

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

**AMENDED (REMOVAL OF ITEM 9)**

**February 22, 2020**  
**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.\***  
**\*The times listed for each agenda topic are approximate.\***



***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](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.

- January 31, 2020 Meeting Minutes
- Executive Session Report
  - January 31, 2020
- 2020/2021 Spring/Winter Ski Pass Rates for Downhill and Cross Country
- Covenants Committee Recommendation – New Member Michael Paparian
- Elections – Decision Paper for Accountancy Firm
- 5501 Report
- Disaster Response and Recovery Act (FEMA) Support Letter

**4. 9:25 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. Action: Proposed New Accessory Dwelling Unit and Junior Accessory Unit Rules**

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

The Board of Directors will consider adopting the proposed new rules for Accessory Dwelling Units and Junior Accessory Dwelling Units. The 45 day notice was issued in the January 2020 TD News. The Board may take action to reject, modify or adopt the proposed rules.

**6. 10:00 a.m. Action: Proposed 2020 Architectural Standards Fee Schedule**

(Rod Whitten, Chair of the Architectural Standards Committee)

The Board of Directors will consider proposed increases and decreases to Architectural Standards Fee Schedule. The 45 day notice was issued in the January 2020 TD News. The Board may take action to reject, modify or adopt the proposed fee schedule.

**7. 10:30 a.m. Action: Houses in Violation of Association Minimum Standards**

(Rod Whitten, Architectural Standards Committee Chair)

Following a summary presentation of current architectural standards enforcement procedures, the Board may provide guidance to the Architectural Standards Committee to draft a new expedited approach to houses in violation with association minimum standards.

**8. 11:00 a.m. BREAK**

**9. 11:10 a.m. ~~Action: Covenants Enforcement Procedures 45-Day Notice~~**

(Fred Zapponi, Covenants Committee Chair)

The Board of Directors will discuss and consider approving proposed changes to the Covenants Enforcement Procedures to go out for 45-day member comment period.

**10. 11:30 a.m. Action: Working Lunch**

(Charles Wu, Board President)

The Board of Directors will discuss and consider changing the lunch break to a working lunch during regular board meetings.

- 11. 11:45 a.m. LUNCH**  
All members are invited to join the Board of Directors for lunch. The Board Meeting will resume promptly at 12:15 p.m. to Agenda item 12.
- 12. 12:15 p.m. Action: Capital Projects Budget Update – Trout Creek/Downhill Ski Project**  
(Jon Mitchell, Director of Capital Projects)
- The Board of Directors will be updated on modifications to the 2020 capital plan based on last month’s feedback. In addition, the Board of Directors will be briefed on the Trout Creek Expansion project reconciliation summary.
- The Board will also discuss the current 5 year capital plan, DHS sizing methodologies and provide guidelines to Jon and the GPC. Discussion of the benefits and disadvantages of “spinning” out the DHS subcommittee into a separate task force will also occur.
- 13. 12:45 p.m. Action: Information Technology and Aspenware Decision**  
(Miah Cottrell, Director of Information Technology)
- The Board will be briefed on the draft IT strategic plan, and provide strategic guidance related to this plan for the association. The Board will also review and consider approving Aspenware software purchase.
- 14. 1:15 p.m. Action: Management Consultation Report**  
(Mike Shellito, Shellito Training and Consulting)
- The Board of Directors will receive a presentation by Mike Shellito.
- 15. 2:15 p.m. Action: Committee Charters**  
(Board of Directors)
- The Board of Directors will review and approve revised committee charters for the 5501 Audit Committee and Finance Committees.
- 16. 2:40 p.m. Action: 2020 Committee Goals**  
(Committee Chair)
- The Board of Directors will consider approving 2020 goals for each standing committee:
- Finance Committee
  - General Plan Committee

- 17. 3:00 p.m. Action: Pending Suspension of Membership Rights and Authorization to Record Lien**  
(Annie Rosenfield, Director of Risk Management and Real Property)

The Board of Directors will be asked to authorize the recording of liens against the properties of members who have failed to bring their assessment accounts current, which will result in the suspension of their membership rights.

APN- 45-330-11

- 18. 3:10 p.m. Executive Session (closed to members)**

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
- Appeal (1)
- Hearing (1)
- Personnel Matters
- Contracts
- Approval of Executive Session Minutes

- 19. 5:00 p.m. Adjournment**

The next regularly scheduled Board of Directors meeting will be on **March 28, 2020** 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 – March 11, 2020 9:00 a.m.
- Covenants Committee
  - Next Meeting – March 12, 2020 at 3:00 p.m.
- Elections Committee
  - Next Meeting – March 4, 2020 at 1:30 p.m.
- Finance Committee
  - Next Meeting – March 12, 2020 at 3:00 p.m.
- General Plan Committee
  - Next Meeting – March 12, 2020 at 3:00 p.m.
- Tahoe Donner Giving Fund Committee
  - Next Meeting – March 9, 2020 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

February 14, 2020  
Date

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