

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

**November 17, 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, November 17, 2018. President Jennings called the meeting to order at 9:02 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 Connors, Treasurer  
Don Koenes, Secretary  
Darius Brooks, Director (via conference call)

**Directors Absent:** none

**Staff Present:** Robb Etnyre, General Manager  
Christina Schwartz, Director of Marketing and Member Relations  
Tom Knill, Director of Human Resources  
Michael Salmon, Director of Financing and Accounting  
Annie Rosenfeld, Director of Risk and Real Property  
Forrest Huisman, Director of Capital Projects  
Miguel Sloane, Director of Operations  
Miah Cottrell, Computer Network Manager  
Megan Rodman, Executive Assistant and Recording Secretary

1. **CALL TO ORDER** 0:13:09
2. **MEMBER & DIRECTOR COMMENTS** 0:14:00

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

Member comments:

- A member commented on member pricing for Seniors
- A member commented on the Donner Lake Rim Trail and cooperation with the Tahoe Donner Land Trust

Director Comments:

- Director Jennings commented on supporting members contributing to Camp Fire relief efforts. Directors Connors, Brooks and Koenes commented in support.

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).

3. **ACTION: CONSENT CALENDAR** 0:27:56  
(Board of Directors)

All items listed under the Consent Calendar are considered to be routine and were approved by one motion.

- October 27, 2018 Regular Meeting Minutes
- Executive Session Report for October 27, 2018
- Tahoe Donner Giving Fund Impact Scholarship 2019

Director Connors moved and Director Koenes seconded to approve the consent calendar items as presented. Motion passed: 4 – 0.

4. **DISCUSSION: 2019 BOARD PRIORITIES** 0:37:10  
(Board of Directors)

The Board of Directors discussed the priority issues it wants to address going into 2019. By consensus, Director Koenes will work with the General Manager organize the list between initiatives tied to Strategic Goals and tasks to calendarize.

5. **ACTION: WOOD/CHARCOAL FIRE BAN** 0:56:00  
(Board of Directors)

The Board of Directors considered modifying or lifting the wood/charcoal fire ban.

Director Jennings moved and Director Connors seconded to approve the following:

- Lifting the ban on use of outdoor charcoal grills effective November 21, 2018.

Motion passed: 4 – 0.

6. **COMMITTEE / TASK FORCE REPORTS** 1:20:22  
(Committee/Task Force Chairs)

The Board of Directors reviewed the Committee / Task Force written minutes and reports as a routine monthly procedure. Verbal comments also received from Finance and Member Engagement Committees.

7. **ACTION: COMMITTEE APPOINTMENT PROCESS** 1:28:32  
(Board of Directors)

The Board of Directors discussed the upcoming committee appointment process. The Board discussed taking action on an application form for members to use in seeking committee appointments and reappointments.

Regarding the Member Engagement Committee, given that Committee was established less than one year ago, the Board agreed to only address vacancies for the 2019 appointment cycle and to address staggered terms beginning with 2020 appointments.

Director Jennings moved and Director Connors seconded to approve the current Committee Application Form as presented. Motion passed: 4 – 0.

**8. ACTION: DRAFT COMMITTEE / TASK FORCE GUIDING PRINCIPLES 1:41:10**  
(Board of Directors)

The Board of Directors discussed and considered approving the presented Committee / Task Force Principles of Conduct document.

Director Jennings moved, and Director Connors seconded to approve the Committee/Task Force Principles of Conduct document, with the change of deleting the duplicate sentence at the end of number 8, as presented. Motion passed: 4 – 0.

**9. ACTION: LIAISON TO MEMBER ENGAGEMENT COMMITTEE 1:46:50**  
(Board of Directors)

The Board of Directors discussed and considered approving a new Director to become liaison to the Member Engagement Committee.

Director Jennings moved and Director Koenes seconded to approve the Director Connors as the new liaison to the Member Engagement Committee as presented. Motion passed: 4 – 0.

**10. BREAK 10:40 A.M. 1:49:15**

The Board of Directors reconvened at 10:55 a.m.

**11. DISCUSSION: KEY PERFORMANCE INDICATOR REPORT 2:01:52**  
(Robb Etnyre, General Manager)

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

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

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

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

The Board of Directors discussed their requested association wide member survey to be sent to all members regarding amenities. Marketing reviewed with the Board an overall timeline and provide a status update on proposed questions. By consensus, Directors Connors and Koenes were named as liaisons to staff for this project.

**Discussion: Preliminary briefing on unaudited 2018 October Financials**

(Mike Salmon, Director of Finance & Accounting)

The Board of Directors were provided a preliminary briefing on the unaudited financial results for October 2018. By consensus, the Board agreed to support and pursue practical relief for large associations to the requirements of AB-2912.

**Discussion: Emergency Preparedness**

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

The Board of Directors were provided with an update on the Association emergency preparedness plan.

**Discussion: Trout Creek Expansion Project Report**

(Forrest Huisman, Director of Capital Projects)

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

**12. BOARD SPECIAL EXECUTIVE SESSION MEETING – DECEMBER 14, 2018**

(Board of Directors)

The Board discussed scheduling a special meeting to interview applicants to fill the Board vacancy. By consensus, a special meeting for candidate interviews will be scheduled in executive session on December 14, 2018.

**13. LUNCH WITH THE MEMBERSHIP 12:38 P.M.**

3:47:03

All members were invited to join the Board of Directors for lunch provided by Pizza on the Hill.

Director Jennings moved and Director Koenes seconded to approve the board meeting moving into Executive Session after lunch. Motion passed: 4 – 0.

**14. EXECUTIVE SESSION (closed to members)**

3:47:03

The Board Meeting resumed promptly into Executive Session at 1:17 p.m.

**15. ADJOURNMENT**

Not  
Recorded

Director Jennings moved and Director Brooks seconded to approve adjournment of the regular board meeting at 3:37 p.m. Motion passed: 4 – 0.

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 November 17, 2018 as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.

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Don Koenes, Board of Directors Secretary

## **POTENTIAL FUTURE AGENDA ITEMS**

Items raised in discussion for future board meeting agendas:

1. Amenity User Categories: enumerate and define