

ACTION ON October 28, 2017

VERIFIED Megan Rodman

E.A. - TDA ASSOC.

<p>MINUTES</p> <p>TAHOE DONNER ASSOCIATION</p> <p>REGULAR BOARD OF DIRECTORS MEETING</p> <p>September 23, 2017</p> <p>Northwoods Clubhouse</p> <p>9:00 a.m.</p>

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 Saturday, September 23, 2017. President Jeff Connors called the meeting to order at 9:02 a.m. The following Directors were in attendance, thus constituting a quorum of the authorized number of Directors of the Association:

Directors Present: Jeff Connors, President
 Jeff Schwerdtfeger, Vice President
 Jeff Bonzon, Treasurer
 Jennifer Jennings, Secretary (via conference call)
 Darius Brooks, Director (via conference call)

Directors Absent: none

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
 Christina Schwartz, Director of Marketing & Member Relations
 Tom Knill, Director of Human Resources
 Miah Cottrell, Computer Network Manager
 Megan Rodman, Recording Secretary and Executive Assistant

I. CALL TO ORDER / CALL FOR QUORUM 0:00:10

II. A. ACTION: APPROVAL OF MINUTES 0:02:05
 (Jennifer Jennings, Board of Directors Secretary)

The Board of Directors received the draft minutes of the following for consideration:

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

Director Jeff Bonzon moved and Director Jeff Schwerdtfeger seconded to approve the September 2, 2017 meeting minutes as presented. Motion passed: 5 – 0.

Director Jeff Schwerdtfeger moved and Director Jeff Bonzon seconded to approve the September 14, 2017 meeting minutes as presented. Motion passed: 4 – 0. (Director Jennifer Jennings abstained).

III. B. DISCUSSION: EXECUTIVE SESSION REPORT 0:03:33
(Jennifer Jennings, Board of Directors Secretary)

Director Jennifer Jennings reported that, in the September 2, 2017 Executive Session, the Board of Directors discussed the following:

- A personnel matter – no action was taken.

On September 2, 2017, the Board of Directors approved a recess of the Board’s Executive Session until Tuesday, September 5, 2017 at 9:30 a.m. At this meeting action was taken.

IV. MEMBER & DIRECTOR COMMENTS 0:04:06

Board President, Jeff Connors, opened discussion for member comments on items that are not on the Board Agenda.

Members commented on the following:

- 2018 Budget Process
- Snowplow removal in Tahoe Donner
- Speeding in Tahoe Donner
- Enhancing the Architectural Standards Office communication methods
- Support of approval of the Truckee Donner Land Trust Land Use Agreement

Members may submit additional comments by email to the Board of Directors board@tahoedonner.com.

V. C. DISCUSSION: SOCIAL MEDIA UPDATE AND TAHOE DONNER ASSOCIATION’S RESPONSE 0:18:25
(Christina Schwartz, Director of Marketing & Member Relations)

Christina Schwartz, Director of Marketing & Member Relations, presented to the Board and to the membership a summary of comments and activities across all Tahoe Donner social media platforms and on NextDoor.com as an additional way to stay abreast of emerging issues among the membership.

VI. D. DISCUSSION: COMMITTEE MANAGEMENT 0:22:00
(Committee Chairs)

- Architectural Standards – The Board of Directors was provided with the committee’s August 2017 Monthly Summary report.

- **Covenants** – The Board of Directors was provided with the committee’s August 2017 Monthly Summary report.
- **Election** – No report.
- **Finance** – The Board of Directors was provided with the committee’s September 14, 2017 meeting minutes.
- **General Plan (GPC)** – The Board of Directors was provided with the committee’s September 11, 2017 meeting minutes.
- **Tahoe Donner Giving Fund Committee** – The Board of Directors was provided with the committee’s September 5, 2017 meeting minutes.

VII. E. ACTION: APPROVE SHORT-TERM RENTAL / AMENITY TASK FORCE 0:38:47
 (Darius Brooks, Board of Directors Director at Large)

The Board of Directors discussed 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.

Director Jeff Bonzon moved and Director Jeff Schwerdtfeger seconded to approve the formation of a Short-Term Rental / Amenity Task Force with Laura Lindgren as the Chair of this Task Force. Motion passed: 5 – 0.

VIII. F. ACTION: PROPERTY/CASUALTY INSURANCE POLICIES RENEWAL 0:53:54
 (Annie Rosenfeld, Director of Facilities and Risk Management)

The Board of Directors considered a recommendation for the renewal of Tahoe Donner Association’s Property/Casualty insurance policies October 1, 2017 through September 30, 2018.

Director Jeff Bonzon moved and Director Jeff Schwerdtfeger seconded to approve Interwest Insurance Services Inc.’s proposal of \$439,955 plus a \$30,000 broker’s fee for total Property and Casualty Insurance renewal for the policy year, October 1, 2017 to October 1, 2018 of \$469,955 as presented. Motion passed: 5 – 0.

IX. G. ACTION: WORKERS COMPENSATION INSURANCE POLICY RENEWAL 1:20:28
 (Annie Rosenfeld, Director of Facilities and Risk Management)

The Board of Directors considered a recommendation for the renewal of Tahoe Donner Association’s Workers Compensation insurance policy October 1, 2017 through September 30, 2018.

Director Jeff Schwerdtfeger moved and Director Jeff Bonzon seconded to approve –

1. Interwest Insurance Services Inc.'s proposal for total cost of \$522,868 including taxes, fees and broker's fee for the Workers Compensation Insurance renewal for the policy year, October 1, 2017 through September 30, 2018 and;
2. Proceed with the 15% deposit and nine installment payment method, and comply with the Interwest Insurance Service's Client Service fee payment terms as presented. Motion passed: 5 – 0.

X. H. ACTION: CALFIRE REMOTE ACCESS WEATHER STATION (RAWS) 1:30:10
 (Annie Rosenfeld, Director of Facilities and Risk and Real Property)

The Board of Directors discussed approving a land use agreement for long term placement of CalFire Remote Access Weather Stations (RAWS).

By consensus, the Board of Directors asked that Annie Rosenfeld, Director of Facilities and Risk and Real Property, make a few changes to the presented memorandum agreement before the Board of Directors votes to approve the permanent installation of a CalFire Remote Access Weather Station (RAWS). This Agenda item will be brought back before the Board of Directors for further discussion on October 28, 2017.

XI. I. ACTION: TRUCKEE DONNER LAND TRUST LAND USE AGREEMENT 1:44:25
 (Annie Rosenfeld, Director of Facilities and Risk and Real Property)

The Board of Directors discussed approving a land use agreement for the Donner Lake Rim trail, Crab Tree Canyon trail head and bridge work and Euer Valley bridge work.

Director Jennifer Jennings moved and Director Jeff Bonzon seconded to approve a land use agreement for the Donner Lake Rim trail specifically as presented. Motion passed: 5 – 0.

The Board of Directors did not approve the Crab Tree Canyon trail head and bridge work and Euer Valley bridge work. These Agenda items will be brought back before the Board of Directors for further discussion on October 28, 2017.

XII. J. ACTION: 2017-03 TAHOE DONNER GIVING FUND GRANT POLICY 2:22:58
 (Richard Gander, Chair of the Tahoe Donner Giving Fund Committee)

The Board of Directors considered approving the 2017-03 Tahoe Donner Giving Fund Grant Policy presented by the Tahoe Donner Giving Fund Committee.

Director Jeff Schwerdtfeger moved and Director Jeff Bonzon seconded to approve the 2017-03 Tahoe Donner Giving Fund Grant Policy as presented. Motion passed: 5 – 0.

XIII. K. ACTION: WOMEN'S 9 HOLE GOLF CLUB BYLAWS REVISIONS 2:25:45
 (Lynette Powell, Chair of the Women's 9 Hole Golf Club)

The Board of Directors considered approving revised bylaws for the Women's 9 Hole Golf Club.

The Board of Directors deferred approval of this Agenda item until the next regular Board meeting on October 28, 2017.

XIV. **BREAK 11:32 A.M.** 2:30:00

The regular meeting reconvened at 11:45 a.m.

XV. L. **DISCUSSION: 2018 TAHOE DONNER ASSOCIATION BUDGET REVIEW** 2:30:10
(Michael Salmon, Director of Finance and Accounting)

The Board of Directors reviewed and discussed the 2018 Budget for the Tahoe Donner Association.

XVI. **WORKING LUNCH WITH THE MEMBERSHIP 1:14 P.M.** 3:57:30

The Board of Directors took a brief break for lunch at 1:14 p.m. The Board of Directors resumed the regular Board meeting at 1:36 p.m. with agenda item XVII. – Quarterly Treasurer’s Report.

XVII. M. **DISCUSSION: QUARTERLY TREASURER’S REPORT** 3:58:05
(Jeff Bonzon, Board of Directors Treasurer)

Jeff Bonzon, Board of Directors Treasurer, provided the rest of the Board of Directors and the membership with his quarterly Treasurer’s report for the Tahoe Donner Association.

Director Jeff Schwerdtfeger moved and Director Jennifer Jennings seconded to approve the Quarterly Treasurer’s report as presented. Motion passed: 4 – 0. (Director Jeff Bonzon abstained).

XVIII. N. **DISCUSSION: ARCHITECTURAL STANDARDS MINOR AND MAJOR PROJECT FEES** 4:09:03
(Jeff Schwerdtfeger, Board of Directors Vice President)

The Board of Directors discussed current fees for architectural standards minor and major projects.

XIX. O. **DISCUSSION/ACTION: TAHOE DONNER LETTER TO THE EDITOR PROGRAM** 4:50:42
(Christina Schwartz, Director of Marketing & Member Relations)

The Board of Directors discussed options and heard membership feedback and provided staff guidance on a letter to the editor program (Member Letters) for the Tahoe Donner Association.

The Board of Directors by consensus agreed that this program should continue online versus being published in the Tahoe Donner News.

XX. P. DISCUSSION/ACTION: ASSOCIATION KEY PERFORMANCE INDICATORS UPDATE 4:58:34
(Tahoe Donner Association Senior Management)

The Board of Directors was 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

Following discussion, Director Jeff Bonzon moved and Director Jeff Schwerdtfeger seconded to approve the 2017 June, July and August Financials unaudited as presented. Motion passed: 5 – 0.

XXI. Q. DISCUSSION: SPEEDING UPDATE IN TAHOE DONNER ASSOCIATION 6:21:30
(Robb Etnyre, General Manager)

The Board of Directors was provided with an update, per Chief of Police Robert Leftwich's report, on speeding in the Tahoe Donner Association.

XXII. R. DISCUSSION/ACTION: SPECIAL EVENTS TENT AT THE LODGE RESTAURANT & PUB 6:29:00
(Mike Peters, Director of Food & Beverage)

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

Before final action on this item, the Board of Directors would like to be presented with final numbers on event tent profits and costs. In the meantime, the bookings of events in the tent for 2018 will continue, bookings of events in the tent for 2019 will be placed on hold.

XXIII. BREAK 5:02 P.M. 7:23:55

The Board of Directors reconvened to a closed session at 5:02 p.m. to hear a scheduled Appeal Hearing.

Director Jeff Schwerdtfeger moved and Director Jeff Bonzon seconded to approve to reconvene the Board Meeting to a Closed Session at 5:02 p.m. Motion passed: 5 – 0.

CLOSED SESSION

XXIV. APPEAL HEARING

The Board reconvened to an Appeal Hearing at 5:15 p.m.

XXV. EXEC. EXECUTIVE SESSION

The Board of Directors adjourned to Executive Session at 5:33 p.m.

XXVI. ADJOURNMENT

Director Jeff Schwerdtfeger moved and Director Darius Brooks seconded to approve adjournment of the regular Board Meeting at 6:45 p.m. Motion passed: 5 – 0.

Submitted by:


Jennifer Jennings, Board of Directors Secretary

SECRETARY'S CERTIFICATE

I, Jennifer Jennings , 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 September 23, 2017 as approved by the Board members in attendance and constituting a quorum at a duty convened subsequent meeting of the Board.


Jennifer Jennings, Board of Directors Secretary

XXVII. 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
- CalFire Remote Access Weather Station (RAWS)
- Truckee Donner Land Trust Land Use Agreement – Crab Tree Canyon & Euer Valley work
- Women’s 9 Hole Golf Club Revised Bylaws Approval
- Women’s Golf Club Revised Bylaws Approval