

AGENDA
TAHOE DONNER ASSOCIATION
REGULAR BOARD OF DIRECTORS' MEETING

July 27, 2019
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**
(Charles C. Wu, 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.

- June 21, 2019, Meeting Minutes
- June 23, 2019, Organizational Meeting Minutes
- Executive Session Report
 - June 21, 2019
 - June 28, 2019
 - July 12, 2019
- 5501 May Report
- Update banking signature cards
- Architectural Standards Committee - New Member Jewelz Vaio
- Finance Committee – New Member Terry Watson
- 2019 Elections Report
- Quarterly Fraud Prevention Policy Report

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
- Tahoe Donner Giving Fund Committee

5. 9:30 a.m. Discussion/Action: Promoting Peace and Quiet in Tahoe Donner
(Robb Etnyre, General Manager, Charles C. Wu, Board President)

Event Tent

Action: The Board will discuss the Event Tent. The Board has received member complaints about the noise from events at the tent. The Board will hear management’s response to those complaints and the financial implications of modifying or eliminating tent operations. The Board may thereafter direct the General Manager to take action on the full range of options to limit or eliminate the noise from events at the tent. The options include, but are not limited to: modifying the type of music allowed; modifying the sound amplification allowed; reducing the use of the tent by restricting future bookings of the tent to members only; and closing the tent to all future bookings.

Covenant Rules

Discussion: Covenants rules, fines and hotline impact update and Covenants Complaints/Violation Summary

Real Time Weekend Code Enforcement Officer

Action: The Board will consider doing a trial run of an outsourced real time code enforcement officer to work weekend and holiday evenings for the rest of the summer. The Board may also direct the General Manager to prepare an analysis of alternative code enforcement options in order to mitigate homeowner complaints.

6. 10:10 a.m. Discussion/Action: Promoting Good Governance
(Robb Etnyre, General Manager, Michael Salmon, Director of Finance, Annie Rosenfeld, Director of Risk Management & Real Property)

Quarterly Financial/Operations Review

Management Discussion and Analysis of Q2 Performance including major variances, comparison year over year and trend analysis.

2020 Strategic Budget Objectives

Discussion: Management will discuss their first draft of 2020 Strategic Budget Objectives

Capital Master Plan

Action: Current development fund plans are reflected in 3 separate documents: the Quarterly Funds Projection, Association Master Plan, and Stage Gate review process. The Board will discuss whether these documents satisfy their needs for prioritizing projects within this and future years development fund allocation. The board may direct management to put together a longer-range specific capital plan with options that include estimated project costs and time-scales. Another option might be to modify and combine existing documents to include relevant information.

Tahoe Donner Governing Documents

Action: The Board will discuss the categories of changes that it desires for the Governing Documents update. The Board may direct staff to communicate specific direction to Tahoe Donner’s legal counsel regarding the update.

HOA Counsel RFP (Jennifer) – Update

GM Objectives (Charles/Don) – Update

7. 11:10 a.m. BREAK

8. 11:20 a.m. Discussion/Action: Promoting Transparency, Customer Service and Understanding our Homeowner
(Robb Etnyre, General Manager, Charles C. Wu, Board President)

Action: The Board and management will discuss current methodologies for understanding the homeowners. Various directives and recommendations to be evaluated may come out of the discussion. Some of the potential reactive and proactive discussion/directive areas are mentioned below.

Reactive

1. Email and response publishing (Don)
2. Member Services, Likemoji, Comment Cards (Robb)
3. Financial Transparency - Auditor RFP (Jeff C)
4. Zendesk System
5. Other

Proactive

6. Annual survey (Don)

7. Flash votes (Charles)
8. Permit surveys (Annie)
9. Personal Development
10. Incoming and Exiting Homeowner Surveys
11. Demographic Studies
12. CRM System
13. Other ideas?

9. 11:45 a.m. Discussion/Action: Maintaining/Improving Amenity and Services
(Robb Etnyre, General Manager, Charles C. Wu, Board President)

Private Amenity Access Pricing

Action: The Board will discuss with management “lessons learned” from this year’s single use amenity pricing change. In addition, the Board will discuss other types of complaints heard from homeowners. The Board may request that management come up with an amenities pricing strategy. This strategy at a minimum should evaluate and provide usage data of Tahoe Donner private amenities and other HOAs pricing strategies/structures in order to come up with recommendations and analysis of two other best practices alternatives coupled with pros and cons of status quo and the other alternatives.

Pizza on the Hill

Discussion: The Board will discuss homeowner complaints and past/future operational changes with management.

10. 12:10 p.m. Discussion/Action: Fire Safety
(Annie Rosenfeld, Director of Risk Management and Real Property)

Proposed amendments and new rules for Fire Prevention and Safety, and Forest Health Covenants Rules (45 Day notice concluded)

Action: The Board of Directors will consider approving the proposed amended and new Covenants rules for fire prevention and safety, and forest health rules.

Association Property

Discussion: Removal of dead trees from Association Property

11. 12:30 p.m. LUNCH

All members are invited to join the Board of Directors for lunch. The Board Meeting will resume promptly at 2:00 p.m. for Board Training.

12. 2:00 p.m. Board Training – Not recorded or broadcast

The Board of Directors will be provided with Davis Stirling Act board training from Adams Stirling, PLC.

13. 4:00 p.m. BREAK

14. 4:10 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:

- Legal Matters
- Personnel Matters
- Contracts – Exempt Employee Compensation Study
- Member Appeals

15. 4:40 p.m. Adjournment

The next regularly scheduled Board of Directors meeting will be on **August 24, 2019** at the Northwoods Clubhouse, Mezzanine Room.

Tahoe Donner Committee Meeting Schedule

<https://www.tahoedonner.com/wp-content/uploads/2019/07/Committee-Meeting-Schedule.pdf>

- Architectural Standards Committee
 - Next Meeting – August 14, 2019 9:00 a.m.
- Covenants Committee
 - Next Meeting – August 8, 2019 at 3:00 p.m.
- Elections Committee
 - Next Meeting – TBD
- Finance Committee
 - Next Meeting – August 8, 2019 at 3:00 p.m.
- General Plan Committee
 - Next Meeting – August 5, 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 – August 19, 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:

<https://www.tahoedonner.com/members/governance/board-meetings/>

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/>

Robin Bennett
Executive Assistant

July 16, 2019
Date