

AGENDA
TAHOE DONNER ASSOCIATION
REGULAR BOARD OF DIRECTORS' MEETING

December 15, 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. 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. 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.

3. 9:15 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.

- November 17, 2018 Regular Meeting Minutes
- Executive Session Report for November 17, 2018
- Executive Session Report for December 14, 2018

**4. 9:20 a.m. Action: Approval of Member to Fill Director Vacancy
(Board of Directors)**

The Board of Directors will review and discuss member applications for the director vacancy and consider approving one of those members to fill the vacancy.

5. 10:40 a.m. BREAK

6. 10:50 a.m. Committee / Task Force Reports

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

- Architectural Standards Committee
- Covenants Committee
- Elections Committee
- General Plan Committee
- Member Engagement Committee
- Tahoe Donner Giving Fund Committee
- ASO/ASC Task Force
- Short-Term Rental/Amenity Access Task Force

7. **10:55 a.m. Action: Committee Appointments**
(Board of Directors)
The Board of Directors will take action on membership reappointments and initial appointments to the committees.
8. **11:25 a.m. Discussion: Proposed 2019 Committee Activities**
(Board of Directors)
The Board of Directors will review each committee's proposed 2019 activities.
9. **11:40 a.m. Action: Proposed 2019 Architectural Standards Fee and Fines Schedule**
(Rod Whitten, Architectural Standards Chair)
The Board of Directors will discuss and consider approving the proposed changes to the 2019 Architectural Standards Fee and Fines Schedule to go out for 45-day member comments.
10. **11:55 a.m. Action: Proposed 2019 Covenants Fine Schedule**
(Fred Zapponi, Covenants Chair)
The Board of Directors will discuss and consider approving the proposed changes to the 2019 Covenants Fine Schedule to go out for 45-day member comments.
11. **12:10 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 12:40 p.m. to Agenda item 12 – Tahoe Donner Amenity Access Policy.

OPEN SESSION

12. **12:40 p.m. Discussion: Tahoe Donner Amenity Access Policy**
(Robb Etnyre, General Manager)
The Board of Directors will review the association amenity access policy, amenity usage by different user groups and information technology improvements that might provide the Association with better user data.
13. **1:25 p.m. Discussion: 2019 Board Task Calendar and Priorities**
(Board of Directors)
The Board of Directors will discuss a draft calendar of tasks and the priority issues it wants to address going into 2019.
14. **1:40 p.m. Discussion: Equestrian Task Force Final Report**
(Nan Meeks, Equestrian Task Force Chair)

The Board of Directors will be given a final report from the Equestrian Blue-Ribbon Task Force.

15. 2:10 p.m. Discussion: Finance Committee Report on Tahoe Donner Fiscal Year
(Art King, Finance Committee Chair)

The Finance Committee will give a report on whether Tahoe Donner should modify its fiscal year.

16. 2:30 p.m. Action: California Assembly Bill 2912 Resolutions
(Michael Salmon, Director of Finance & Accounting)

The Board of Directors will discuss AB 2912 which is effective January 1, 2019. The Board will then consider approving two resolutions – Resolution 2018-8 Board Review of Monthly Financial Records in Accordance with CA Civil Code Sections 5500/5501 and Resolution 2018-9 Board Authorization of Transfer of Funds for 2019.

17. 2:45 p.m. Key Performance Indicator Report
(Robb Etnyre, General Manager)

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

Discussion: Short-Term Rental Rollout Process
(Annie Rosenfeld, Director of Risk and Real Property)

The Board of Directors will be briefed on the detailed rollout process for the Short-Term Rental Rules.

Action: Association Wide Member Survey
(Christina Schwartz, Director of Marketing and Member Relations)

The Board of Directors will be briefed on a draft association wide member survey to obtain further board survey refinement guidance. The Board will also review the Association's use of Flash Vote.

Discussion: Preliminary briefing on unaudited 2018 November Financials
(Mike Salmon, Director of Finance & Accounting)

The Board of Directors will be provided a preliminary briefing on the unaudited financial results for November 2018.

Action: Unaudited 2018 October Financials
(Mike Salmon, Director of Finance & Accounting)

The Board of Directors will be provided with and consider approving the unaudited financial results for October 2018.

Action: Emergency Preparedness

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

The Board of Directors will be provided with an update on the Association and Town of Truckee's emergency preparedness plans.

Discussion: Trout Creek Expansion Project Report

(Forrest Huisman, Director of Capital Projects)

The Board of Directors will be provided with an update on the Trout Creek expansion project.

EXECUTIVE SESSION

18. 4:00 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:

- Contracts

OPEN SESSION

19. 4:30 p.m. Action: 2018 Audit and Tax Services Contract Award
(Michael Salmon, Director of Finance & Accounting)

The Board of Directors will discuss and consider approving a contract award for 2018 Audit and Tax Services.

EXECUTIVE SESSION

20. 4:40 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:

- Appeals (3)
- Hearing (1)
- Legal Issues
- Personnel Issues

OPEN SESSION

21. 7:40 p.m. Adjournment

The next regularly scheduled board meeting will take place on **January 26, 2018** at the Northwoods Clubhouse, Mezzanine Room.

Tahoe Donner Committee Meeting Schedule

- Architectural Standards Committee
 - Next Meeting – January 16, 2018 9:00 a.m.
- Covenants Committee
 - Next Meeting – January 10, 2018 at 3:00 p.m.
- Elections Committee
 - Next Meeting – No further meetings have been scheduled at this time.
- Finance Committee
 - Next Meeting – January 17, 2018 at 3:00 p.m.
- General Plan Committee
 - Next Meeting – January 8, 2018 at 3:00 p.m.
- Member Engagement Committee
 - Next Meeting – January 3, 2018 at 9:00 a.m.
- Tahoe Donner Giving Fund Committee
 - Next Meeting – January 8, 2018 at 3:00 p.m.
- ASO/ASC Task Force
 - Next Meeting – No further meetings have been scheduled at this time.
- Equestrian Blue-Ribbon Panel Task Force
 - Next Meeting – No further meetings have been scheduled at this time.
- Short-Term Rental/Amenity Access Task Force
 - Next Meeting – No further meetings have been scheduled at this time.

***All Committee and Task Force meetings are held at the Northwoods Clubhouse. ***

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/>

Megan Rodman

Megan Rodman, Executive Assistant

December 5, 2018

Date