

ACTION ON Feb. 27, 2016

VERIFIED Lee A. Gray

**TAHOE DONNER ASSOCIATION  
GENERAL PLAN COMMITTEE CHARTER**  
E.A. - TDA ASSOC.

**AUTHORITY**

Pursuant to the powers vested in the Board of Directors ("Board") by the Articles of Incorporation, the Bylaws, and the Covenants and Restrictions of TAHOE DONNER ASSOCIATION ("Association"), the Board hereby establishes the General Plan Committee ("GPC" and "Committee") as a standing committee of the Association.

The GPC is established under the provisions of:

- Section 1, ARTICLE X, Restated Bylaws of Tahoe Donner Association
- Resolution 2008-2, Committee Policy, Tahoe Donner Association Board of Directors, December 20, 2008
- ARTICLE VIII, Board Meetings, Restated Bylaws of Tahoe Donner Association

The Committee shall have no authority to act on behalf of the Association, other than to formulate and present recommendations to the Board related to its stated purpose. The range of tasks assigned to the Committee is entirely at the discretion of the Board. The Committee shall not engage in any tasks that have not been requested by the Board either specifically or via the annual tasks of the committee, which will be set by the Board at each year's January regular Board meeting. The GPC may recommend to the Board the addition of tasks not previously approved provided that no significant action occurs without Board approval.

**PURPOSE**

The purpose of the GPC shall be to maintain the General Plan, consisting of Amenity Master Plans, a rolling five-year Capital Funds Projection and an overview of the guidelines for developing and preserving our community in accord with the core values expressed in the Board's Strategic Plan. The General Plan was established to address changing conditions facing the Association and those determined to be necessary to maintain, upgrade or replace and effectively operate the common facilities and common areas belonging to the HOA. It is a planning document to be published and made available to the Tahoe Donner membership. The GPC shall provide information, analysis and advice to the Board to better enable the Board to make sound capital improvement decisions from the Development and Replacement Reserve Funds. The Development Fund (DF) is a reserve account used to finance capital improvement projects; including real estate acquisitions, building upgrades and additions, and building replacements that do not qualify for funding from the Replacement Reserve Fund (RRF). The DF is used in conjunction with the reserves provided by the RRF to execute capital improvement projects identified in the General Plan.

## TASKS AND RESPONSIBILITIES

It is critical to understand needs, desires and priorities of the Tahoe Donner membership as assessed through a variety of feedback mechanisms, such as: membership surveys, Town Hall Meetings, Focus Groups, TahoeDonner.com feedback, Staff Input, etc. Feedback mechanisms to be utilized and required board approval, if needed, will be determined on a project to project basis.

General categories of tasks are:

- Capital Project Requests, as forwarded by the General Manager, Board Liaison and GPC Chair to the GPC for consideration. A Project Task Force will be established to work with and assist the DCP in outlining all facets of the project that impact capital funding. Those may include: Project Objectives, Scope, Value to Members, Environmental Impact, ADA Compliance, Energy Impact, Customer Service Levels, etc. The Finance Committee shall be consulted, as needed, in regards to Financial Impact.
- Amenity Master Plans shall be documented and maintained to provide a long range view of capital improvement needs. Task Forces will be established to work with and assist the DCP in preparing such plans.
- Gathering Membership Feedback through appropriate mechanisms, as mentioned previously, for timely and effective information regarding amenity capital improvement needs.
- Special projects as assigned by the Board and/or General Manager.

With respect to recurring projects, the GPC will usually be involved in the following:

- Recommendations to the Board regarding specific Capital Projects requiring use of Development and/or Replacement Reserve Funds.
- Recommendations to the Board on the design of capital improvement project processes.
- Recommendations to the Board regarding GPC and DCP prepared Amenity Master Plans.

The scope of the GPC tasks shall not include the following:

- Direct or indirect involvement in the daily operations of Association.
- Interactions with management or staff except when arranged through the General Manager or DCP.
- Interference in the traditional relationship between the Board and the General Manager.

The GPC shall consider six criteria, as well as estimated costs and funding availability, in recommending priorities for capital projects to the BOD for review and approval:

- Needs or demands of members in relation to amenity replacement or improvement to an existing amenity.

- Compliance - Required by ADA, Building Codes, environmental and other legal mandates,
- Asset Protection - Required to maintain existing amenities in good condition (applies primarily to the physical condition of the amenity).
- Financial Prudence - Required to generate additional revenue necessary to maintain existing amenities in good condition.
- Customer Service – Amenity enhancement intended to enhance user experience.
- Environmental Stewardship - Preserves or enhances condition of Tahoe Donner's natural resources and overall physical environment.

## COMMITTEE ADMINISTRATION

### Organization

The Committee shall consist of 9 regular, voting members. There may also be up to 2 alternate, non-voting members. Alternate members are encouraged to attend all meetings and participate in Committee decisions, but may only vote if an insufficient number of regular members are present to constitute a quorum.

There shall be at least one non-voting Liaison from both the Board and Finance Committee to the GPC. Liaisons shall attend GPC meetings and their primary function shall be to facilitate communications between the Board/Finance Committee and the GPC. Additionally, the Director of Capital Projects (DCP) shall serve as the Staff Liaison, a nonvoting member.

### Membership

Any member of the Association who is in good standing, who has a positive interest in contributing to the welfare of the Association, who is prepared to invest the necessary time, and who does not present a conflict of interest, is eligible to apply for appointment as a member of the Committee. Members who have background or experience in long range planning, construction/project management, environmental and/or analytics/financial expertise will be given preference in appointment to the Committee. Directors and their immediate family members are ineligible for appointment. Co-owners of a property and immediate family members shall be ineligible to serve simultaneously on the Committee. The Board shall make all appointments to the Committee.

Other than when the Board finds an exception, regular and alternate members shall be appointed for a finite term of two years (subject to reappointment). Said terms shall be staggered where practicable in order to promote continuity within the Committee.

All prospective new committee members wishing to be appointed, and current Committee members desiring reappointment, shall submit to the Executive Assistant a written request stating their interest in serving on the Committee; all such requests shall be forwarded to the Board. Initial applications shall include a brief resume of the applicant's talents or experience which is relevant to the contribution that the applicant can bring to the Committee; a brief resume is not required for reappointment applications.

**Vacancies:** The Committee Chair shall advise the Executive Assistant of any membership changes that either have occurred or are anticipated. The Executive Assistant shall communicate the current or pending vacancies to the Communications Department, which shall publish notices of the vacancies in all Association media.

**Election of Committee Chair**

The Committee shall elect, from among its membership, the Committee's Chair, who will serve for a period of one year. If no other Committee member is then willing to assume the duties of the Chair, the incumbent Chair may be reappointed by the Board.

The provisions of the Association's Committee Policy, as set forth in Resolution 2005-8 or subsequent Board action, shall apply to the Committee.

**Communications**

- There shall be an annual joint meeting of the GPC with the Board, Finance Committee and Management, during the operating budget process, to discuss long-range amenity capital needs. Capital Project Requests and/or updates of Amenity Master Plans may be directed as a result of this meeting.
- Quarterly the GPC Meeting will address the following:
  - a. General Manager will provide an update on Capital Project Requests for consideration.
  - b. DCP will provide an updated five-year rolling Capital Funds Projection for GPC Review. An approved CFP will be forwarded to the Board for their approval and then posted on TahoeDonner.com.
  - c. Director of Finance will review activity and balances for both the Development and Replacement Reserve Funds.
  - d. Director of Operations will provide a quarterly report on amenity usage analytics.
- Monthly meetings shall allow for membership input on capital improvement ideas as well as updates from Task Force Chairs about projects under consideration and/or Amenity Master Plan Updates. The DCP shall provide an update on all capital projects and other appropriate capital funding information.
- A concise written report of each GPC meeting shall be given to the Board in advance of each Board meeting. Such reports shall be first circulated to Committee members and other meeting participants for comments and/or approval.
- The GPC shall provide written reports and recommendations on specific issues to the Board after consideration and approval by the Committee. Committee members shall not otherwise make reports or recommendations to the Board or to individual Board members.

**Meetings**

Committee meetings shall be at the discretion of the Committee Chair, unless otherwise directed by the Board. Normally, meetings shall be held monthly; however, meetings can be held as infrequently as every three months if the Committee's business does not justify more frequent meetings. Meetings are open to all property owners and will be noticed on TahoeDonner.com; notice is required by ARTICLE VIII, Restated Bylaws of Tahoe Donner Association. Committee members are expected to attend scheduled meetings on a regular

basis. A quorum of at least five (5) members (regular or, if insufficient regular members are present, alternate) shall be required to conduct business. Summaries of the discussions, along with a record of actions and recommendations made, shall be maintained and provided to the Board. Decisions of the Committee shall be reached by consensus or a majority vote of members present and constituting a quorum.

Attendance at Board Meetings is not required, but is strongly encouraged. In general, GPC Members are expected to stay abreast of significant issues at Tahoe Donner using all reasonable means available.

### **Reporting Requirements**

The Chair, or a duly appointed representative, shall report periodically to the Board, General Manager or Staff Liaison on the actions of the Committee. Reports may be written, oral, or a combination thereof.

November: The Committee Chair submits to the Executive Assistant a compilation of all requests received for either initial appointment or reappointment, along with the Committee's recommendation with regard to such requests. The Board reviews the requests and recommendations in November and will take action in December.

December: At the regularly scheduled December Board meeting, the Committee shall submit to the Board an agenda of issues the Committee sees as its focus for the upcoming year. This agenda is to be reasonable in scope so as to realize the effectiveness of the Committee and assure completion.

January: The Committee shall establish its meeting calendar and elect a Chair for the upcoming year. The Committee Chair will submit a report to the Executive Assistant indicating the Committee's meeting calendar and elected Chair. At its regularly scheduled Board meeting in January, the Board shall approve, disapprove, or modify the Committee's agenda for that year. The Committee's agenda may be changed as circumstances require at the discretion of the Board and after consultation with the Committee.

### **Committee Support**

The Committee Chair will direct requests for statistical data or any other type of information needed for the work of the Committee to the Staff Liaison assigned by the General Manager.

### **TERM OF CHARTER AND AMENDMENTS**

This Committee Charter shall remain in effect as presented herein until such time as it is amended or revoked by the Board. This Committee shall remain in existence until dismissed by the Board.

**BOARD APPROVED:** February 27, 2016

  
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Courtney Murrell, Board Secretary