

ACTION ON October 27, 2018

VERIFIED Megan Rodman

E.A. - TDA ASSOC.

**MINUTES**

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

**September 22, 2018**  
**Northwoods Clubhouse**  
**9:00 a.m.**

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 22, 2018. President Jennings called the meeting to order at 9:03 a.m. The following Directors were in attendance, thus constituting a quorum of the authorized number of Directors of the Association:

**Directors Present:** Jennifer Jennings, President  
 Jeff Schwerdtfeger, Vice President (left the meeting at 9:13 a.m.)  
 Jeff Connors, Treasurer  
 Don Koenes, Secretary  
 Darius Brooks, Director

**Directors Absent:** none

**Staff Present:** Robb Etnyre, General Manager  
 Christina Schwartz, Director of Marketing and Member Relations  
 Tom Knill, Director of Human Resources  
 Mike Peters, Director of Food and Beverage  
 Michael Salmon, Director of Financing and Accounting  
 Miguel Sloane, Director of Operations  
 Miah Cottrell, Computer Network Manager  
 Megan Rodman, Executive Assistant and Recording Secretary

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| <b>1.</b> | <b><u>CALL TO ORDER</u></b>  | 0:06:06 |
| <b>2.</b> | <b><u>ACTION: APPROVAL OF MINUTES</u></b><br>(Don Koenes, Board Secretary) | 0:07:00 |

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

- August 18, 2018 Regular Meeting Minutes
- August 24, 2018 Special Meeting Minutes
- September 14, 2018 Special Meeting Minutes

Director Koenes moved and Director Connors seconded to approve the August 18, 2018 regular meeting minutes and the August 24 and September 14, 2018 special meeting minutes as presented. Motion passed: 5 – 0.

3. **DISCUSSION: EXECUTIVE SESSION REPORT** 0:07:38  
(Don Koenes, Board Secretary)

The Board of Directors gave Executive Session Reports from the regular Board Meeting on August 18, 2018 and special board meetings on August 24 and September 14, 2018.

4. **ACTION: MEMBER THANK YOU** 0:08:10  
(Jennifer Jennings, Board President)

The Board of Directors thanked several members who responded to a fire in Tahoe Donner.

5. **MEMBER & DIRECTOR COMMENTS** 0:12:30

Board President Jennings, invited brief member and director comments on items that are not on the agenda.

Member Comments:

- Thanks for quick response to hotline call from Association staff

Director Comments:

- Director Brooks commented on use of Legal Counsel

Members may submit additional comments by email to the Board of Directors at [board@tahoedonner.com](mailto:board@tahoedonner.com). (Members are recognized to comment on agenda items as they occur).

6. **MEETING ADJOURNED AT 9:15 A.M.** 0:21:36

7. **MEETING WAS CALLED BACK TO ORDER AT 9:25 A.M.** 0:26:33

8. **COMMITTEE / TASK FORCE REPORTS** 0:30:24  
(Committee/Task Force Chairs)

The Board of Directors reviewed the Committee / Task Force written minutes and reports as a routine monthly procedure.

9. **DISCUSSION: KEY PERFORMANCE INDICATOR REPORT** 0:37:20  
(Robb Etnyre, General Manager)

The Board of Directors was given an update on Association operations.

**Discussion: Social Media Report**

(Christina Schwartz, Director of Marketing & Member Relations)

The Board was updated on the current comments and activity across all Tahoe Donner social media platforms.

- 10. DISCUSSION: TRUCKEE DONNER PUBLIC UTILITY DISTRICT 0:44:06**  
(Steven Poncelet, Legislative & Regulatory Affairs Director/AGM)

The Board of Directors was briefed on recent state legislation and Truckee Donner Public Utility District fire safety efforts. The briefing included the issues of undergrounding or deenergizing utility power lines.

- 11. BREAK 10:54 A.M. 1:56:18**

The Board of Directors reconvened at 11:12 a.m.

- 12. DISCUSSION: SHORT-TERM RENTAL RULES 2:12:39**  
(Annie Rosenfeld, Director of Risk Management and Real Property)

The Board of Directors discussed, but did not take final action on, the proposed Short-Term Rental rules and related implementation and covenants enforcement issues. The Board of Directors also heard member comments on the proposed Short-Term Rental Rules.

The Board of Directors agreed by consensus to proceed moving forward with this project.

- 13. WORKING LUNCH WITH THE MEMBERSHIP 1:23 P.M. 4:25:00**

All members were invited to join the Board of Directors for lunch provided by Pizza on the Hill. The Board Meeting resumed promptly at 2:04 p.m.

- 14. DISCUSSION: ASO/ASC TASK FORCE RECOMMENDATIONS 5:06:37**  
(Charles Wu, Chair of the ASO/ASC Task Force)

The Board of Directors was briefed on ASO/ASC Task Force recommendations.

- 15. DISCUSSION: KEY PERFORMANCE INDICATOR REPORT 6:57:10**  
(Robb Etnyre, General Manager)

The Board of Directors was given an update on Association operations.

**Action: Unaudited 2018 July and August Financials**

(Mike Salmon, Director of Finance & Accounting)

The Board of Directors was provided with the unaudited financial results for July and August 2018.

Director Connors moved and Director Koenes seconded to approve the unaudited 2018 July and August financials as presented. Motion passed: 4 – 0. (Director Schwerdtfeger absent).

**Discussion: Emergency Preparedness**

(Annie Rosenfeld, Director of Risk Management and Real Property)

The Board was provided an update on the Association emergency preparedness plan.

- 16. ACTION: WORKERS COMPENSATION INSURANCE RENEWAL 7:16:12**  
(Annie Rosenfeld, Director of Risk Management and Real Property)

The Board of Directors reviewed and considered approving the recommended workers compensation insurance coverage for the Association for policy year, October 1, 2018 through September 30, 2019.

Director Brooks moved and Director Connors seconded to approve the recommended workers compensation insurance coverage for the Association for policy year, October 1, 2018 through September 30, 2019 as presented in the decision paper. Motion passed: 4 – 0. (Director Schwerdtfeger absent).

- 17. ACTION: 2018/2019 PROPERTY CASUALTY INSURANCE RENEWAL 7:24:47**  
(Annie Rosenfeld, Director of Risk Management and Real Property)

The Board of Directors reviewed and considered approving the recommended property casualty insurance coverage for the Association for policy year, October 1, 2018 through September 30, 2019.

Director Brooks moved and Director Jennings seconded to approve the recommended property casualty insurance coverage for the Association for policy year, October 1, 2018 through September 30, 2019 as presented in the decision paper. Motion passed: 4 – 0. (Director Schwerdtfeger absent).

- 18. EXECUTIVE SESSION (closed to members) Not Recorded**

The Board of Directors adjourned to Executive Session at 4:31 p.m.

Director Brooks moved and Director Koenes seconded to approve the board meeting moving into Executive Session. Motion passed: Motion passed: 4 – 0. (Director Schwerdtfeger absent).

- 19. ADJOURNMENT Not Recorded**

Director Jennings moved and Director Koenes seconded to approve adjournment of the regular board meeting at 7:50 p.m. Motion passed: 4 – 0 (Director Schwerdtfeger absent).

Submitted by:



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Don Koenes, Board of Directors Secretary

**SECRETARY'S CERTIFICATE**

I, Don Koenes, 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 22, 2018 as approved by the Board members in attendance and constituting a quorum at a duty convened subsequent meeting of the Board.



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Don Koenes, Board of Directors Secretary