

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

**September 23, 2017**  
**Northwoods Clubhouse**  
**9:00 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. \***



*Please silence your cell phone.*

**OPEN SESSION**

**SECTION**

**I. 9:00 a.m. Call to Order / Call for Quorum**  
(Jeff Connors, Board of Directors President)

**Opening Procedures:**

- Pledge of Allegiance

**II. 9:01 a.m. Action: Approval of Minutes** **A**  
(Jennifer Jennings, Board of Directors Secretary)

- September 2, 2017 Regular Meeting Minutes
- September 14, 2017 Special Meeting Minutes

**III. 9:03 a.m. Executive Session Report** **B**  
(Jennifer Jennings, Board of Directors Secretary)

The Board of Directors will give an Executive Session Report from the regular Board Meeting on September 2, 2017.

**IV. 9:07 a.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 at [board@tahoedonner.com](mailto:board@tahoedonner.com). The Board president will recognize members to comment on agenda items as they occur. Members are requested to identify themselves and to include Unit and Lot Number or Tahoe Donner address. 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. 9:27 a.m. Discussion: Social Media Update and Tahoe Donner Association's Response** **C**  
(Christina Schwartz, Director of Marketing & Member Relations)

A brief high level summary will be provided of issues and topics that impact Tahoe Donner currently being discussed on various social media platforms and list what actions Tahoe Donner has taken in response.

**VI. 9:37 a.m. Discussion: Committee Management** **D**

- **Committee Task Reports** – Committee Chairs  
Purpose: To update the Board of Directors on the status of 2017 assigned tasks and recent committee meetings.
  - Architectural Standards Committee – Rod Whitten, Chair
  - Covenants Committee – Fred Zapponi, Chair
  - Elections Committee – Bette Rohrback, Chair
  - Finance Committee – Art King, Chair
  - General Plan Committee – Michael Sullivan, Chair
  - Tahoe Donner Giving Fund Committee – Richard Gander, Chair

**OPEN SESSION – ACTION ITEMS**

**VII. 10:00 a.m. Action: Approve Short-Term Rental / Amenity Task Force** **E**  
(Darius Brooks, Board of Directors Director at Large)

Board will consider approving the existence (and proposed leadership) of a Covenants Committee Task Force focused on addressing member concerns related to (1) Short-Term Rental activity and (2) guest amenity usage within the Tahoe Donner Association.

- VIII. 10:10 a.m. Action: Property/Casualty Insurance Policies Renewal** **F**  
 (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, 2017 through September 30, 2018.
- IX. 10:20 a.m. Action: Workers Compensation Insurance Policy Renewal** **G**  
 (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, 2017 through September 30, 2018.
- X. 10:30 a.m. Action: CalFire Remote Access Weather Station (RAWS)** **H**  
 (Annie Rosenfeld, Director of Facilities and Risk and Real Property)
- The Board of Directors will consider approving a land use agreement for long term placement of CalFire Remote Access Weather Stations (RAWS).
- XI. 10:40 a.m. Action: Truckee Donner Land Trust Land Use Agreement** **I**  
 (Robb Etnyre, General Manager)
- The Board of Directors will consider approving a land use agreement for the Donner Lake Rim trail, Crab Tree Canyon trail head and bridge work and Euer Valley bridge work.
- XII. 10:55 a.m. Action: 2017-03 Tahoe Donner Giving Fund Grant Policy** **J**  
 (Richard Gander, Chair of the Tahoe Donner Giving Fund Committee)
- The Board of Directors will consider approving the 2017-03 Tahoe Donner Giving Fund Grant Policy presented by the Tahoe Donner Giving Fund Committee.
- XIII. 11:10 a.m. Action: Women’s 9 Hole Golf Club Bylaws Revisions** **K**  
 (Lynette Powell, Chair of the Women’s 9 Hole Golf Club)
- The Board of Directors will consider approving revised bylaws for the Women’s 9 Hole Golf Club.
- XIV. 11:20 a.m. BREAK**

## OPEN SESSION – DISCUSSION ITEMS

- XV. 11:30 a.m. Discussion: 2018 Tahoe Donner Association Budget Review** **L**  
(Michael Salmon, Director of Finance and Accounting)  
The Board of Directors will review and discuss the 2018 Budget for the Tahoe Donner Association.
- XVI. 12:20 p.m. WORKING LUNCH WITH THE MEMBERSHIP**  
All members are invited to join the Board of Directors for a working lunch provided by Pizza on the Hill.
- XVII. 12:40 p.m. Discussion: Quarterly Treasurer’s Report** **M**  
(Jeff Bonzon, Board of Directors Treasurer)  
The Board of Directors will hear the quarterly Treasurer’s report from Board Director Jeff Bonzon.
- XVIII. 12:55 p.m. Discussion: Architectural Standards Minor and Major Project Fees** **N**  
(Jeff Schwerdtfeger, Board of Directors Vice President)  
The Board of Directors will discuss current fees for architectural standards minor and major projects.
- XIX. 1:30 p.m. BREAK**
- XX. 1:40 p.m. Discussion/Action: Tahoe Donner Letter to the Editor Program** **O**  
(Christina Schwartz, Director of Marketing & Member Relations)  
The Board of Directors will discuss options and hear membership feedback and provide staff guidance on a letter to the editor program (Member Letters) for the Association.
- XXI. 2:00 p.m. Discussion/Action: Association Key Performance Indicators Update** **P**  
(Robb Etnyre, General Manager and Senior Managers)  
The Board of Directors will be provided with the top three accomplishments on various Association key performance indicators from the previous month by the following senior managers:
- Robb Etnyre, General Manager

- Michael Salmon, Director of Finance and Accounting
  - 2017 June Financials (Seeking unaudited Board approval)
  - 2017 July Financials (Seeking unaudited board approval)
  - 2017 August Financials (Seeking unaudited board approval)
- Miguel Sloane, Director of Operations
- Forrest Huisman, Director of Capital Projects
- Annie Rosenfeld, Director of Facilities and Risk and Real Property
- Christina Schwartz, Director of Marketing & Member Relations
- Mike Peters, Director of Food and Beverage
- Tom Knill, Director of Human Resources
- Miah Cottrell, Director of Information Technology

**XXII. 2:30 p.m. Discussion: Speeding Update in Tahoe Donner** **Q**  
 (Robb Etnyre, General Manager)

The Board of Directors will be provided with an update on speeding in Tahoe Donner Association.

**XXIII. 2:45 p.m. Discussion/Action: Special Events Tent at The Lodge Restaurant & Pub** **R**  
 (Mike Peters, Director of Food and Beverage)

The Board of Directors will discuss the proposed replacement special events tent for The Lodge Restaurant & Pub and provide staff guidance on tent replacement and 2018 special events bookings.

**XXIV. 3:00 p.m. BREAK**

**CLOSED SESSION**

**XXV. 3:10 p.m. Appeal Hearing**

**EXECUTIVE SESSION**

**XXVI. 3:40 p.m. Executive Session**

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:
  - 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

## **OPEN SESSION**

**XXVII. 5:00 p.m. Adjournment**

**XXVIII. Potential Future Board Meeting Agenda Items**

- Ongoing 2018 Budget Review

- Committee Management
- Covenants Rules and Enforcement Processes – Dogs Off Leash
- Governance Policies
- Board of Directors Goals, General Manager Goals & Strategic Plan
- Northwoods Clubhouse Exterior Poolside Restrooms
- Covered Stairway at the Lodge Restaurant & Pub
- Town of Truckee Solid Waste Proposal and Negotiations
- Tahoe Donner Association Member Opt-In Directory
- Governing Documents Project Update
- Amenity Access

The next regularly scheduled Board of Directors meeting will take place on **Saturday, October 28, 2017** in the Mezzanine Room at the Northwoods Clubhouse.

### **Tahoe Donner Committee Meeting Schedule**

- Architectural Standards Committee – October 11 and 25, 2017 at 9:00 a.m. (Northwoods Clubhouse)
- Covenants Committee – October 12, 2017 at 3:00 p.m. (Northwoods Clubhouse)
- Elections Committee – No further meetings have been scheduled at this time. (Northwoods Clubhouse).
- Finance Committee – October 12, 2017 at 3:00 p.m. (Northwoods Clubhouse)
- General Plan Committee – October 2, 2017 at 3:00 p.m. (Northwoods Clubhouse)
- Tahoe Donner Giving Fund Committee – October 3, 2017 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*

*September 11, 2017*

Megan Rodman, Executive Assistant

Date