

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

**March 23, 2019**  
**Northwoods Clubhouse**  
**9:00 a.m.**

**Amended 3/14/19 Consent Calendar**

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](mailto: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.

- February 23, 2019 Regular Meeting Minutes
- Executive Session Report for February 23, 2019
- Architectural Standards Committee – new member Mitch Clarin
- Banking Signature Card update – Mutual of Omaha Bank
- Election Procedures (with 2 Revisions)
- Covenants Committee – resignation of Chairperson Zapponi and recommendation of appointment Co-Chairpersons Al Noyes and Len Leclerc
- Covenants Committee – change from alternate to full member status for Don Ermak; change Fred Zapponi from full to alternate member status

**4. 9:20 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

**5. 9:30 a.m. Action: Town of Truckee TSSA-1 Fund**  
(Town of Truckee Staff)

The Town of Truckee engineering staff will present information on the Truckee Special Service Area (TSSA) -1 Funds and planned 2019 projects. The Board of Directors will provide guidance to TDA staff to communicate board feedback on the use of these funds by the Town of Truckee.

**6. 9:50 a.m. Action: Truckee River Watershed Council – Prosser Creek Basin Assessment**  
(Truckee River Watershed Council Staff)

The Board of Directors will consider a request from the Truckee River Watershed Council to participate in the Prosser Creek Basin Assessment.

**7. 10:05 a.m. Action: Committee Charters and Chairs**  
(Board of Directors)

The Board of Directors will review and discuss options for updating the Committee Charters for clarity and consistency. Input from Committees will be subsequently solicited for consideration and future action.

The Board will also discuss the Board’s policy (Resolution 2008-2) that the position of committee chair is limited to one year unless no other committee member is willing to assume the duties of chair. Service as committee chair of more than one year requires Board approval. The Board has not approved the multi-year service of some committee chairs. The Board will discuss this matter and may take action directing committees to choose new chairs or submit returning chairs for board approval.

**8. 10:20 a.m. Action: Proposed Fire Safety Rule Change 45-Day Notification**  
(Annie Rosenfeld, Director of Risk Management and Real Property)

The Board of Directors will discuss and consider approving going out to 45-day notice on changes to the Fire Safety rule to require defensible space minimum standards to be maintained at all times.

- 9. 10:35 a.m. Action: Proposed Seasonal Outdoor Woodburning Fire Ban – 45-Day Notification**  
 (Annie Rosenfeld, Director of Risk Management and Real Property)

The Board of Directors will discuss and consider approving going out to 45-day notice on a new Seasonal Outdoor Woodburning Fire Ban rule.
- 10. 10:45 a.m. Action: Complaint Response Requirement for All Members**  
 (Jeff Connors, Board Treasurer)

The Board of Directors will discuss directing staff to draft new rules for a 45-minute response time for nuisance and noxious activity complaints to apply to all Tahoe Donner owners.
- 11. 11:00 a.m. BREAK**
- 12. 11:10 a.m. Action: Fair Campaign Guidelines**  
 (Bette Rohrback, Elections Committee Chairman)

The Board of Directors will review and consider approving proposed changes to the Fair Campaign Guidelines.
- 13. 11:20 a.m. Action: 2019 Election Marketing Plan**  
 (Bette Rohrback, Election Committee Chairman)

The Board of Directors will review and consider approving proposed 2019 Election Marketing Plan.
- 14. 11:30 a.m. Discussion: Short-Term Rental Update**  
 (Annie Rosenfeld, Director of Risk Management and Real Property)

Staff will brief the Board of Directors on the status of the Short-Term Rental program.
- 15. 11:40 a.m. Action: Short-Term Rental Occupancy Rule**  
 (Annie Rosenfeld, Director of Risk Management and Real Property)

Following a staff presentation, the Board of Directors will discuss further defining “bedrooms” in connection with the STR occupancy rule. The Board of Directors will consider providing direction to staff.
- 16. 12:00 p.m. Action: Architectural Standards Fee Schedule Changes**  
 (Annie Rosenfeld, Director of Risk Management and Real Property)

The Board of Directors will consider approving changes to the Architectural Standards Fee Schedule as proposed in the 45-day notice or with modifications.

- 17. 12:10 p.m. Action: Conclusion of STR/Amenity Access Task Force**  
(Laura Lindgren, Chair of Task Force)

The Board will be briefed by the Chair of the Task Force on the work of the STR/Amenity Task Force. The Board will be asked to dissolve the Task Force and consider next steps to address the issues.

- 18. 12:20 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 1:00 p.m. to Agenda item 17 – Amendments to the Human Resources Committee Charter.

#### **OPEN SESSION**

- 19. 1:00 p.m. Discussion: Amendments to the Human Resources Committee Charter**  
(Directors Jennings and Koenes)

The Board of Directors will discuss proposed amendments to the Human Resources Committee charter.

- 20. 1:15 p.m. Action: Creation of an Investment Subcommittee within the Finance Committee**  
(Jeff Connors, Board Treasurer)

The Board of Directors will consider the creation of an investment subcommittee within the Finance Committee

- 21. 1:30 p.m. Action: 2018 Audit Report**  
(Mike Salmon, Director of Finance and Accounting)

The Board of Directors will be presented with the Tahoe Donner Association 2018 Audit Report from Gilbert Associates, Inc. for their review and consideration for approval.

- 22. 2:00 p.m. Key Performance Indicator Report**  
(Robb Etnyre, General Manager)

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

**Discussion: Quarterly Turnover Report**  
(Robb Etnyre, General Manager)

The Board of Directors will be provided with a quarterly turnover report.

**Discussion: Quarterly Fraud Report**

(Robb Etnyre, General Manager)

The Board of Directors will be provided with a quarterly fraud report.

**Action: Compensation Study**

(Tom Knill, Human Resources Director)

The Board of Directors will consider taking action on initiating a compensation study of all exempt positions.

**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.

**Action: Unaudited 2019 February Financials**

(Mike Salmon, Director of Finance and Accounting)

The Board of Directors will be provided with and consider approving the unaudited financial results for February 2019.

**Action: 5501 Committee Report**

(Mike Salmon, Director of Finance and Accounting)

The Board of Directors will be provided with and consider approving the January 2019 5501 Committee Report.

**23. 2:55 p.m. Action: Quarterly Treasurer's Report on Investments**

(Jeff Connors, Board Treasurer)

The Board of Directors will hear and consider approving the Quarterly Treasurer's report.

**EXECUTIVE SESSION**

**24. 3:10 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
- Legal Issues
- Personnel Issues

**OPEN SESSION**

**25. 4:30 p.m. Adjournment**

The next regularly scheduled board meeting will take place on **April 27, 2019** at the Northwoods Clubhouse, Mezzanine Room.

**Tahoe Donner Committee Meeting Schedule**

- Architectural Standards Committee
  - Next Meeting – April 17, 2019 9:00 a.m.
- Covenants Committee
  - Next Meeting – April 11, 2019 at 3:00 p.m.
- Elections Committee
  - Next Meeting – April 9, 2019 at 1:00 p.m.
- Finance Committee
  - Next Meeting – April 11, 2019 at 3:00 p.m.
- General Plan Committee
  - Next Meeting – April 1, 2019 at 2:30 p.m.
- Member Engagement Committee
  - No future meetings have been scheduled at this time.
- Tahoe Donner Giving Fund Committee
  - Next Meeting – April 15, 2019 at 3:00 p.m.

**\*All Committee 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/>

Robb Etnyre  
2019  
General Manager

March 13,  
  
Date