

## GENERAL MANAGER AGREEMENT

This General Manager Agreement (“**Agreement**”) is made, entered into and executed by and between Robb Etnyre, an individual (“**General Manager**”), and Tahoe Donner Association, a California corporation (“**Association**”) (collectively, the “**Parties**”) to be effective as of June 24, 2016 (“**Effective Date**”).

Association and General Manager have previously executed a General Manager Agreement for the term of September 15, 2009 until September 15, 2012, and September 15, 2012 until September 15, 2015, with automatic one-year extension provisions. The Parties wish to enter into this Agreement to govern the terms of General Manager’s continued employment with the Association as its General Manager as of the Effective Date. Now, therefore, the Association and General Manager agree as follows:

### ARTICLE I. EMPLOYMENT

1.1 Employment. Subject to the terms and conditions of this Agreement, the Association agrees to continue the employment of General Manager and General Manager hereby agrees to continue such employment with Association.

1.2 Term. The term of General Manager’s employment (the “**Employment Period**”) under this Agreement shall commence on the Effective Date and shall continue thereafter for a term of four (4) years from the Effective Date (“**Initial Term**”), unless earlier terminated as provided in this Agreement. This Agreement shall automatically renew for successive one (1) year periods after the Initial Term of this Agreement (each, an “**Extension Period**”), unless: (i) the Parties enter into a new employment agreement, or (ii) the employment of General Manager is otherwise terminated as provided in this Agreement, or (iii) General Manager or Association provides written notice to the other of his/its desire not to continue the employment relationship and such notice is provided at least ninety (90) days before the expiration of the Initial Term of this Agreement or any Extension Period. At any time prior to the expiration of the Initial Term or any Extension Period, either party may commence negotiations regarding the terms of employment during any subsequent Extension Period. As used in this Agreement, the term “**Employment Period**” includes any Extension Period.

1.3 Title and Duties. General Manager agrees to serve as and shall have the titles of General Manager of the Association and Assistant Secretary of the Corporation. General Manager shall render such services as are normally assigned to this full-time position, including administrative and managerial oversight and control over the day-to-day operations of Association, attendance at meetings of Association’s Board of Directors (the “**Board**”), and such other duties as may be prescribed from time to time by the Board. In performing such duties under this Agreement, General Manager shall give Association the benefit of General Manager’s special knowledge, skills, contacts and business experience and shall devote his entire productive time, ability and attention to the business of Association during the term of the Agreement in this full-time position. This provision is not intended to prevent General Manager from conducting other personal investments or other private business ventures, so

long as those activities do not create a conflict of interest or materially interfere with the services required of him under this Agreement.

1.4 Indemnification. In the event General Manager is made a party or is threatened to be made a party to any proceeding brought by a third party, Association agrees to indemnify, defend, and hold harmless General Manager from and against any and all claims, losses, costs, expenses, obligations, liabilities, judgments, orders and damages, including interest, penalties and reasonable attorney's fees, that General Manager shall incur or suffer which arise, result from, or relate to the performance by General Manager of his duties under this Agreement to the maximum extent permitted under Section 7237(b) of the California Corporations Code so long as General Manager, in the relevant circumstances in question in the third party claim, acted in good faith and in a manner he reasonably believed to be in the best interests of the Association. This provision shall survive any termination of this Agreement.

## ARTICLE II. COMPENSATION

2.1 Base Salary. As compensation for all services rendered under this Agreement, beginning the Effective Date, General Manager shall be entitled to receive from Association a base salary of Two Hundred and Twenty-Eight Thousand Dollars (\$228,000) per year (“**Base Salary**”), subject to all applicable withholdings and deductions, and payable in accordance with Association’s normal payroll schedule and policy.

2.2 Salary Adjustments and Evaluations. On or before June 15 of each year during the Employment Period, the Board shall conduct a performance evaluation of General Manager and provide General Manager with written feedback addressing his performance during the preceding twelve (12) month period of employment. General Manager’s Base Salary shall be negotiated on or before June 15 of each year during the Employment Period by an amount, if any, as determined by the Board in its reasonable discretion based on the immediately preceding evaluation of General Manager.

2.3 Annual Bonus. General Manager will be eligible for an annual bonus based upon the Board’s annual evaluation of General Manager. The annual bonus can be up to a maximum of fifteen percent (15%) of the Base Salary. In determining the amount of the annual bonus, the Board will consider the following criteria:

- a. Twenty-five percent (25%) based upon the overall financial performance of the Association compared to budget;
- b. Twenty-five percent (25%) based upon the annual achievement of General Manager’s performance goals as set annually by the Board in consultation with General Manager;
- c. Fifty percent (50%) based upon the sole discretion of the Board.

Payment of the annual bonus will be made on or before July 1 of each year that a bonus is earned.

### ARTICLE III. BENEFITS

3.1 Vacation. General Manager shall be entitled to earn and use four (4) weeks of paid vacation, in addition to identified Association holidays, during each twelve (12) month period of the Employment Period, which vacation days shall accrue on a daily basis and shall be scheduled at times mutually agreed upon by General Manager and the Board. General Manager may not accrue more than a maximum of seven (7) weeks of unused vacation time; no further vacation will accrue once General Manager reaches this limit until General Manager uses his accrued vacation and falls below this limit. Except as provided herein, General Manager's vacation shall be subject to Association's policies on vacation, as adopted by the Board. General Manager will not be entitled to any additional vacation for administrative leave.

3.2 Other Benefits. General Manager may participate in medical, dental, vision and life insurance, 401(k), and other employee benefit plans and benefits generally provided by Association to other employees, subject to the terms of each plan, policy or arrangement, and subject to Association's discretion to modify, amend and terminate such plans, policies or arrangements. However, General Manager will not be entitled to any administrative pay beyond his Base Salary. General Manager will not be entitled to receive any additional compensation in lieu of his election of medical coverage under Association's medical benefits plan.

3.3 Association Vehicle. Association will provide to General Manager an Association vehicle, including all fuel and maintenance costs, for General Manager's use for business and home to work travel during his employment.

3.4 Deferred Compensation. Association shall establish a supplemental retirement arrangement for General Manager on an annual basis with contributions equal to fourteen percent (14%) of Base Salary ("**Deferred Compensation**") beginning on September 15, 2015 through September 14, 2016 and continuing each successive year during the Initial Term and each subsequent year of an Extension Period ("**Deferred Compensation Period**"). Association will accrue the Deferred Compensation on a monthly basis so Association can set aside the contributions in a separate account or investment fund as provided in the future agreement noted below. The Deferred Compensation will be paid out on an annual basis; however, General Manager will not be eligible to receive any portion of this Deferred Compensation unless he continues as the general manager of Association for the entire Deferred Compensation Period (September 15 through September 14 annually). In the event Association terminates General Manager without Cause under Section 4.2 prior to completion of any Deferred Compensation Period, or due to General Manager's death or disability under Section 4.1(v), General Manager, or his heirs, shall receive the amount of Deferred Compensation that has accumulated per this Section at the date of the termination. This payment of the accrued Deferred Compensation is payable within sixty (60) days of the termination of General Manager. This supplemental retirement arrangement for Deferred Compensation shall be subject to further negotiations between the Parties and shall be set forth in a separate written agreement no later than July 13, 2016.

## ARTICLE IV. TERMINATION

4.1 Cause. Association, at its option, may terminate this Agreement for Cause (defined below) by giving General Manager written notice of termination for Cause. “**Cause**” shall mean any of the following events: (i) General Manager’s conviction of, or plea of guilty or nolo contendere to a felony; (ii) General Manager’s commission of acts of material dishonesty, fraud, bad faith, willful misconduct or misrepresentation toward the Association; (iii) General Manager’s commission of any act that involves moral turpitude or immoral conduct such that General Manager’s or the Association’s reputation would be harmed, including, but, not limited to, acts of improper or illegal harassment or discrimination; (iv) General Manager’s gross negligence in the performance of his obligations under this Agreement or serious insubordination in his failure to follow the written directions or resolutions of the Board, including, but not limited to, Corporate Resolution 2012-2 regarding budget authority (attached as Exhibit 1 to this Agreement), provided he has been given written notice of his performance deficiencies or insubordination and thirty (30) days to cure or correct these performance problems; or (v) General Manager’s death or disability which prevents him from performing one or more of the essential functions of the general manager position.

4.2 Without Cause. Association, at its option, may terminate the Employment Period prior to its expiration without Cause at any time upon thirty (30) days’ advance written notice.

### 4.3 Payments Upon Termination.

4.3.1 Upon termination of General Manager for any reason, Association shall pay to General Manager the following: (i) General Manager’s Base Salary earned through and including the date of termination, together with the cash value of all accrued, but unused, vacation as of the date of such termination, in a lump sum less applicable deductions; and (ii) payments (if any) to which General Manager may be entitled under any applicable employee benefit plan, subject to and in accordance with the terms of such plan.

4.3.2 Upon termination of General Manager by Association without Cause under Section 4.2 prior to the end of the Initial Term, or of any subsequent Extension Period, Association shall be obligated to pay General Manager a severance payment of twelve (12) months of his Base Salary (“**Severance Payment**”), in addition to the amounts described in Section 4.3.1 above. This Severance Payment will be paid in one lump sum, less all applicable withholdings and legal deductions applicable to wages. As a condition of General Manager’s receipt of any portion of the Severance Payment under this Agreement, General Manager shall be required to execute a standard general release of any and all claims General Manager might have arising out of his employment or the termination of his employment or this Agreement against Association or its agents and affiliated entities (including all managers, directors, officers, employees, insurance companies and other agents) other than Association’s continuing obligation to make the payments and provide the benefits required under this Article IV. Payment of the Severance Payment will not be due until ten (10) business days of receipt by Association of an executed general release of claims by General Manager. Failure by General Manager to execute a general release of claims will negate any obligation of Association to pay General Manager any

Severance Payment under this Agreement. General Manager will not be entitled to any other employment benefits under Article III following his termination without Cause under Section 4.2, except as provided in Section 3.4.

4.4 Termination by General Manager. In the event of termination of his employment by General Manager other than at the end of the Initial Term or an Extension Period, and to assure a successful transition to his replacement, General Manager agrees to provide Association with at least ninety (90) days' written notice of his intention to terminate his employment with Association. If General Manager voluntarily terminates his employment with Association other than at the end of the Initial Term, he will not be entitled to receive any Deferred Compensation payments that may have accrued under any plan created pursuant to Section 3.4.

4.5 Termination of Obligations. In the event of termination of General Manager in accordance with this Article IV, all obligations of Association and General Manager under this Agreement shall terminate, except for any amounts payable by Association to General Manager under this Agreement; provided, however, that notwithstanding anything to the contrary in this Agreement, the provisions of Article VI shall survive such termination in accordance with their respective terms, and the relevant provisions of Article VII shall survive such termination indefinitely. In the event of termination of General Manager in accordance with this Article IV, General Manager agrees to cooperate with Association in order to ensure an orderly transfer of General Manager's duties and responsibilities.

#### ARTICLE V. EXPENSE REIMBURSEMENT

5.1 Expense Reimbursement. General Manager is authorized to incur reasonable business expenses in promoting the business of Association, including expenditures for travel. Subject to the requirements of this Article V, Association will reimburse General Manager monthly for all business expenses that are determined by the Board to be reasonable. All reimbursements are contingent upon General Manager providing to Association's Board Chair adequate records as would be required by the appropriate taxing authorities for the substantiation of each such expenditure as an income tax deduction, including a receipt for each expenditure and an account book or expense record in which General Manager recorded at or near the time each expenditure was made: (i) the amount of the expenditure; (ii) the time, place and designation of the type of entertainment and travel or other expense; (iii) the business or other reason for the expenditure; and (iv) the names, occupations of each person who was entertained. Each such expense shall be reimbursable only if it would qualify as a proper deduction on the federal and state income tax return pursuant to Section 162 of the Internal Revenue Code of 1986, as amended.

#### ARTICLE VI. CONFIDENTIAL INFORMATION.

6.1 Nondisclosure of Confidential Information. Association has and will develop, compile and own certain proprietary techniques and confidential information that have great value in its business ("**Confidential Information**"). Association has and will also have access to Confidential Information of its customers. Confidential Information includes not only

information disclosed by Association or its customers to General Manager in the course of General Manager's employment, but also information developed or learned by General Manager during the course of employment with Association. Confidential Information is to be broadly defined. Confidential Information includes all information that has or could have commercial value or other utility in the business in which Association or its customers are engaged. Confidential Information also includes all information, the unauthorized disclosure of which could be detrimental to the interests of Association or its customers, whether or not such information is identified as Confidential Information by Association or its customers. By example and without limitation, Confidential Information includes any and all information concerning unpublished financial data, marketing data, client information, member information, contracts, processes, formulas, trade secrets, inventions, discoveries, improvements, data, know-how, formats, marketing plans, business plans, strategies, forecasts, supplier and vendor identities, characteristics and agreements. General Manager agrees that at all times during or after employment, General Manager will hold in trust, keep confidential, and not disclose to any third party or make any use of the Confidential Information of Association or its customers except for the benefit of Association or its customers and in the course of employment with Association. General Manager further agrees not to cause the transmission, removal or transport of Confidential Information from Association's principal place of business or such other place of business specified by Association, without prior written approval of Association. General Manager acknowledges that he is aware that the unauthorized disclosure of Confidential Information of Association or its customers may be highly prejudicial to their interests, an invasion of privacy and an improper disclosure of trade secrets.

6.2 Records. All files of customers and of Association and its Affiliates and all records of the accounts of customers, and any other records, memoranda, information, etc. ("**Materials**"), relating in any manner whatsoever to the customers, Association's products, the Business of Association, the Confidential Information, suppliers or prospective customers or prospective suppliers of Association, whether prepared by General Manager or otherwise coming into General Manager's possession, shall be the exclusive property of Association. All such Materials shall be immediately placed in the physical possession of Association on the termination of General Manager's employment with Association or at any other time specified by Association.

6.3 Breach. General Manager hereby recognizes and acknowledges that irreparable injury or damage could result to the business of Association in the event of a breach or threatened breach by General Manager of any of the terms or provisions of this Article VI. Therefore, General Manager agrees that Association shall be entitled to an injunction restraining General Manager from engaging in any activity constituting such a breach or threatened breach. Nothing contained in this Agreement shall be construed as prohibiting Association from pursuing any other remedies available to Association at law or in equity for such a breach or threatened breach, including, but not limited to, the recovery of damages from General Manager and, if General Manager is the then current General Manager of Association, terminating the employment of General Manager in accordance with the terms and provisions of this Agreement and offsetting such damages against any amounts due to General Manager by Association under this Agreement.

6.4 Survival. The provisions of this Article VI shall survive any termination of the employment of General Manager or any termination of this Agreement.

## ARTICLE VII. MISCELLANEOUS

7.1 Mediation and Arbitration. The Parties shall attempt to resolve any disputes arising out of or relating to this Agreement or General Manager's employment (each a "**Dispute**") in good faith. If any Dispute is not resolved by informal negotiations, the Parties may attempt to resolve the Dispute by mediation in any manner that is mutually agreeable to the Parties. The Parties shall agree upon in writing on how to share the costs incurred in retaining a mediator. If no agreement can be reached, the costs shall be shared equally. Any Dispute which cannot be resolved informally or through mediation shall be submitted to final and binding arbitration in Sacramento, California. A party seeking to arbitrate a Dispute must notify the other party in writing of its intent to arbitrate the Dispute within the time specified by the applicable statute of limitations for institution of legal or equitable proceedings in a court of law based on such claim, and in no event shall notice be given after such date. Any such timely and properly noticed Dispute shall be submitted to binding arbitration before a neutral arbitrator selected by the Parties or, if necessary, through the American Arbitration Association's ("**AAA**") selection procedure, and the arbitration will be conducted in accordance with the Employment Arbitration Rules and Mediation Procedures of the AAA then in effect (including reasonable discovery), excepting such rules as may be in conflict with federal or California law. AAA's Employment Arbitration Rules and Mediation Procedures may be found at [adr.org/employment](http://adr.org/employment). The arbitrator shall be required to determine all issues in accordance with the applicable laws of the State of California. Association shall pay the arbitrator's fees and expenses. The decision of the arbitrator shall be in writing and shall be final, conclusive and binding, although either party has the right to seek enforcement of the arbitrator's decision in any Superior Court in the State of California or as otherwise may be permitted by state law. The Parties expressly intend to arbitrate all Disputes between them arising out of General Manager's employment, including any and all claims of unpaid wages, any tort claims or any claims of employment discrimination, retaliation or harassment. This arbitration clause shall be construed so as to be consistent with applicable federal and California law and to be enforceable to the maximum extent allowable by law. If necessary, any portion of this clause that is unenforceable shall be stricken, and the arbitrator or the court, as the case may be, shall have the power to reform this clause to the extent necessary to comply with applicable law and to give effect to the Parties' intent that they shall arbitrate all of their Disputes.

7.2 Notices. Any notices to be given under this Agreement by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the Parties at the following addresses:

If to Association: Tahoe Donner Association  
P. O. Box 9994  
Truckee, CA 96162  
Attn: President, Board of Directors

If to General Manager:

Any party may change his or its address by written notice in accordance with this Section 7.2. Notices delivered personally shall be deemed communicated as of actual receipt, mailed notices shall be deemed communicated as of three (3) days after proper mailing.

7.3 Inclusion of Entire Agreement in this Agreement. This Agreement supersedes any and all other agreements, either oral or in writing, between the Parties hereto with respect to the employment of General Manager by Association as of the Effective Date and contains all of the covenants and agreements between the Parties with respect to such employment in any manner whatsoever.

7.4 Law Governing Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of California, without resort to the conflict of law principles of this Agreement.

7.5 Waiver. No term or condition of this Agreement shall be deemed to have been waived nor shall there be any estoppel to enforce any of the terms or provisions of this Agreement except by written instrument of the party charged with such waiver or estoppel. Further, it is agreed that no waiver at any time of any of the terms or provisions of this Agreement shall be construed as a waiver of any of the other terms or provisions of this Agreement and that a waiver at any time of any of the terms or provisions of this Agreement shall not be construed as a waiver at any subsequent time of the same terms or provisions.

7.6 Amendments. Except as otherwise provided in Section 7.9, no amendment or modification of this Agreement shall be deemed effective unless and until executed in writing by both of the Parties hereto.

7.7 Severability and Limitation. All agreements and covenants contained in this Agreement are severable and, in the event any of them shall be held to be invalid by any competent court, this Agreement shall be interpreted as if such invalid agreements or covenants were not contained in this Agreement. Should any court or other legally constituted authority determine that for any such agreement or covenant to be effective that it must be modified to limit its duration or scope, the Parties hereto shall consider such agreement or covenant to be amended or modified with respect to duration and scope so as to comply with the orders of any such court or other legally constituted authority, and as to all other portions of such agreement or covenants they shall remain in full force and effect as originally written.

7.8 Headings. All headings set forth in this Agreement are intended for convenience only and shall not control or affect the meaning or construction or effect of this Agreement or of any of the provisions of this Agreement.

7.9 Assignment. General Manager agrees that the representations, warranties, covenants, promises and obligations contained in this Agreement may be assigned by the

Association to any person, limited liability Association, firm, association, corporation or other business entity to which Association may transfer its business and assets or any portion of this Agreement with the written consent of General Manager.

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective as of the Effective Date.

**ASSOCIATION:**

**GENERAL MANAGER:**

Tahoe Donner Association,  
a California corporation

By: \_\_\_\_\_  
Name: Jim Stang  
Title: Vice President, Board of Directors

\_\_\_\_\_  
Robb Etnyre



## Tahoe Donner Association Job Description

<b>Job Title:</b>	General Manager
<b>Job Code:</b>	012
<b>Department:</b>	Administration
<b>Reports To:</b>	Board of Directors
<b>Class Code:</b>	8810
<b>FLSA:</b>	Exempt
<b>Salary Level:</b>	Salary 52
<b>Pay Range:</b>	\$16,436 – \$22,488 per month
<b>File Name:</b>	General Manager.doc
<b>Prepared By:</b>	BOD
<b>Approved By:</b>	BOD
<b>Date:</b>	4/21/2009, updated 03/26/11, 10/2/15, 6/24/16

### **SUMMARY:**

The General Manager directs and leads the management activities of Tahoe Donner Association as authorized by the Board of Directors of the Association and in accordance with the Association Bylaws.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties as assigned by the Board of Directors.

Provide overall executive direction of day to day and long term operations and capital projects of the Association. This involves the oversight of director level personnel and activities with extensive food and beverage operations, resort amenity operations, capital infrastructure maintenance and improvements, marketing and communication, risk management, human resources, fiscal control, land management, and community architectural and covenants standards.

Within general parameters established by the Board of Directors, prepare the general organizational mission including guiding the development of short and long range goals and objectives along with the management of departmental goals and objectives to meet the needs of the Association.

Prepare requested material for monthly Board of Director meetings, including keeping the membership informed of monthly, and ongoing Association information.

Lead Association staff in working with Board of Director authorized committees to review board directed annual task and committee chartered responsibilities.

Direct the Association's fiscal matters through the Director of Finance, including the annual budget process.

Direct the Association's capital planning matters through the Director of Capital Projects and General Plan Committee, including the annual Replacement Reserve review, long term Development Fund project development plan, and quarterly capital fund projects – as directed by board policy.

Direct and participate in the preparation and regular review of Association policies, procedures, and rules.

Responsible for the Association's compliance with federal, state, and local laws and regulations including the review and evaluation of legislation, codes and other regulatory materials to further ensure compliance.

Responsible for the fair and consistent application of the Association's Covenants and Restrictions, Bylaws, rules and regulations.

Responsible for the continuing open and honest communication with members, as well as internal and external customers and vendors.

Direct the efficient and high quality operations of the Association's amenities.  
Direct staff in planning and evaluation of maintenance and replacement needs including the preparation of cost estimates justifications.

Direct the Association's human resource and risk management activities through the Director of Human Resources and Director of Facilities and Risk Management/Loss Prevention.

Direct staff in the preparation, award and administration of service, maintenance, concessionaire, and material and other contracts.

Responsible for the preparation and/or review of necessary studies, reports, and correspondence related to the operation of the Association including the support documents for the Board of Directors meetings.

Represent the Association before local government agencies, utilities, special districts, and others to ensure the best interests of the Association are protected.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

A minimum of a Bachelor's degree (B. A.) from a four-year college or university; and a minimum of 5 years experience as a General Manager or like position at a business or resort/recreation entity.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

May be required to obtain Certified Community Association Manager (CCAM) designation and/or Professional Community Association Manager (PCAM) designation or other industry related certification.

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.



Financial (25%, per employment agreement):

1. Ensure that Association performs to Board-approved budget. The GM should anticipate that ASO revenues would decline if the Board eliminate fees for minor ASO projects and permits.
2. Conduct comprehensive financial reviews (with the Finance Committee) of four amenities (with NOR "losses"). Completing three of the amenity reviews by June 15, 2018 equates to "Meets" rating for this portion of objective. The goal is to reduce losses and make amenities more efficient, without materially reducing service levels. Two of the amenities must be: (a) golf, including its related activities such as the golf retail operation; and (b) all food beverage operations. The GM may choose the other two amenities to be reviewed. Equestrian is the subject of a member-driven review and is excluded from the amenities to be analyzed.
3. Develop a management dashboard making TD operations more efficient.

HR/Employee related (5%):

1. Work with the Board to create protocol under which board members can directly/independently contact/meet with senior staff for discussion and informational purposes. The Board recognizes that it is inappropriate for any board member to direct the work flow of staff.
2. Develop/Maintain senior staff capable of operating independently. Objective is to free additional GM time for strategic initiatives and improving communications with members.
3. Develop employee survey to cover all employees, full, hourly, and seasonal. Present the survey to the Board for approval. Results to be available to Board by end of Q1 – 2018.
4. Develop report to track employee turnover (full, hourly, seasonal) by department and function by end of Q1 – 2018.

Projects (10%):

1. Work with Board, staff, appropriate committees, legal counsel to develop long-term strategy to address high-impact properties in TDA. Propose to the Board any needed changes in Covenants to strength TDA's ability to enforce community standards.
2. Complete review of updated governing documents by end of March, 2018; submit updated documents to membership for their review/approval by end of Q2, 2018.

Communication/Member Input (5%):

1. Develop and administer Membership "Customer satisfaction survey". Development by end of Q1 '18, results available by end of Q2 '18. Board to approve survey and to review hard data.
2. Develop ability to receive member input through channels members wish to use in order to expand member involvement and contribution. Assist the Board in broadening the base of membership involved in Association governance.

3. **Improve relations with Board and Members by working in a respectful, supportive, inclusive manner. Make openness and transparency a value.**

**PublicSafety (5%):**

1. **Continue working closely with Truckee PD Chief regarding programs to reduce speeding in TD.**
2. **Assist in development of a more robust TD community emergency plan that is closely integrated with local emergency officials.**



# Tahoe Donner Association General Manager Evaluation

General Manager: Robb P. Etnyre	Evaluation period: 6/15/2017 – 6/15/2018
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## A. [ANNUAL INCENTIVE BONUS POTENTIAL = 15% OF ANNUAL BASE PAY]

SCALE: 1 – DOES NOT MEET EXPECTATIONS, 2 – PARTIALLY MEETS EXPECTATIONS, 3 – MEETS EXPECTATIONS, 4 – EXCEEDS EXPECTATIONS, 5 – FAR EXCEEDS EXPECTATIONS

Goal #	Description, GM Comments, Board Comments	Weight %	*	Rating	=	Score
<b>1</b>	<b>HR / Employee Related</b>	<b>5%</b>				
	(See Attached) [Board Comments]					
<b>2</b>	<b>Projects</b>	<b>10%</b>				
	(See Attached) [GM Comments] [Board Comments]					
<b>3</b>	<b>Communication / Member Input</b>	<b>5%</b>				
	(See Attached) [GM Comments] [Board Comments]					
<b>4</b>	<b>Public Safety</b>	<b>5%</b>				
	(See Attached) [GM Comments]					
<b>5</b>	<b>Overall financial performance of the association compared to budget.</b>	<b>25%</b>				
	(Employment Agreement) [GM Comments] [Board Comments]					
<b>6</b>	<b>Sole discretion of the board of directors.</b>	<b>50%</b>				
	(Employment Agreement) [Board Comments]					
		100%		Total→		

## B. KEY METRICS & NOTABLE ACHIEVEMENTS, ACCOMPLISHMENTS, AND RESPONSIBILITIES (completed by General Manager)

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## C. CAREER DEVELOPMENT ACTIVITIES COMPLETED (completed by General Manager)

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# Tahoe Donner Association General Manager Evaluation

## D. GENERAL MANAGER ANNUAL EVALUATION ROLE COMPONENTS:

SCALE: 1 – DOES NOT MEET EXPECTATIONS, 2 – PARTIALLY MEETS EXPECTATIONS, 3 - MEETS EXPECTATIONS, 4 – EXCEEDS EXPECTATIONS, 5 – FAR EXCEEDS EXPECTATIONS

Category/Expectations	Comments	Rating
<b>Strategic Plan Execution</b> The GM uses the Strategic Plan to guide decisions, communicates it effectively to staff and uses it to evaluate their performance.		
<b>Leadership</b> The GM exhibits strong leadership to staff and maintains high professional standards in all matters. Staff is held to high standards of performance.		
<b>Financial Management</b> The GM has an in depth understanding of TD Financials and ensures sound financial practices are a part of all decisions and operations.		
<b>Operational Management</b> The GM demonstrates understanding of all operations and takes responsibility for results and results are in line with expectations.		
<b>Capital Project Execution</b> The GM works effectively with the Board and Committees to define projects and then delivers projects that meet goals, on time and within budget.		
<b>Human Resources</b> The GM manages TD's human resources effectively, maintaining a strong team, dealing effectively with issues and balancing headcount and HR costs with operational needs.		
<b>Board/Member Relations</b> The GM deals with members and the Board in a respectful manner while representing the needs of the company, employees and best interest of the Association.		

Total \_\_\_\_\_



# Tahoe Donner Association General Manager Evaluation

## E. OVERALL EVALUATION

SCALE: 1 – DOES NOT MEET EXPECTATIONS, 2 – PARTIALLY MEETS EXPECTATIONS, 3 - MEETS EXPECTATIONS, 4 – EXCEEDS EXPECTATIONS, 5 – FAR EXCEEDS EXPECTATIONS

Summary Rating

Overall Rating:	
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(Overall Rating is independent of Scores and is in whole numbers 1 to 5 only)

Overall Comments:

Board of Directors:
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General Manager post evaluation comments:
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## F. COMPENSATION, ANNUAL BONUS, AND OTHER CONSIDERATION REVIEW

Base Salary Adjustment	[From]	[To]	[Effective]
Annual Incentive Bonus	[Dollar Amount]		
Other Consideration			



# Tahoe Donner Association General Manager Evaluation

## G. FUTURE GOALS AND OBJECTIVES DURING THE NEXT EVALUATION PERIOD (JUNE 15, 2018 – JUNE 15, 2019)\*

\*SUBJECT TO MODIFICATION AFTER THE JUNE 2018 BOARD OF DIRECTOR ELECTION

SCALE: 1 – DOES NOT MEET EXPECTATIONS, 2 – PARTIALLY MEETS EXPECTATIONS, 3 - MEETS EXPECTATIONS, 4 – EXCEEDS EXPECTATIONS, 5 – FAR EXCEEDS EXPECTATIONS

Goal #	Description	Measure/Completion Date & Board Comments	Weight %	*	Rating	=	Score
1	Sole discretion of the board of directors. (Employment Agreement)		50%				
2	Financial performance of the association to budget. (Employment Agreement)		25%				
3	TBD		25%				

Total→

## H. SIGNATURES

General Manager		Board of Directors	
Signature	[Signature]	Signature	[Signature]
Name	Robb Etnyre, General Manager	Name	2017-2018 Board of Directors
Date	[End date]	Date	[End date]