

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

**July 21, 2018**  
**Northwoods Clubhouse**  
**9:00 a.m.**

This timed Agenda is prepared one week in advance of the meeting. The Board reserves the right to adjust this schedule during the meeting by adding, deleting, and/or moving matters as permitted by law. Association Board of Directors' meetings are open to members, but not the general public.

Members have the opportunity to make comments during each Agenda item in person at the meeting or via teleconference call. All board meetings are broadcast live. To watch board meetings live and for instructions on how to call into board meetings please visit the Tahoe Donner website at: <http://www.tahoedonner.com/members/governance/board-meetings/>.

Agenda items shall be designated either as an "Action" or a "Discussion" item. Items listed as Action will include discussion and are intended for the Board to make a determination on. Items listed as Discussion are intended to inform the Board on topics that might later be brought before the Board as Action items. *Board Resolution 2017-2.*

**\*This meeting is being recorded and broadcast live. \***



***Please silence your cell phone.***

**OPEN SESSION**

- 1. 9:00 a.m. Call to Order / Call for Quorum**  
(Jennifer Jennings, Board President)

**Opening Procedures:**

- Pledge of Allegiance

2. **9:01 a.m. Action: Approval of Minutes & Board Regular Meeting Schedule 2018-2019**  
(Jennifer Jennings, Board President & Don Koenes, Board Secretary)

- June 22, 2018 Regular Meeting Minutes
- June 24, 2018 Organizational Meeting Minutes
- June 26, 2018 Special Meeting Minutes
- Board Meeting Schedule 2018-2019

3. **9:05 a.m. Discussion: Executive Session Report**  
(Jennifer Jennings, Board President)

The Board of Directors will give Executive Session Reports from the regular Board Meeting on June 22, 2018.

4. **9:08 a.m. Action: Appointment of Directors to the Human Resources Committee.**  
(Jennifer Jennings, Board President)

The Board will consider appointing two directors to the Human Resources Committee.

5. **9:13 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 will have the option of making comments during the meeting in person, or via teleconference call. 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.

6. **9:25 a.m. Action: Trout Creek Recreation Center Remodel Project**  
(Forrest Huisman, Director of Capital Projects)

The Board of Directors will consider approving the next steps in the Trout Creek Recreation Center remodel project.

7. **9:35 a.m. Action: 2018 Reserve Replacement Items Review**  
(Forrest Huisman, Director of Capital Projects)

The Board of Directors will review and consider approving the below 2018 Reserve Replacement items:

- Trout Creek Recreation Center Pool Resurfacing Phase II
- Downhill Ski Area Groomer Replacement
- Cross Country Center Groomer Replacement

**8. 10:10 a.m. Key Performance Indicator Report**  
(Robb Etnyre, General Manager)

The Board of Directors will be given an update on Association operations.

**Action: 2018 Quarterly Financials & Replacement Reserve Projects**  
(Mike Salmon, Director of Finance & Accounting & Forrest Huisman,  
Director of Capital Projects)

The Board of Directors will be given an update on the Association's quarterly financials including an updated forecast of Replacement Reserve projects for 2018.

**Discussion: Emergency Preparedness Plan**  
(Annie Rosenfeld, Director of Risk Management & Real Property)

The Board will be updated on the current status of the Association and Local Government Emergency Preparedness Plans.

**9. 10:40 a.m. Action: Consent Calendar**

All items listed under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board requests a specific item to be removed from the Consent Calendar for separate action. Any item so removed will be taken up following the motion to approve the remainder of the Consent Calendar.

- 2018 Election Results
- Social Media Report

**10. 10:45 a.m. Committee / Task Force Reports**

The board will review the Committee / Task Force written minutes + reports as a routine monthly procedure, with no board discussion or action anticipated. Specific request from chairs for board Action or Discussion will be agendaized as separate topics. Routine committee membership adjustments will be placed on the consent calendar.

- Architectural Standards Committee
- Covenants Committee
- Elections Committee
- Finance Committee
- General Plan Committee
- Member Engagement Committee

- Tahoe Donner Giving Fund
- ASO/ASC Task Force
- Equestrian Blue-Ribbon Panel Task Force
- Short-Term Rental/Amenity Access Task Force

**11. 10:50 a.m. Action: New Member Club – Dual Sport Riders**  
(David O’Dell, Homeowner)

The Board of Directors will review and consider a new club called the Dual Sport Riders.

**12. 11:00 a.m. BREAK**

**13. 11:10 a.m. Discussion: Board and Committee Code of Conduct**  
(Curtis C. Sproul, Sproul Trost LLP)

The Board of Directors will discuss updating their existing Director Code of Conduct and creating a Committee / Task Force Code of Conduct.

**14. 12:00 p.m. LUNCH WITH THE MEMBERSHIP**

All members are invited to join the Board of Directors for lunch provided by Pizza on the Hill. The Board Meeting will resume promptly at 12:30 p.m. to agenda item 15 – Board Training.

**OPEN SESSION**

**15. 12:30 p.m. Discussion: Board Training**  
(Curtis C. Sproul, Sproul Trost LLP)

The Board of Directors will be provided with board training on updates to the Davis-Stirling Common Interest Development Act and Corporations Code from Curtis C. Sproul, Sproul Trost LLP.

**16. 2:00 p.m. Discussion: Development of Strategic Goals & 2019 Budget Cycle Process**  
(Robb Etnyre, General Manager)

The Board of Directors will discuss strategic goals and the 2019 budget cycle process.

**EXECUTIVE SESSION**

**17. 3:00 p.m. Executive Session**

The Board is allowed to meet in "executive session" to discuss certain topics. (Civil Code §4935).

The Board of Directors plan to meet in Executive Session to discuss the following:

- Appeal Hearing
- Formation of Contracts
- Legal Issues
- Personnel Issues

## **OPEN SESSION**

- 18. 4:00 p.m. Action: Contract – Trout Creek Recreation Center Pool Resurfacing**  
(Don Koenes, Board Secretary)

The Board of Directors will consider approving a contract for Trout Creek Recreation Center Pool Resurfacing Phase II work.

- 19. 4:05 p.m. Adjournment**

The next regularly scheduled Board of Directors will be on **Saturday, August 25, 2018** at the Northwoods Clubhouse, Mezzanine Room.

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

- Architectural Standards Committee – July 11 and 25, 2018 at 9:00 a.m. (Northwoods Clubhouse)
  - Next Meeting - July 25, 2018 9:00 a.m. (Northwoods Clubhouse)
- Covenants Committee – July 12, 2018 at 3:00 p.m. (Northwoods Clubhouse)
  - Next Meeting – August 9, 2018 at 3:00 p.m. (Northwoods Clubhouse)
- Elections Committee – July 10, 2018 at 9:00 a.m. (Northwoods Clubhouse)
  - Next Meeting – August 7, 2018 at 1:00 p.m. (Northwoods Clubhouse)
- Finance Committee – July 19, 2018 at 3:00 p.m. (Northwoods Clubhouse)
  - Next Meeting – August 16, 2018 at 3:00 p.m. (Northwoods Clubhouse)
- General Plan Committee – July 9, 2018 at 3:00 p.m. (Northwoods Clubhouse)
  - Next Meeting – August 6, 2018 at 3:00 p.m. (Northwoods Clubhouse)
- Member Engagement Committee – July 20, 2018 at 10:00 a.m. (Northwoods Clubhouse)
  - Next Meeting – August 24, 2018 at 9:00 a.m. (Northwoods Clubhouse)
- Tahoe Donner Giving Fund Committee – July 24, 2018 at 3:00 p.m. (Northwoods Clubhouse)
  - Next Meeting – July 24, 2018 at 3:00 p.m. (Northwoods Clubhouse)

- ASO/ASC Task Force – No further meetings have been scheduled at this time.
- Equestrian Blue-Ribbon Panel Task Force – No further meetings have been scheduled at this time.
- Short-Term Rental/Amenity Access Task Force – No further meetings have been scheduled at this time.

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/>

*Robb Etnyre*

Robb Etnyre, General Manager

*July 10, 2018*

Date