

AGENDA
TAHOE DONNER ASSOCIATION
REGULAR BOARD OF DIRECTORS' MEETING

January 26, 2019
Northwoods Clubhouse
9:00 a.m.

AMENDED
January 17, 2019 (Item 4)
January 22, 2019 (Item 17)

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: Appointment of Board Member Officers
(Board of Directors)

With new directors being chosen at the regular board meeting on December 15, 2018 and at the special board meeting on January 9, 2019, to fill the vacancies on the Board, the Board will consider the election of the following officers and committee liaison appointments:

- Vice President
- Architectural Standards Committee

4. 9:25 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.

- December 15, 2018 Regular Meeting Minutes
- January 9, 2019 Special Meeting Minutes
- Executive Session Report for December 15, 2018
- Executive Session Report for January 9, 2019
- Update 2013-03 Replacement Reserve Fund Policy
- Approve Resolution 2019-2, Application for Grant Funds

5. 9:30 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
- Finance Committee
- General Plan Committee
- Member Engagement Committee
- Tahoe Donner Giving Fund Committee
- ASO/ASC Task Force
- Equestrian Blue-Ribbon Panel Task Force
- Short-Term Rental/Amenity Access Task Force

6. 9:35 a.m. Action: 2019 Committee Goals
(Committee Chair)

The Board of Directors will consider approving 2019 goals for each standing committee:

- Architectural Standards Committee
- Covenants Committee
- Elections Committee
- Finance Committee
- General Plan Committee
- Member Engagement Committee
- Tahoe Donner Giving Fund Committee

7. 10:05 a.m. Discussion: Town of Truckee Evacuation and Emergency Preparedness Plans
(Town of Truckee Staff)

The Board of Directors will hear a presentation from Town of Truckee staff regarding year-round evacuation and emergency preparedness plans for the Town of Truckee and Tahoe Donner.

8. 10:25 a.m. Action: Tahoe Donner Fire Safety
(Bill Houdyshell, Forester)

The Board of Directors will hear a presentation from Bill Houdyshell, the Tahoe Donner Forester, on fire safety, including potential modifications to existing defensible space programs and potential future permanent rules banning open fires during high fire danger season.

9. 11:20 a.m. BREAK

10. 11:30 a.m. **Action: Truckee Fire Protection District of Nevada County Ordinance 01-2019**
(Bill Seline, Fire Chief)

The Board of Directors will consider taking a position on the Fire Protection Districts proposed ordinance related to mandatory defensible space inspections upon the sale, transfer, or exchange of ownership of real property within the Truckee Fire Protection District.

11. 11:50 a.m. **Action: Approve Inspector of Election, Accountancy Firm and Review Fair Campaign Guidelines and 2019 Election Procedures**
(Bette Rohrback, Elections Committee Chair)

The Board of Directors will review and consider approving the Inspector of Election retainer agreement and the Accountancy Firm agreement. The Board will also review proposed changes to the Fair Campaign Guidelines and 2019 Election Procedures.

12. 12:10 p.m. **LUNCH**

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 1:10 p.m. to Agenda item 14 – Quarterly Capital Projects Spending – Actual v. Forecasted.

EXECUTIVE SESSION

13. 12:40 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:

- Contract bids

OPEN SESSION

14. 1:10 p.m. **Discussion: Quarterly Capital Projects Spending – Actual v. Forecasted**
(Forrest Huisman, Director of Capital Projects)

The Board of Directors will be briefed on actual capital projects spending v. budget and forecasted spend for the remainder of the year.

15. 1:25 p.m. **Discussion: Member Comment – Proposed 2019 Covenants Fine Schedule**
(Annie Rosenfeld, Director of Risk Management and Real Property)

The Board of Directors will hear member comments on the proposed changes to the 2019 Covenants Fine Schedule that was approved for 45-day member comment at the regular board meeting on December 15, 2018.

16. 1:45 p.m. Action: Capital Projects
(Forrest Huisman, Director of Capital Projects)

The Board of Directors will discuss and consider approving the following:

1. Golf Course Improvements

- The Board of Directors will discuss and consider awarding a contract to proceed with golf course design and bid documents using replacement reserve funds.

2. Covered Stairway in between parking lots at the Lodge Restaurant & Pub

- The Board of Directors will discuss and consider awarding a contract for construction of the stairway this spring using development funds.

3. ADA Restrooms at NWCH

- The Board of Directors will discuss and consider awarding a contract for ADA and other functional improvements to the outside restrooms at the Northwoods Clubhouse.

17. 2:30 p.m. Key Performance Indicator Report
(Robb Etnyre, General Manager)

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

Discussion: Governing Documents Update Project

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

The Board of Directors will be updated on the current status of the current Association governing documents update project.

Discussion: Short-Term Rental Rollout Process

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

The Board of Directors will be updated on the status of the new Short-Term Rental Registration Requirement.

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 and approval.

Discussion: Preliminary briefing on unaudited 2018 December Financials

(Mike Salmon, Director of Finance & Accounting)

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

Action: Unaudited 2018 November Financials and AB 2912 Review
(Mike Salmon, Director of Finance & Accounting)

The Board of Directors will be provided with and consider approving the unaudited financial results for November 2018. The Board will be also asked to ratify the AB 2912 review conducted by Directors Connors and Jennings on January 22, 2019.

Discussion: Annual Recreation Fee
(Robb Etnyre, General Manager)

The Board of Directors will be provided with an update on the current status of the annual recreation fee.

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. 3:30 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 (2)
- Hearings (3)
- Contracts
- Legal Issues
- Personnel Issues

OPEN SESSION

19. 7:00 p.m. Adjournment

The next regularly scheduled board meeting will take place on **February 23, 2019** at the Northwoods Clubhouse, Mezzanine Room.

Tahoe Donner Committee Meeting Schedule

- Architectural Standards Committee
 - Next Meeting – February 6, 2019 9:00 a.m.
- Covenants Committee

- Next Meeting – February 14, 2019 at 3:00 p.m.
- Elections Committee
 - Next Meeting – February 5, 2019 at 1:00 p.m.
- Finance Committee
 - Next Meeting – February 14, 2019 at 3:30 p.m.
- General Plan Committee
 - Next Meeting – February 11, 2019 at 2:30 p.m.
- Member Engagement Committee
 - Next Meeting – February 7, 2019 at 9:00 a.m.
- Tahoe Donner Giving Fund Committee
 - Next Meeting – February 5, 2019 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

January 22, 2019

Megan Rodman, Executive Assistant

Date