

# **TAHOE DONNER ASSOCIATION GENERAL PLANNING 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 General Planning Committee (“GPC”) as a standing committee of the Association.

The GPC is established and operates under the provisions of:

- Section 1, ARTICLE X, Restated Bylaws of Tahoe Donner Association
- Resolution 2008-2, Committee Policy, Tahoe Donner Association Board of Directors, December 20, 2008
- Resolution 2018-7, Committees and task forces of the Board of Directors principles of conduct policy
- ARTICLE VIII, Board Meetings, Restated Bylaws of Tahoe Donner Association

The GPC 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. The range of tasks assigned to the GPC is at the discretion of the Board with management’s recommendations when requested. The GPC shall not engage in any tasks that have not been requested by the Board either specifically or via annual tasks of the GPC, which will be set by the Board at each year’s January regular Board meeting. The committee may recommend to the Board the additional tasks not previously approved provided that no significant action occurs without Board approval.

## **PURPOSE**

The GPC shall be an advisory committee to the Board, co-led by staff. The principal purpose of the GPC shall be to advise and work collaboratively with management on Tahoe Donner long-range planning objectives and documents to preserve and enhance the livability of Tahoe Donner as well as to support the Association in maintaining and enhancing Tahoe Donner amenities. Planning documents the GPC may be involved with include, but are not limited to:

- Tahoe Donner Association general planning documents
- Amenity and Facility Master Plans
- Association Strategic Plan annual goals pertaining to long-range planning projects
- Capital Funds Projection Plans

The general purpose and function of long-range planning documents are to:

- Provide long-range planning and direction of the Association as a whole
- Identify and prioritize capital improvement projects
- Provide long-range planning for implementation
- Address and plan for the future capital needs of the Association, especially focused on the common facilities and common areas belonging to the homeowner association (HOA)

Updates to the long-range planning documents are generally triggered by changing conditions, which affect operations, assets, member enjoyment and safety. Planning documents are to be published and made available to the Tahoe Donner membership on the website.

The GPC is a source of independent feedback and expertise for management and the Tahoe Donner Board of Directors. The GPC's fundamental operating principles when evaluating Association planning documents are:

- Safety and Compliance: Required by the Americans With Disabilities Act (ADA), building codes, environmental requirements, other legal mandates and safety enhancements
- Asset Protection: Ensure existing amenities are well maintained
- Financial Prudence
- Needs or demands of members in relation to amenity use, replacement or improvement, including prioritization of proposals
- Adjusting to changing times and conditions to keep Tahoe Donner Association at the forefront of a sustainable, environmentally friendly, sought-after community
- Membership Enjoyment: Amenity enhancement intended to enhance user experience and livability
- Environmental Stewardship: Preserves or enhances condition of Tahoe Donner's natural resources and overall physical environment

## **TASKS AND RESPONSIBILITIES**

The Association utilizes a broad range of tools to assess the priorities of the Tahoe Donner Membership. The GPC is a source of advice regarding the development and interpretation of data gathered in these efforts, as they relate to long-range planning documents.

Management and the GPC will review the status of relevant planning documents quarterly with particular attention to progress toward the achievement of the GPC annual goals.

Tasks and responsibilities of the GPC generally include:

- Review, strategize and provide feedback on management's development and updates on the following:
  - Association general planning documents
  - Amenity and Facility Master Plans
  - Association Strategic Plan annual goals pertaining to Capital Projects
  - Capital Funds Projection Plan

- Create special projects in relation to long-range planning as assigned by the Board and/or General Manager
- Set annual goals of the GPC with the Staff Co-Chair for board approval in January of each year pertaining to the tasks and responsibilities bulleted above

The scope of the committee tasks shall not include the following:

- Direct or indirect involvement in the daily operations of Association
- Interactions with management or staff except when arranged through the General Manager or Staff Co-Chair
- Interference in the traditional relationship between the Board and the General Manager

## **COMMITTEE ADMINISTRATION**

### **Organization**

The GPC shall consist of seven voting members. The GPC shall consist of two chairs, a member chair and a staff chair, referred to herein as Co-Chairs. The staff chair shall be assigned by the General Manager and is a non-voting member. There shall be one non-voting liaison from both the Board and Finance Committee. Liaisons shall attend GPC meetings, and their primary function shall be to facilitate communications between the Board/Finance Committee and the General Planning Committee.

### **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 who does not present a conflict of interest is eligible and encouraged to apply for appointment as a member of the GPC. Applicants will be evaluated on the diversity of their perspectives and the relevance of their experiences. Members with a background or experience in long-range community planning can be especially beneficial 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.

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

All prospective new committee members wishing to be appointed, and current committee members desiring reappointment, shall submit to the Executive Assistant a written request stating their interest in serving on the GPC along with a resume; all such requests shall be forwarded to the Board and management. All applications, both initial and reappointed, shall include a brief resume of the applicant's talents or experience that is relevant to the contribution that the applicant can bring to the committee.

Vacancies: The Member Co-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.

### **Election of Committee Chair**

The committee shall elect, from among its membership, the committee's Member Co-Chair, who will serve for a period of one year. If no other committee member is then willing to assume the duties of the Co-Chair, the incumbent Co-Chair may be reappointed by the Board.

The provisions of the Association's Committee Policy, as set forth in Resolution 2005-8 or subsequent Board action, shall apply to the committee.

### **Meetings/Communications**

GPC meetings shall be at the discretion of the Committee Co-Chairs unless otherwise directed by the Board. Meetings are open to all property owners and will be noticed on the Association website; notice is required by ARTICLE VIII, Restated Bylaws of Tahoe Donner Association. Committee members are expected to attend scheduled meetings on a regular basis. An agenda will be created by the Co-Chairs for distribution to the GPC one week before the scheduled meeting. Meetings will generally be held quarterly and will address the following:

- Update and status on relevant GPC work generally associated with the annual goals
- Update on current long-range planning documents
- Committee discussion on upcoming work, needs and goals before next meeting
- Staff update on relevant Capital Projects and funding information
- Membership input on committee-related topics, including capital improvement ideas

A quorum of at least four members shall be required to conduct business. Summaries of the discussions, along with a record of actions and recommendations made, shall be maintained and provided to the Board. Decisions of the committee shall be reached by consensus or a majority vote of members present and constituting a quorum.

The GPC is encouraged to participate in the annual budget workshop process with the Board, Finance Committee and management to discuss the long-range amenity needs, as well as updated Capital Funds Projection Plan. Updates of long-range planning documents may be directed as a result of this meeting.

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

### **Reporting Requirements**

The committee shall provide written reports and recommendations on specific issues to the Board after consideration and approval by the committee. Committee members shall not otherwise make reports or recommendations to the Board or to individual Board members.

Quarterly: Meeting minutes summarizing each GPC meeting shall be produced by the Member Co-Chair, reviewed by the Staff Co-Chair and circulated to committee members for comments and/or approval. The meeting minutes shall be given to the Executive Assistant for inclusion in the board books in advance of the next upcoming Board meeting.

December: At the regularly scheduled December Board meeting, the GPC shall submit to the Board its goals to focus on for the upcoming year. The goals are to be reasonable in scope so as to realize the effectiveness of the committee and assure completion.

January: The GPC shall establish its meeting calendar and elect a Member Co-Chair for the upcoming year. The committee Member Co-Chair will submit a report to the Executive Assistant indicating the GPC's meeting calendar and elected Member Co-Chair.

January: At its regularly scheduled Board meeting in January, the Board shall approve, disapprove or modify the GPC's goals for that year. The committee's goals and agenda may be changed as circumstances require at the discretion of the Board and after consultation with the committee.

#### **TERM OF CHARTER AND AMENDMENTS**

This GPC Charter shall remain in effect as presented herein until such time as it is amended or revoked by the Board. This GPC shall remain in existence until dismissed by the Board.

**BOARD APPROVED: March 26, 2021**