

# MEMO



**August 2, 2018**

**To:** Board of Directors

**From:** Art King, Finance Committee Chair

**Subject:** Appointment of Cathy Ravano as Full-Time Member of the Finance Committee

**Message:**

To the Tahoe Donner Board of Directors:

As you are aware, the Finance Committee currently has an opening for a regular member. The Finance Committee is recommending that the Board appoint Cathy Ravano to fill this position. At its July Committee Meeting, members voted 7-0 to support Cathy's transition from alternate member to regular member.

As we have in the past, we typically look at seniority when making this change. Cathy Ravano is our longest standing Alternate member and has been for many years. She passed up the opportunity to become a regular member a year ago because of the difficulty of calling in to meetings. Since that time, technology has improved so she is able to participate in all meetings and she has expressed her desire to make the change

I have known Cathy since 2011 when I joined the Finance Committee. She has been an active participant on the Finance Committee during this time.

Cathy, who is a forensic accountant, has a great knowledge for business and finance issues and I believe she will be a good addition as a regular committee member. Please give her your consideration at the August Board Meeting.

Thank you,

Art King, Chairman  
Tahoe Donner Finance Committee





## Tahoe Donner Association Committee Application Form

Name: <u>CATHY RAVANO</u>	
Committee of Interest: <u>FINANCE</u>	
Current Committee Member: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	New Applicant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Years of Service: <u>Pr. 2008</u>	
If your term is expiring, would you like to renew your membership? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Statement of Interest to renew membership: <i>Wish to continue to assist in assessing the financial condition of TDHOA.</i> <small>*Note: Not required if you are a new applicant.</small>	
Current Task Force Member: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If so, which Task Force: _____	Years of Service: _____



Tahoe Donner Address: \_\_\_\_\_

Unit/ Lot Number: \_\_\_\_\_

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Full-Time Resident:  Yes  No

Part-Time Resident:  Yes  No

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Email: \_\_\_\_\_

**Additional Information:**

- **Current Committee Member**
  - All current committee members desiring reappointment, shall submit to the respective Committee Chair, a written request stating their interest in serving on a specific committee, and this Committee Application Form.
  - Reappointment requests will be review and approved by the Board of Directors.
- *Please see resume attached.*
- **New Applicant**
  - All new applicants to a committee shall include a brief overview of the applicant's talents or experience which are relevant to the contribution that the applicant can bring to that particular committee's function.
  - Please submit either a bio and/or resume with this Committee Application Form to the respective Committee Chair, for review and approval from the Board of Directors.

For more information on each Tahoe Donner Association Committee, please visit:  
<http://www.tahoedonner.com/members/committees/>

Thank you for your interest in either wishing to continue to serve on a committee or  
 your interest in joining a committee!

Signature: Cathy Ravano

Date: 7/13/18



## CATHY PARTMANN RAVANO, CPA

### Company Information:

- Partmann Consulting, Inc.  
751 Laurel Street, #218  
San Carlos, CA 94070  
(650) 453-3300

### Education, Licenses and Experience:

- BS in Accounting, University of San Francisco, 1968
- Certified Public Accountant, State of California, 1971
- MBA, Golden Gate University, 1976
- Certified Fraud Examiner, 1992
- Mediation Training, 2000; Advanced Training 2005; Collaborative Training
- Certified Valuation Analyst, 2004 (ret.)
- Certified in Financial Forensics, 2009 (ret.)
- Court Appointments as a Financial Expert: Neutral, Mediator, Referee and Special Master
- Consultant to the U.S. Department of Justice and Treasury Department

### Employment History:

- John F. Forbes & Company, CPAs, Supervisor, 1968-1974
- Golden Gate University, 1979-1986
  - Adjunct Professor, Graduate School of Taxation
  - Tax Director, Los Altos Campus
  - Associate Dean, Graduate School of Taxation
- Hemming Morse, Inc., CPAs, 1986-1989, Manager, Small Business Consulting and Litigation Support Services
- Freeman & Mill, Inc., 1989-1991, Founding Partner-San Francisco Office, Litigation and Management Consulting
- Partmann Consulting, Inc., 1991 to present, President, Forensic Accounting and Litigation Consulting

### Professional and Service Organization Affiliates:

- California Society of Certified Public Accountants, member, and:
  - Former Member, State Professional Conduct Committee
  - Former Member, State Litigation Services Committee
  - Former Member, State Governmental Relations Committee and Liaison to the California State Board of Accountancy
- National Association of Certified Fraud Examiners, Member
- National Association of Certified Valuation Analysts, Former Member
- American Institute of Certified Public Accountants, Former Member
- University of San Francisco:
  - Member, Peninsula Silicon Valley Council
  - Former Member, McLaren School of Business Advisory Board, Accounting School Advisory Board and Liaison to the International Advisory Board
  - Former Member, Green & Gold Club Booster Club, Board of Directors
  - USF Alumni Association, 3 terms on the Board of Governors
- Loyola Marymount University, Los Angeles
  - Former Member, Parents' Club Board of Directors
- AYSO, Former Soccer Coach
- Bay Chamber Symphony, Board of Directors, Former Member

## CATHY PARTMANN RAVANO, CPA

### Speeches:

- American Bar Association: “Expert Witnesses: Evidence, Advocacy, Discovery”
- San Mateo County Trial Lawyers Association: “Interpretation of Financial Statements Relating to Business Valuations”
- Center for Continuing Legal Education: “Professional to Professional – A Team Approach”
- California Society of Enrolled Agents: “Business Valuations, an Overview”
- California Society of Certified Public Accountants, Peninsula and San Francisco Litigation Committees: “The Case From Hell”
- University of San Francisco, McLaren School of Business:
  - “Accountants’ Ethics and Liability”
  - “Corporate Culture”
  - “Forensic Accounting – An Alternative Within the Field of Accounting”
  - “Financial Statement Fraud”
- Loyola Marymount University, Hilton School of Business, Guest Lecturer: “Bubbles to Burst – Financial Statement Schemes – Beyond Enron”
- Chulalongkorn University, Bangkok, Thailand, School of Commerce and Business:
  - “Forensic Accounting”
  - “Lost Profits – Anatomy of a Case”

### Publication:

- “Tracing, Commingling and Apportionment of Property in Community Property States”, Litigation Services Handbook, (Wiley & Sons, 1990 and 1995)

# MEMO



**August 16, 2018**

**To:** Board of Directors

**From:** Art King, Finance Committee Chair

**Subject:** Appointment of Jeff Bonzon as Alternate Member of the Finance Committee

**Message:**

To the Tahoe Donner Board of Directors,

This email is regarding adding a new member to the Finance Committee. Our Committee started this discussion at the July FC meeting but decided to wait to see if any more applications would be submitted. Prior to our August FC meeting, one additional application was submitted. The applicant was Charles Wu. All information provided by both candidates, including the applications, list of experience, CV, etc was forwarded to all FC members prior our meeting so they had time to review. Both candidates were at the August FC meeting and both participated in the discussions.

Based on the following reasons, the recommendation of the Finance Committee is that Jeff Bonzon be appointed to the open Alternate Member position. The vote was 7-0 in favor of Bonzon. In addition, the two members who were not at the meeting have offered their support for Bonzon.

1. Two of the last three additions to the FC were new to TD Committees. As a Committee we have strived to have a mix of new and experienced members.
2. We all agreed that Bonzon has the most relevant experience that would help the FC fulfill its duties in reviewing the 2019 budget and help provide future guidance to the TD Board. In addition, he will help us meet all of our Committee's Tasks and Responsibilities.
3. Bonzon is known by the Committee members as he was the TD Board liaison to the FC last year. We worked well as a team which we believe is a very important quality for the betterment of Tahoe Donner.

Thanks for your consideration.

The Committee did encourage Charles to continue to attend FC meetings in anticipation of future openings.

Art King  
Finance Committee Chair





## Tahoe Donner Association Committee Application Form

Name: Jeffrey Bonzon

Committee of Interest: Finance

Current Committee Member:  Yes  No

Years of Service: \_\_\_\_\_

If your term is expiring,  
would you like to renew  
your membership?  Yes  No

New Applicant:  Yes  No

Statement of Interest to renew membership:

*\*Note: Not required if you are a new applicant.*

Current Task Force Member:  Yes  No

If so, which Task Force: \_\_\_\_\_ Years of Service: \_\_\_\_\_

<b>Tahoe Donner Address:</b>		<b>Unit/ Lot Number: ___</b>	
_____		_____	
_____		_____	
<b>Full-Time Resident:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Part-Time Resident:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Phone:</b> _____		<b>Email:</b> _____	

**Additional Information:**

- **Current Committee Member**
  - All current committee members desiring reappointment, shall submit to the respective Committee Chair, a written request stating their interest in serving on a specific committee, and this Committee Application Form.
  - Reappointment requests will be review and approved by the Board of Directors.
  
- **New Applicant**
  - All new applicants to a committee shall include a brief overview of the applicant's talents or experience which are relevant to the contribution that the applicant can bring to that particular committee's function.
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Thank you for your interest in either wishing to continue to serve on a committee or your interest in joining a committee!

Signature: 

Date: 7-3-18





**JEFFREY BONZON  
CV -2018**

**Tahoe Donner owner since 1991-92  
Full-time resident since 2004**

**Education:**

**BA- Economics, Stanford University, 1970  
MBA- International Business and Finance, 1977**

**Employment:**

**1972-2002: Bank of America NT&SA  
Corporate Finance/Corporate Banking/Investment Banking  
Managing Director (SVP equivalent)**

**2004-2008: Bank of the West  
Small Business Commercial Real Estate Financing  
Senior Vice President**

**Tahoe Donner Association:**

**2010—2012: TD Senior Alpine Ski Club Board; President 2011-12**

**2010-2015: TD Finance Committee; Chair 2012-15**

**2015-2018: Tahoe Donner Board of Directors**

**2015-16: Treasurer**

**2016-17: President**

**2017-18: Treasurer**



## Tahoe Donner Association Committee Application Form

Name: \_\_\_\_\_

Committee of Interest: \_\_\_\_\_

Current Committee Member:  Yes  No

Years of Service: \_\_\_\_\_

If your term is expiring,  
would you like to renew  
your membership?  Yes  No

New Applicant:  Yes  No

Statement of Interest to renew membership:

*\*Note: Not required if you are a new applicant.*

Current Task Force Member:  Yes  No

If so, which Task Force: \_\_\_\_\_ Years of Service: \_\_\_\_\_



Tahoe Donner Address:		Unit/ Lot Number: _____	
_____		_____	
_____		_____	
Full-Time Resident:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Part-Time Resident:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone: (     )     -     _____		Email: _____	

**Additional Information:**

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Thank you for your interest in either wishing to continue to serve on a committee or  
your interest in joining a committee!

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Per Resolution 2008-2, Committee Policy, please read the following:

1. Generally, committees will function to assist the Board by preparing policy alternatives and their implications for Board consideration.
2. Committees may not speak or act for the Board except when formally given such authority for specific and time-limiting purposes. Expectations and authority will be carefully stated in order to not conflict with authority delegated to the General Manager.
3. In light of the Association's management structure, committees shall not exercise authority over staff. While committees may offer advice regarding matters within their charge, actions within the purview of the authority delegated to the General Manager shall never require the prior approval of any committee.
4. Other than when the Board finds an exception appropriate, committee members shall be appointed for a finite term of two years (subject to reappointment) with said terms being staggered where practicable in order to promote continuity within the committee; unless no other committee members are willing to assume the duties of the chair, committee members may only serve as a committee's chairperson for a period of one continuous year; co-owners of a property and/or spouses shall not be eligible to serve simultaneously on the same committee; and immediate family members of current Board members shall not be eligible to serve on standing committees.
5. By November 1 of each year, it shall be the responsibility of each committee chairperson to submit to the Executive Assistant, for inclusion in the November board meeting agenda, a compilation of all requests received for either initial appointment or reappointment, along with the committee's recommendation with regard to such requests. At its November meeting, the Board shall receive and consider these compilations and recommendation in anticipation of acting upon them at its December meeting.
6. At its December meeting, the Board shall make the appointments/reappointments it deems appropriate and confirm the rosters of the committees, including those members entering the second year of their two-year term. The committees shall also submit for consideration at the December Board meeting an agenda of proposed activities for the year.
7. At their January meetings or as soon thereafter as is practicable, the committees shall establish their meeting calendars and elect their respective chairpersons for the upcoming year. Should no members wish to assume the duties of the chair, and the current chair is willing to continue in that role, the current chair may continue in that capacity for the New Year subject to Board approval. In preparation for the January Board meeting, the committee chairs shall submit a report to the Executive Assistant indicating meeting calendars and elected chairs. At its January meeting, the Board shall consider approval of the committees' activity agendas.

Accepted and Dated: December 20, 2008



----- Forwarded Message -----

**From:** Charles C. Wu

**To:** Art King

**Sent:** Tuesday, August 14, 2018 8:07 PM

**Subject:** Re: FC agenda and additional information

Art,

Thanks for the email - as I was reviewing the documents, I noticed that my LinkedIn Profile wasn't included. It's effectively my resume. <https://www.linkedin.com/in/charlescwu/>

I also realized that most people have no idea what an investment banker nor a venture capitalist does in relationship to TD Finance Committee responsibilities. I was in the Corporate Finance / Mergers and Acquisitions Group of Credit Suisse First Boston and was involved with or started several Corporate and Private Venture Capital operations.

A corporate finance/M&A investment banker's job is to work with the Board/CEO/CFO (depending on the company size) to present a company to the financial community (when the company is public), present a company/division to other companies (when the company is for sale) or work with the company on very large capital investments.. It involves significant financial analysis and presentation to boards.

A venture capitalist role is to invest capital in a company and subsequently sit on the board/work with the CEO and CFO on all aspects of the business. I've read the Finance Committee charter and have had Finance Committee responsibilities for a dozen or so companies and one non-profit organization.

I've read and analyzed hundreds of annual reports, budgets, and business plans during my career. I've sat through many audit reports in many industries. I also taught a course in the UC Berkeley MBA program where I instructed students in reading and analyzing Annual Reports/10Ks to better understand companies and industries.

My familiarity with budgeting processes ranges from small companies (my venture investments) to large companies (the largest being Panasonic where I managed my own operating and capital investment budget).

In addition, my wife's career was in corporate accounting for both small companies and large multinational companies where she retired as the Corporate Controller for Neopost (\$500M revenue). She's my in-house accounting practices consultant,

I'm confident I can add value and new insights to the Finance Committee, BOD, Management and Homeowners with my participation in the Finance Committee.

Please consider this email as part of my application.

Thank you.

Charles C. Wu

----- Forwarded Message -----

**From:** Charles C. Wu

**To:** Art King

**Sent:** Wednesday, August 15, 2018 9:54 AM

**Subject:** Re: FC agenda and additional information

Hi Art,

I've worked with three Non profit Boards but only one in an finance committee function (the other two were in strategic business planning).

My HOA experience is this past year as head of the Architectural Standards Task Force, member of the STR Task Force, and I participate in the Covenants Drafting Group. My work on the Architectural Standards Task Force has been tapering off as we have completed our data survey and we are finalizing our recommendations to the Board.

I have attended a couple of meetings of the GPC, a few Finance committee meetings (of course) and observed about half of the regularly scheduled BOD meetings. I have some very limited knowledge of Northstar and Sugarbowl HOA operations.

Best, Charles

On Sun, Aug 12, 2018 at 8:44 AM Art King > wrote:

Attached is the following for our FC meeting which is scheduled for this coming Wednesday, the 15th at 3 pm. Please let me know if you have any additional items to add to the agenda or if you have questions. Also, let me know if you can't attend the meeting.

1. Draft of the agenda. We will be starting our in depth discussion of the budget. The Board just scheduled a budget workshop for the Board and members on August 24th. Mike can give us more information regarding this meeting.
2. A schedule of our 2018 Tasks and Responsibilities - Mid Year Update
3. We have two applicants for the open position on the FC. Attached are their applications and below is some information regarding their backgrounds. We will discuss these two candidates. I would like a committee recommendation for forward to the Board. They will consider this and Cathy's transition to Regular member before the Budget workshop on August 24th.

Here is a summary of Jeff Bonzons qualifications: I am interested in re-joining the Finance Committee, perhaps as an Alternate member, so that I can continue to contribute to the Association and its growth for the next few years. My prior experience on the Committee, as well as my Board experience, provides me with a significant understanding of, and information about, the operations and financing of TDA. I would like to use that knowledge to the betterment of the Association. A copy of my CV is attached.

Here is a summary of Charles Wu's qualifications: MBA Stanford Business School  
Investment Banker - CS First Boston - Corporate Finance / Mergers and Acquisitions  
Venture Capitalist - Vertex Ventures, Panasonic Ventures, TianDi Growth Capital,  
Aventech Capital - Invested in and Board member on or observer of 20 or so private  
company boards and one public company board.  
Familiar with most areas of finance and accounting. I've analyzed more financial  
statements and reviewed/monitored more budgets than I care to admit.  
The Urban School - Board of Trustees and also on the Finance and Building and Grounds  
Committee

I'm sure we'll be receiving financial information from Mike Salmon during the week.  
Please review before the meeting.

Finally, I want to thank all of you again for donating your time and experience to the  
Finance Committee. I believe we make an important contribution to TD, particularly now  
as we head into the budget process.

I'll see you on Wednesday.

Art

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Charles C. Wu