Documents and applicable laws.

VIII. 1:00 p.m. Action: Director of Finance & Accounting Report **F**
(Mike Salmon, Director of Finance & Accounting)

- 2016 July Financials
- Treasurer’s Quarterly Report

IX. 1:35 p.m. Action: Architectural Standards Fees and Permits **G**
(Annie Rosenfeld, Director of Facilities and Risk Management)

The Board will discuss and take action on a proposed recommendation for the elimination of fees on a subset of Architectural Standards Minor Change to Existing Projects.

EXECUTIVE SESSION

X. 1:45 p.m. Executive Session **EXEC**

Executive sessions of the Board of Directors are provided by statute so that the Board can address issues involving privileged information and matters of a private nature. As a result, members do not have a right to attend executive sessions. As provided for in [Civil Code §4935](#), boards may go into executive session for the following matters:

- Legal Issues
- Formation of Contracts
- Disciplinary Hearings
- Personnel Issues
- Payment Plan
- Foreclosure

The Board must approve decisions by a majority vote of the directors in executive session, and report out decisions at the next regularly scheduled open session. ([Civ. Code §5705\(c\).](#))

- Topics for this month’s Executive Session:
 - Formation of Contract

OPEN SESSION

- XI. 2:45 p.m. Executive Session Report EXEC**
- XII. 2:50 p.m. Action: Construction Contract Award: Trout Creek Recreation Center Poolside Locker Room Remodel H**
(Forrest Huisman, Director of Capital Projects)

The Board will be presented with a decision paper to award a construction contract for the Trout Creek Recreation Center Poolside Locker Room Remodel.
- XIII. 3:00 p.m. Discussion: 2017 Budget Report I**
(Mike Salmon, Director of Finance & Accounting)

The Board will be presented with a draft of the Tahoe Donner Association 2017 Budget Report for review.
- XIV. 3:40 p.m. Action: Land Management Plan J**
(Annie Rosenfeld, Director of Facilities and Risk Management)

The Board will be presented the final draft of the Association Land Management Plan as contracted for with Dudek.
- XV. 4:05 p.m. Potential Future Board Meeting Agenda Items**
- Board Self-Assessment of the Board Meeting
 - Committee Rosters & Committee Goals
- XVI. 4:10 p.m. Adjournment**

The next Board meeting will be **October 7, 2016** at the Northwoods Clubhouse.

Tahoe Donner Committee Meeting Schedule

- Architectural Standards Committee – September 14th and 28th, 2016 at 9:00 a.m. (Northwoods Clubhouse)
- Covenants Committee – September 8th, 2016 at 3:00 p.m. (Northwoods Clubhouse)
- Elections Committee – No future meetings have been scheduled at this time.
- Finance Committee – September 22nd, 2016 at 3:00 p.m. (Northwoods Clubhouse)
- General Plan Committee – September 5th, 2016 at 3:00 p.m. (Northwoods Clubhouse)

- Equestrian Steering Committee – No future meetings have been scheduled at this time.
- Tahoe Donner Giving Fund Committee – September 5th, 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

September 3, 2016

Date