

ACTION ON 1-22-2016VERIFIED Lee A. Gray

TAHOE DONNER ASSOCIATION FINANCE COMMITTEE CHARTER <small>E.A. - TDA ASSOC.</small>

[Tahoe Donner Association](#)

[Finance Committee Charter](#)

AUTHORITY

Pursuant to the powers vested in the Board of Directors ("Board") by the Articles of Incorporation, the Bylaws, and the Covenants and Restrictions of TAHOE DONNER ASSOCIATION ("Association"), the Board hereby establishes the Finance Committee ("Committee") as an advisory standing committee of the Association.

The Committee is established under the provisions of:

- Section 1-, ARTICLE X, Restated Bylaws of Tahoe Donner Association
- ~~Resolution~~ Resolution 2008-2, Committee Policy, Tahoe Donner Association Board of Directors, December 20, 2008
- ARTICLE VIII, Board Meetings, Restated Bylaws of Tahoe Donner Association

PURPOSE

The purpose of the Committee shall be to provide financial advice, analysis and information to the Board so as to better enable the Board to make sound business decisions: on behalf, and for the benefit, of the Association. The issues addressed shall be primarily those of financial significance and will focus on recurring and special tasks: of overall importance to the Association.

The Committee shall have no authority to act on behalf of the Association, other than to formulate and present recommendations to the Board related to its stated purpose and assigned tasks. The tasks the Committee may be assigned are entirely at the discretion of the Board. The Committee shall not engage in any activities that have not been requested by the Board either

specifically or via the annual task list of the Committee, which will be set by the Board at each year's January regular Board meeting.

TASKS AND RESPONSIBILITIES

There are two general types of tasks:

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- Tasks of a recurring nature (“Recurring Tasks; ~~such as the audit, and the annual budget review;~~”), and
- Tasks of an infrequent or special nature (“Special Tasks”).

With respect to Recurring Tasks, the Committee will usually be involved in the following:
[highlighted: options for Board consideration: include or exclude]

- Recommendations to the Board regarding Tahoe Donner Association's review of major financial policies
- Recommendations to the Board regarding the financial impact to the Association and homeowner members from the Association's business planning policies and processes.
- Recommendations to the Board regarding the annual budget review-process. The degree to which the Committee becomes involved in the budget itself will depend upon Board preferences.
- ~~Special Tasks; such as major capital expenditures.~~
 - Periodic analyses for the Board of financial trends and the implications for future operating results and financial condition.
 - Review, on a quarterly basis, the Association's list of expected capital investments and the funding thereof.
 - Review on a regular basis, but no less frequently than quarterly, the Association's investment portfolio and its adequacy to fund the Association's expected requirements for capital investment.

The Committee will undertake Special Tasks as requested by other Association committees but only if approved by the Board. Additionally, the Committee may recommend to the Board additional tasks provided that no significant Committee action shall occur without Board approval. Such recommendations shall be made through the Board Liaison-(s).

[NOTE: the following deletions are the old list of recurring tasks, replaced with the bullets above]

- ~~● With respect to recurring tasks, the Committee will usually be involved in the following:~~
- ~~● Recommendations to the Board regarding Tahoe Donner Association's major financial policies, such as those dealing with investments, depreciation, capital expenditures, cost allocation, reserve funding and expenditures, financial budgeting & reporting, etc.~~
- ~~● Recommendations to the Board regarding the design of the business planning process. The degree to which the Committee becomes involved in business planning itself will depend upon Board preferences and will be determined and described in the design of the process. Most commonly, the Board will direct the Committee to review aggregate or selective portions of business plans prior to their submission to the Board. It is unlikely that the Committee will be deeply involved in staffs development of individual business plan elements unless the Board specifically requests otherwise.~~
- ~~● Recommendations to the Board regarding the design of the annual budget process. The degree to which the Committee becomes involved in the budget itself will depend upon Board preferences and will be determined and described in the design of the process. Most commonly, the Board will direct the Committee to review aggregate or selective portions of the budget prior to its submission to the Board. It is unlikely that the Committee will be deeply involved in staffs development of individual budget elements unless the Board specifically requests otherwise.~~
- ~~● Periodic analyses for the Board of financial trends. Although a formal analysis of each month's financial statements is not expected, the Board expects the Committee to be reviewing monthly statements and would welcome any significant observations from the Committee.~~

~~○ Recommendations to the Board regarding selection of an auditor, an analysis for the Board of the auditor's reports and monitoring of any required corrective actions.~~

[NOTE: the following deletions are the old approach to defining special tasks; replaced with new guidelines that immediately follow the deletions]

~~When the Board is considering special tasks, the following circumstances would make Committee support more appropriate:~~

- ~~• When a Board decision will be "financially driven" rather than be driven by the general preferences of the Tahoe Donner community.~~
- ~~• When the analysis of the issue is especially complex.~~
- ~~• When the Committee has members with special expertise on which the Board can draw.~~
- ~~• When there is sufficient time to put an issue through the committee process, rather than an issue that has arisen so urgently that the Board must act alone.~~

{-NOTE: the insertions below replace the above deleted bullets}

Guidelines for Special Tasks that fall within the purview of this committee include:

- There are financial implications either to the Association as an organization, or to its members.
- The financial expertise of committees can augment the available expertise of staff, and
- There is sufficient time for volunteer committee review, analysis and/or advice within the time parameters for a Board decision.

The tasks of the Committee shall not include the following:

- Direct or indirect involvement in the daily operations of Tahoe Donner Association.
- Interactions with management or staff except when arranged through the General Manager or the Director of Finance and Accounting ("DFA:").
- Interference in the traditional relationship between the Board and the General Manager.

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COMMITTEE ADMINISTRATION

Organization

The Committee shall consist of nine (9) regular, voting members.

There shall be at least one, and no more than two, non-voting Board Liaison(s) to the Committee. ~~Liaisons~~Board Liaison(s) shall be Board Members chosen by the Board to attend Committee, and when necessary Subcommittee meetings ~~and~~, whose primary function shall be to facilitate communications between the Board and the Committee. Additionally, the ~~Director of Finance and Accounting (DFA)~~ shall serve as an ex officio, non-voting member ~~of the Committee.~~

In support of the Committee's ~~purpose~~activities for the Board, the General Manager, the DFA and/or other staff members (as appropriate) ~~will~~may attend all or part of ~~most~~ Committee and Subcommittee meetings. Other staff participation shall be at the discretion of the Committee

and the Committee shall always be respectful of the limited time and other responsibilities of staff.

Membership

Any member of the Association who is in good standing, who has a positive interest in contributing to the welfare of the Association, who is prepared to invest the necessary time, and ~~whose membership in the Committee~~ does not present a conflict of interest, is eligible to apply for appointment as a member ~~of the Committee.~~ [Members](#)

[Association members](#) who possess experience in such areas as [business modeling](#), finance, accounting, investment [management](#), insurance, real estate, business planning and general management will be given preference in appointment to the Committee. Directors and their immediate family members are ineligible for appointment. Co-owners of a property and immediate family members shall be ineligible to serve simultaneously on the Committee.

The Board shall make all appointments to the Committee. [In addition, at the request of the Board, the Committee may solicit Association members to serve as temporary short-term members \(“Ad hoc Members”\) of a subcommittee of the Committee because the Ad hoc Members \(i\) have an interest in a particular financial project that has been assigned to the Committee by the Board, and \(ii\) possess specialized skills and subject matter expertise not found in the Committee membership. Such participation by these Ad hoc Members shall be for the duration of the specific project.](#)

Other than when the Board finds an exception, ~~regular and alternate~~ members shall be appointed for a finite term of two years (subject to reappointment). Said terms shall be staggered where practicable in order to promote continuity within the Committee.

All prospective ~~new committee~~ [Association](#) members wishing to be appointed [to the Finance Committee](#), and current Committee members desiring reappointment, shall submit [through the FC Chair](#) to the Executive ~~Secretary~~ [Project Manager](#) a written request stating their interest in serving on the Committee; all such requests shall be forwarded to the Board. Initial applications shall include a brief resume of the applicant's talents or experience which is relevant to the contribution that the applicant can bring to the Committee; a brief resume is not required for reappointment applications.

Election of Committee Chair

The Committee shall elect, from among its membership, the Committee Chair (“Chair”) ~~and Vice Chair (“Vice Chair”)~~, who ~~will~~ [shall](#) serve for a period of one year. If no other Committee member is then willing to assume the duties of the Chair [and the Vice Chair](#), the incumbent Chair [and Vice Chair](#) may be reappointed by the Board. ~~o~~ [In addition, each subcommittee shall be governed by a subcommittee chair who will be appointed by the Chair.](#)

Meetings:

Meetings

Committee and subcommittee meetings shall be at the discretion of the Chair~~(s)~~, unless otherwise directed by the Board. Meetings ~~shall~~may be held monthly; ~~however~~but at least quarterly. However, additional meetings may be necessary and may be scheduled by the Chair~~(s)~~. Committee and subcommittee ~~M~~meetings are open to all property owners/members and will be noticed on the Northwoods Clubhouse bulletin board or by posting to the Tahoe Donner website; notice is required by Restated Bylaws of Tahoe Donner Association, ARTICLE ~~VIII~~VIII.

Committee members are expected to contribute actively and meaningfully to the work of the Committee. Committee members are expected to attend scheduled Committee meetings on a regular basis. If a Committee member (i) fails to attend at least 75% of the regularly scheduled Committee meetings in a given calendar year, and (ii) they fail to participate actively in the work of the Committee then their membership in the Committee may be subject to termination by the Board at the January Board meeting in the following year. The Board, as part of their deliberation for termination, may take into consideration any extenuating circumstances that affected the member's ability to attend meetings or be an active participant in Committee work.

A quorum of at least five (5) members ~~(regular, or if insufficient regular members are present, alternate)~~ shall be required to conduct business. ~~Summaries of the committee. Reports~~ of the discussions, along with a record of actions and recommendations made, shall be maintained and provided to the Board. Recommendations of the Committee shall be reached by ~~the~~a majority vote of members present and constituting a quorum. A brief description of any dissenting opinion(s) shall be included in the reports provided to the Board so as to give the Board and Management a full view of all of the related issues.

Attendance at Board meetings is not required, but is strongly encouraged. In general, Members are expected to stay abreast of significant issues at Tahoe Donner using all reasonable means available.

Communications:

Effective communication and teamwork shall be facilitated in the following manner:

- The Committee and the Board shall on an annual basis agree upon ~~an Annual Tasks~~a list of tasks (the "Task List") to be addressed by the Committee along with expected time for completion of each task. This list may be changed as circumstances require at the discretion of the Board and after consultation with the Committee. and Management. The Committee on a quarterly basis shall provide reports to the Board regarding progress on assigned tasks.

- A concise written report of each Committee meeting, and where appropriate, those of a subcommittee, shall be given to the Board in advance of each Board meeting. Such reports shall be first circulated to Committee members and other meeting participants for comments and/or approval.
- The Board Liaison, (s), or in his or her absence the presiding Board member, shall promptly give written ~~insu~~instructions to the Chair (notifying the Committee of formal Board decisions or instructions regarding Committee tasks. Board members shall not otherwise provide instructions to individual Committee members. In addition to providing official Board decisions and directives, the Board Liaison (s) shall facilitate communications by helping the Committee interpret Board policy and goals.
- The Committee ~~shall~~may provide written reports and recommendations on specific issues to the Board and Management after consideration and approval by the Committee. ~~Committee members shall not otherwise make reports or recommendations to the Board or to individual Board members.~~
- Coordination and collaboration between other Association committees is encouraged ~~when deemed necessary or appropriate~~ to accomplish the Committee's purpose~~tasks~~.

Reporting Requirements:

The Chair, the Vice Chair, or a duly appointed representative, shall report periodically to the Board, General Manager or Staff Liaison on the actions of the Committee. Reports may be written, oral, or a combination thereof.

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Schedule of Key Events

At the Committee's January~~The meeting, or the first meeting of the calendar year, whichever comes first, the~~ Committee shall establish its meeting calendar and elect a Chair and Vice Chair for the upcoming year. The Chair will submit a report to the Association's Executive Assistant indicating the Committee's meeting calendar and elected Chair ~~and Vice Chair~~.

At its regularly scheduled Board meeting in January, the Board shall approve, amend or disapprove ~~or modify~~ the Committee's Task List. ~~The~~ Committee's agenda for that year. ~~The Committee's agenda~~Task List will be reviewed by the Board on a quarterly basis and may be changed as circumstances require at the discretion of the Board and after consultation with the Committee. At the January Board meeting the Board will decide whether to accept the Committees recommendations as to Committee Chair and Vice Chair. Subcommittee chairs may be chosen by the Committee after consultation with Management and the Board.

Vacancies:

The Chair shall advise the Executive Assistant of any membership changes that either have occurred or are anticipated. The Executive Assistant shall communicate the current or pending vacancies to the Communications Department, which shall publish notices of the vacancies in all Association media.

Committee Support:

The Chair will direct requests for statistical data, or any other type of information needed for the work of the Committee to the Staff Liaison assigned by the General Manager.

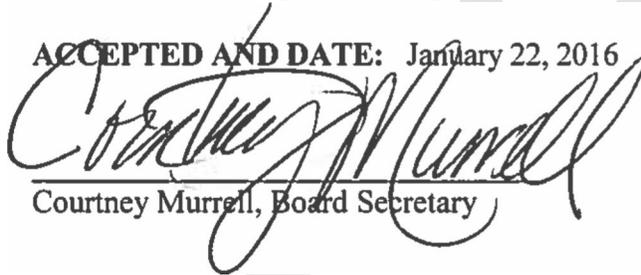
TERM OF CHARTER AND AMENDMENTS

This Committee Charter shall remain in effect as presented herein until such time as it is amended or revoked by the Board. ~~This Committee shall remain in existence until dismissed by the Board. Any changes, amendments, or modifications hereafter may only be accomplished at a properly noticed meeting of the Tahoe Donner Association Board of Directors.~~

APPROVAL

~~Approval of the Investment Policy and any changes, amendments, or modifications thereafter, may only be accomplished at a properly noticed meeting of the Board.~~

ACCEPTED AND DATE: January 22, 2016



Courtney Murrell, Board Secretary



~~This Charter was approved by the Tahoe Donner Association Board of Directors on this~~ _____
~~day of February 2020.~~

Jim Roth

Board Secretary

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