

**MINUTES**  
**TAHOE DONNER ASSOCIATION**  
**REGULAR BOARD OF DIRECTORS MEETING**

**June 23, 2017**  
**Northwoods Clubhouse**  
**9:00 a.m.**

A regularly scheduled meeting of the Board of Directors of Tahoe Donner Association was held at the Northwoods Clubhouse 11509 Northwoods Blvd., Truckee, California on Friday, June 23, 2017. President Jeff Bonzon called the meeting to order at 9:01 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  
Steve Miller, Treasurer  
Jeff Schwerdtfeger, Secretary (via telephone conference)

**Directors Absent:** Darius Brooks, Director (joined at 11:44 a.m. when the Board adjourned to Executive Session)

**Staff Present:** Robb Etnyre, General Manager  
Mike Salmon, Director of Finance & Accounting  
Forrest Huisman, Director of Capital Projects  
Miguel Sloane, Director of Operations  
Annie Rosenfeld, Director of Facilities & Risk  
Miah Cottrell, Computer Network Manager  
Megan Rodman, Recording Secretary and Executive Assistant

**I. CALL TO ORDER** 0:00:12

**II. EXECUTIVE SESSION REPORT** 0:02:23

In Executive Session on June 2, 2017 the Board of Directors discussed the following:

- Initial discussion of annual performance review and compensation levels for the General Manager, required to be completed by June 15 of each year, per employment agreement.

In Executive Session on June 8, 2017 the Board of Directors discussed the following:

- Potential litigation issues with legal counsel.

- Completed discussion of annual performance review and compensation levels for the General Manager, prior to June 15, as required by employment agreement.
  - The General Manager exceeded expectations for the review period of June 15, 2016 – June 14, 2017, as part of an annual review process.
  - Based on that performance, the Board of Directors awarded a \$7,000 (approximately 3%) annual base merit increase.
  - The Board of Directors awarded the General Manager a 15% bonus of base salary.
  - The Board of Directors also approve an extension of the existing employment agreement (2016-2020) for an additional year, now (2016-2021).
  - The Board of Directors also agreed that 457 deferred compensation would remain at 14% of base salary.

**III. A. DISCUSSION: SOCIAL MEDIA UPDATE** 0:04:27  
 (Derek Moore, Interactive Communications Manager)

Derek Moore, Interactive Communications Manager, presented to the Board and to the membership a summary of comments and activities across all Tahoe Donner social media platforms and on Next Door as an additional way to stay abreast of emerging issues among the membership.

The most common topics this month were:

- Dog poop on trails
- Trees tagged for removal
- 2017 Board of Director Election
- Special Event Tent at the Lodge
- Speeding in Tahoe Donner
- Green waste bags
- Underground Utilities
- Amenity usage by members
- Governing Documents project

Derek also reported on Board meeting video recording statistics, providing a brief overview of what is being tracked, total video viewings and other general information.

Links are now available on the Board Meeting videos to take members to specific Agenda items, should anyone only wish to view that portion of the meeting.

To stay informed on these topics and others, members can subscribe to receive Tahoe Donner emails at [www.tahoedonner.com](http://www.tahoedonner.com).

**IV. MEMBER & DIRECTOR COMMENTS** 0:07:51

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. General comments that were made included a neighborhood oil spill, and campaigning policies for Board Elections.

Members may submit additional comments by email to the Board of Directors [board@tahoedonner.com](mailto:board@tahoedonner.com).

V. B. **ACTION: APPROVAL OF MINUTES** 0:16:04

The Board received the preliminary minutes of the following for consideration:

- May 20, 2017 Regular Meeting Minutes

Director Ron Wulff moved and Director Steve Miller seconded to approve the meeting minutes as presented. Motion passed: 4 – 0. (Director Darius Brooks absent).

VI. C. **DISCUSSION: COMMITTEE MANAGEMENT** 0:16:32

(Committee Chairs)

- **Architectural Standards** – The Board of Directors was provided with the committee’s May 24 and June 14, 2017 meeting minutes.
  - Rod Whitten, Chair of the Architectural Standards Committee, reported that the installation of LAMA software has made a huge positive change in how the effectively the Architectural Standards Committee operates. Rod also noted that there are two items on the Consent Calendar that the committee is asking for approval.
- **Covenants** – The Board of Directors was provided with the committee’s June 8, 2017 meeting minutes.
- **Election** – The Board of Directors was provided with a Memo from McClintock Accountancy regarding the current standing of meeting Tahoe Donner Association’s quorum requirements for the 2017 Board of Directors Election.
- **Finance** – The Board of Directors was provided with the committee’s June 15, 2017 meeting minutes.
  - Art King, Chair of the Finance Committee, reported that on June 15, 2017, during the regular monthly Finance Committee meeting, the committee reviewed and approved Option 3 of the decision paper presented to the Board under Agenda Item G. As well, the committee also updated their “Frequently Asked Questions” sheet, which has been posted online.
- **General Plan (GPC)** – The Board of Directors was provided with the committee’s June 5, 2017 meeting minutes, a Project Task Force Guidelines report and a Capital Funding Options report.
  - Nan Meek, Vice Chair of the General Plan Committee, reported that the committee viewed two presentations at their last meeting, one about Disc Golf and the other about Capital Funding Options. All current capital

projects are moving along, except the employee housing project which has been put on hold at this time. On June 5, 2017, the committee also reviewed the decision paper presented to the Board under Agenda Item G, and voted that all funds be allocated to the Development Fund. Nan also noted that the committee is seeking approval of the Association Master Plan.

- **Tahoe Donner Giving Fund Committee** – The Board of Directors was provided with the committee’s June 6, 2017 meeting minutes.

**VII. D. ACTION: CONSENT CALENDAR** 0:25:51

The Board of Directors was provided with the following for consideration:

- Architectural Standards Committee – Approve Mitch Clarin as new alternate member
- Architectural Standards Committee – Approve Nick Sonder as a full-time member of the committee and not an alternate member
- Covenants Committee – Approve Fred Zapponi as new Chair of the Covenants Committee
- Decision Paper – Replace the Toro 5510D-1
- Decision Paper – Replace the Toro 3250 Triplex Riding Greensmower
- Decision Paper – Downhill Ski Area Sun Deck and Ramp Repairs

Following discussion, Director Jeff Schwerdtfeger moved and Director Steve Miller seconded to approve the Consent Calendar items as presented. Motion passed: 4 – 0. (Director Darius Brooks absent).

**VIII. E. ACTION: ASSOCIATION MASTER PLAN** 0:26:43  
(General Plan Committee)

With the recent renewal of the General Plan Committee Charter, dated February 2016, the General Plan Committee has renewed focus on member and guest use-patterns at each of Tahoe Donner Association’s amenities, to ensure that each amenity continues to meet conformance with the Board of Directors approved Strategic Plan. To plan for anticipated future growth and changing utilization requirements from homeowners, an Association Master Plan (AMP) will provide a comprehensive summary of existing utilization at each amenity, while also demonstrating trends, limitations, and opportunities for consideration by future planning exercises at the General Plan Committee and Board of Directors level. The General Plan Committee has organized Task Force Committees to review each of the priority 1 projects, as well as worked with Dudek to establish the existing draft Association Master Plan through the following process and schedule:

1. April 27, 2016 AMP goals are established and distributed by Task Force
2. July 12, 2016 Project Information Paper for Association Master Plan
3. July 23, 2016, Board approval to proceed with Association Master Plan
4. August 2016, Dudek preformed scoping services
5. September 9, 2016, Member Forum 1 was held at Northwoods Clubhouse

6. October 17, 2016 Member Ideas collected for inclusion in Association Master Plan
7. November 10, 2016, Task Force Updates Association Master Plan focus
8. January 6, 2017, Updated Association Master Plan draft by Dudek
9. February 28, 2017 Amenity Benchmarking
10. March 25, 2017, Updated draft Association Master Plan presented to the Board
11. April 22, 2017, Updated draft Association Master Plan presented to the Board
12. May 20, 2017, Updated draft Association Master Plan presented to the Board

At this time the General Plan Committee and staff recommend the Board of Directors review and adopt the presented final draft of the Association Master Plan.

Following discussion, Director Steve Miller moved and Director Jeff Bonzon seconded to approve the Association Master Plan as presented. Motion failed: 2 – 2. (Director Jeff Schwerdtfeger and Director Ron Wulff voted no). (Director Darius Brooks absent).

**IX. F. ACTION: DIRECTOR OF FINANCE & ACCOUNTING REPORT**

0:42:40

(Mike Salmon, Director of Finance & Accounting)

The Board was provided with the unaudited 2017 May Financials report by Mike Salmon, Director of Finance and Accounting.

- **2017 May Financials**
  - Month financials for the Association indicate that net operating results (before assessment revenues) for the month was a loss of (\$834,000) which was unfavorable to budget by \$13,000. The month's operating revenues of \$350,000 were \$94,000 unfavorable to budget and total expenses of \$1,184,000 were \$81,000 favorable to budget. Compare to last year same month, revenues are down \$101,000 and net operating results are favorable by \$36,000.
  - Note: The golf course did not open in May due to the continued melt-off a significant snowfall winter season.
  - Year to date financials for the Association indicate that net operating results (before assessment revenues) is a loss of (\$1,424,000) which is favorable to budget by \$1,136,000. Year to date operating revenues of \$6,124,000 are \$1,971,000 favorable to budget and total expenses of \$7,549,000 are \$834,000 unfavorable to budget. Compared to last year to date, revenues are up \$562,000, expenses are up unfavorably by \$436,000 and the resulting net operating result is favorable by \$126,000.
  - Member's equity as of May 2017 is \$5,540,000, which exceeds the Policy Peg Balance of \$1,100,000.
  - As of May 2017, there are 80 members who have not yet paid their annual assessment fees for 2017, compared to 118 recorded last year same month.
- **Month of April 2017**
  - Revenue is at \$1,003,000 favorable to budget. As of June 19, 2017, revenue is unfavorable by \$125,000, costs are favorable by \$66,000 and net operating results will be in the (\$20,000) to (\$60,000) range.

Following discussion, Director Ron Wulff moved and Director Jeff Schwerdtfeger seconded to approve the unaudited 2017 May Financials as presented. Motion passed: 4 – 0. (Director Darius Brooks absent).

**X. G. ACTION: APPROVE TRANSFER OF EXCESS FUNDS FROM THE OPERATING FUND**

0:59:55

(Director of Finance & Accounting, Mike Salmon)

The year-end December 31, 2016 members’ equity balance in the Operating Fund exceeds the policy target balance. Below were options that were presented to the Board of Directors in handling this accumulated surplus.

• **Operating Fund**

- Members equity balance in the Operating Fund serves as a contingency funds balance. Per Resolution Policy 2013-04, the Members’ Equity minimum balance is \$500,000. The target balance for this fund is 10% of budgeted operating revenues, which for 2017 equates to a target balance of \$1,100,000. Thus, the members’ equity balance over time is as follows:

Operating Fund Members’ Equity Balance	\$1, 124,000
- Actual 12/31/2014 (audited)	
+ 2015 NOR favorable to budget	\$830,000
- Actual 2015 (audited)	
<hr/>	
Operating Fund Members’ Equity Balance	<u>\$1,954,000</u>
- Actual 12/31/2015 (audited)	
+ 2016 NOR favorable to budget	\$2,450,000
- Actual 2016 (audited)	
<hr/>	
Operating Fund Members’ Equity Balance	<u>\$4,404,000</u>
- Actual 12/31/2016 (audited)	
- Operating Fund	(\$1,100,000)
- Policy “target” balance	
<hr/>	
<b>Excess of Target Balance as of 12/31/2016</b>	<b><u>\$3,304,000</u></b>

• **Replacement Reserve Fund**

- The 2017 Budget and current forecast ending balance for the Replacement Reserve Fund is \$7,700,000. The 2017 assessment funding to this fund was \$595 per owner, equating to \$3,852,000 total.
  - Looking to 2018, an increase of 4% equates to \$24 / \$155,000.
  - Looking to 2018, an increase of 10% equates to \$60/ \$388,000.
- The 2017 Reserve Study funding plan, as review and approved by the Board of Directors in the 2017 Budget cycle called for increases in Reserve portion of Annual Assessment as follows:
  - 2017: 9%
  - 2018 – 2020: 10% each year



**FOR THE TROUT CREEK REALLOCATION PROJECT**

(Forrest Huisman, Director of Capital Projects)

Architectural and Engineering drawings are necessary for General Contractor bidding and building permit approvals, for the 1,100-square foot expansion that has been proposed for the Trout Creek Recreation Center. For the proposed expansion and code upgrades within Trout Creek Recreation Center, Staff has worked with the General Plan Committee and Task Force group, to produce an agreeable project scope, followed by a successful feasibility study, leading to the request for proposal process where three consultants have provided fee proposals to implement the approved project scope, and to complete architectural and engineering drawings for general bidding purposes, and eventual Agency permitting an forthcoming construction. For 2017, a \$50,000 Development Fund budget was identified and approved by the Board of Directors during the 2017 annual budget process. These funds were designated to maintain momentum on the proposed expansion plans and reallocation of interior spaces, but with the consensus that the remaining soft and hard costs to be funded by allocating Replacement Reserve Funds. As such, the General Plan Committee and staff recommend that the Board approve to allocate \$50,000 in 2017 Development Funds and another \$35,000 from Replacement Reserve Funds to cover necessary architecture, engineering, consulting and contingency fees during the summer of 2017.

Following discussion, Director Ron Wulff moved and Director Steve Miller seconded to approve to allocate an additional \$35,000 of Development funds, on top of the already approved \$50,000, for a total of \$85,000 of Development funds, to cover necessary architecture, engineering, consulting and contingency fees during the summer of 2017. Motion passed: 4 – 0. (Director Darius Brooks absent).

**XIII. I. DISCUSSION: MASTER PLANNING SERVICES FOR THE DOWNHILL SKI LODGE**

1:31:55

(Forrest Huisman, Director of Capital Projects)

Tahoe Donner Association’s current Downhill Ski Lodge was built by Dart Inc., in 1970, with subsequent additions and remodels through the last 45 years, attempting to accommodate growing visitation numbers and service levels. A few years ago, the General Plan Committee’s Downhill Ski Area task force group, worked to provide a comprehensive 2013 report, including analysis of certain metrics of the Downhill Ski Operations. On August 6, 2016, a project information paper was provided to the Board of Directors and during the 2016 budget process, a \$50,000 Development Fund budget was identified and approved by the Board for expenditure in 2017. On November 10, 2016, the General Plan Committee initiated a Task Force to regain the 2013 momentum, to identify and detail further opportunities at the Downhill Ski Area. In April of 2017, the Task Force received approval to proceed with the request for proposal process to solicit two industry leaders with experience in ski area master planning. Both consultants provided fee proposals by the deadline of June 16, 2017, both of which were within the Board approved budget of \$50,000. Further clarifications and questions are currently underway with both consultants, so that scoring results and weighting can be finalized and tallied. If a contract is awarded in early July, the draft report could be available and



presented at the September General Plan Committee meeting, which would reflect nearly 80% of the content in final report.

**XIV. J. DISCUSSION: SPECIAL EVENT TENT AT THE LODGE**

1:39:02

(Robb Etnyre, General Manager)

The event tent located behind the Lodge Restaurant & Pub during the summer and fall season has been due for replacement since 2015. As part of the process in researching a replacement structure, staff has focused on two main objectives (1) to lower the overall profile of the tent and to (2) consider the color of the tent for optimal benefit. Since the Board meeting on May 20, 2017, staff has created a presentation board for membership to view in the Lobby at the Lodge Restaurant and Pub, that lists current proposals for a new event tent. Mike Peters, the Director of Food and Beverage, has received twelve email responses since June 21, 2017, following the last Board meeting presentation and membership eblast from mid-May. Staff will be installing the proposed demo tent for viewing from June 27, 2017 – June 29, 2017. A town hall meeting will be held at 11:00 a.m. on Wednesday, June 28, 2017.

Following the town hall meeting on June 28, 2017, member feedback from this event and recommendations from the Lodge Banquet and Group Sales staff, will be given to the Board of Directors at the July regularly scheduled Board meeting, to assist the Board in making a decision on what to purchase for a replacement tent. If the Board approved the purchase of a replacement tent at the July Board meeting, installation will be scheduled for late fall.

**XV. K. DISCUSSION: TOWN OF TRUCKEE SOLID WASTE PROPOSAL AND NEGOTIATIONS**

1:54:17

(Annie Rosenfeld, Director of Facilities and Risk and Real Property)

The current solid waste franchise agreement with Tahoe Truckee Sierra Disposal is set to expire on June 30, 2018. As such, while Tahoe Truckee Sierra Disposal has provided solid waste and recycling services to the Town for decades, the expiration of this contract presents an opportunity to expand and improve services. With this opportunity, Town staff has been directed to explore new programs including containerization of recyclables, containerization of yard waste, and increased accountability of the waste hauler with more transparent billing. Taking this direction into consideration along with the needs of increasing State solid waste and recycling regulations, Town staff drafted a new franchise agreement with the assistance of HF&H consultants. As such, the following services are recommended for inclusion in final negotiations with Tahoe Truckee Sierra Disposal:

- **Residential**
  - **Mixed Waste:** customer-provided cans will be utilized.
  - **Recyclable Carts:** utilize service-provided carts for recyclables serviced every other week.
  - **Residential Food Scraps:** food scraps could be placed in biodegradable bags and placed directly into the mixed waste cans at no cost added.
  - **Recyclables Drop-Off Facility:** two new locations would be secured for recyclables drop-off, similar to the cardboard drop-off locations.

- **Yard Waste Carts:** move to exclusively service-provided carts for yard waste, serviced every other week. Green bags would no longer be accepted.
- **Subsidized Yard Waste Bin Rentals:** an increased number of bin rentals would be made available for residents to rent during the spring and summer months.
- **Free Bulky Item Collection:** two pickups of large items available per year at no added cost. Must be scheduled in advance.
- **Can Credits/Overages:** eliminate can credits and can averaging and allow four overages of extra cans per year.
- **Online System:** provide an online system for account management and email notification capabilities to alert when an overage or special pick up occurs.

Following discussion, Annie Rosenfeld, Director of Facilities and Risk and Real Property, noted that Tahoe Donner Association’s main goal in working with the Town during the final negotiations with Tahoe Truckee Sierra Disposal, is to represent the off-hill homeowners in Tahoe Donner. These goals include, picking up more than 4 green bags at a time, improving and sharpening the communication between the homeowner and Tahoe Truckee Sierra Disposal, refinement of the 28 foot rule for picking up trash, maintaining momentum with the dumpster program by providing a closer drop off location, improving policies with the Truckee landfill when members hire independent contractors to do their yard work and dispose of the green waste, and cleaning up the can credit usage, by allowing 2 bulk pickups once a year.

**XVI. L. ACTION: ASSOCIATION WINTER STORM TREE DAMAGE 2:12:23**  
 (Annie Rosenfeld, Director of Facilities and Risk and Real Property)

The Board of Directors were presented with two decision papers to consider approving reserve replacement funds to address Association winter storm tree damage.

- **Decision Paper 1: Storm Damage on Association Owned Property**
  - The Association owner property experienced extensive tree related damage during the sever January and February storms. Management believes addressing the storm damage by the association, as well as individual homeowner private properties is of the highest priority. As presented to the Board of Directors during the Forestry presentation at the April Board meeting, the 2017 Forestry operations budget of \$823,000 is planned to treat approximately 100 acres of common area for defensible space including portions of Units 6 and 7; approximately 59 acres of mastication and 80 acres of herbicide spray within plantation/fuel break units; and continuing member services relating to the homeowner defensible space inspection program, forest health inspection program, tree permits and advice, and property owner chipping. Following this presentation, the Forestry department completed a property survey, resulting in an approximation of actual tree damage being in five main areas of Association owned property– that of units 1, 2, 4, 9 and 11 – costing an estimated \$150,000 to address. As such, staff recommended that the Board of Directors approve Replacement Reserve Funds with a not-to-

exceed budget of \$150,000 to be allocated towards addressing the storm damage, while also adding a common area tree damage component of \$10,000 to the reserve study for 2018, and going forward in future years.

Following discussion, Director Ron Wulff moved and Director Jeff Schwerdtfeger seconded to approve Option 1 of the decision paper – Storm Damage on Association Owned Property – as presented. Motion passed: 4 – 0. (Director Darius Brooks absent).

- **Decision Paper 2: Addressing Storm Related Damage on the Golf Course, Phase 2**

- The Golf Course experienced tree damage related to the severe January and February storms. In reviewing the damage, management prioritized mitigation efforts in two phases – Phase 1, to address downed trees directly affecting playing on the greens, fairways and cart paths, and Phase 2, to address the remainder of the down trees and hazardous trees in the rough. Management procured quotes for Phase 2, and recommends that the Board of Directors approves Phase 2 of storm related tree damage removal including all identified standing dead, downed and hazard trees through contract work utilizing Replacement Reserve Funds with a not-to-exceed balance of \$45,000, and to add a golf course tree damage component of \$2,000 to the reserve study for 2018 and going forward in future years.

Following discussion, Director Ron Wulff moved and Director Jeff Schwerdtfeger seconded to approve Option 1 of the decision paper – Addressing Storm Related Damage on the Golf Course, Phase 2 – as presented. Motion passed: 4 – 0. (Director Darius Brooks absent).

**CLOSED SESSION**

**XVII. EXEC. EXECUTIVE SESSION AND LUNCH**

2:30:29

The Board adjourned to Executive Session at 11:44 a.m.

Director Ron Wulff moved and Director Steve Miller seconded to approve adjournment of the Board Meeting into Executive Session at 11:44 a.m. Motion passed: 5 – 0. (Director Darius Brooks joined the Board meeting at 11:44 a.m.)

**XVIII. EXEC. EXECUTIVE SESSION REPORT**

Not  
Recor-  
ded

Board President, Jeff Bonzon reported that the Board met in Executive Session and:

- Awarded a professional services contract, not to exceed \$85,000 from the Development Fund, to Sitaline Architecture, to cover necessary architecture, engineering, consulting and contingency fees during the summer of 2017 for the Trout Creek Reallocation project.
- Discussed personnel and potential litigation matters. No action taken.

**XIX. POTENTIAL FUTURE BOARD MEETING AGENDA ITEMS**

- No future Board Meeting agenda items were discussed.

**XX. ADJOURNMENT**

**This meeting remained open to facilitate the counting of ballots in accordance with election procedures.**

By consensus the Board of Directors concluded the agenda items at 1:35 p.m.

Director Ron Wulff moved and Director Darius Brooks seconded to conclude the agenda items at 1:35 p.m. Motion passed: 5 – 0.

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 regular meeting held on June 23, 2017 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