

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 an advisory 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
- ARTICLE VIII, Board Meetings, Restated Bylaws of Tahoe Donner Association
- Committee Resolution 2018-7, Committees & Task Forces of the Board of Directors, Principles of Conduct Policy

PURPOSE

The principal purpose of the GPC shall be to advise and work collaboratively with staff 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.

The GPC shall be advisory to the Board in response to analysis and recommendations by staff.

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 and assigned tasks. The range of tasks assigned to the GPC is at the discretion of the Board with staff’s recommendations when requested. The GPC shall not engage in any activities that have not been requested by the Board either specifically or via the annual Task List of the GPC, which will be set by the Board at each year’s December 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. Committee members are responsible to the Board, representing the membership and collaborating with staff to execute strategic plan initiatives.

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. Committee members are responsible to the board, representing the membership and collaborating with staff to create strategic plan initiatives.

Based upon the Association's Five-Year Strategic Plan, the TDA Board of Directors will typically adopt the Staff's annual Workplan for the Association in concert with the approval of the annual budget. Development of the Workplan parallels the budget process and results in goals for the upcoming fiscal year. Items included in the Workplan relevant to the GPC should be included in the GPC tasks. Once the tasks related to the Workplan are identified, the GPC shall include these items in their proposed Task List to the board. The overall Task List should be consistent with the Association's Five-Year Strategic Plan Initiatives and the goals of the upcoming Workplan.

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 staff 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 and 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

Staff 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 staff's developments 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 Deputy 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 staff except when arranged through the General Manager or Deputy Chair
- Interference in the traditional relationship between the Board and the General Manager

COMMITTEE ADMINISTRATION

Organization

The GPC shall consist of seven (7) regular voting members.

The GPC shall consist of three Committee Chairs, a Committee Chair, Vice Chair and a staff Deputy Chair. There shall be at least one, and no more than two, non-voting Board Liaison(s) to the GPC and one Finance Committee Liaison, who shall attend GPC meetings, whose primary function shall be to facilitate communications between the Finance Committee and the GPC. Additionally, the Capital Projects Director shall serve as Deputy Chair of the GPC and be a non-voting member.

Chair Roles

The Committee Chair and Deputy Chair are responsible for keeping staff and the Board of Directors fully informed of committee activities. The Deputy Chair is assigned by the General Manager and acts as a non-voting member of the GPC. The Vice Chair shall fill the role of the Chair as necessary for the smooth operation of the GPC.

The Committee Chair duties are:

- Keep committee and task forces moving forward according to the annual goals established by the committee and approved by the Board of Directors
- Prepare meeting agendas and work collaboratively with the Deputy Chair in preparation of committee agendas
- Record and draft meeting reports

The Deputy Chair duties are:

- Serve as a resource to the Committee Chair and the GPC members
- Work collaboratively with the Committee Chair in preparation of GPC agendas
- Review meeting reports
- Review annual GPC tasks and provide feedback to the GPC and Board
- Prepare staff reports when necessary
- Once the agenda is approved by the Chair and Deputy Chair, staff shall distribute the approved agenda

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 GPC 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.

Association members who possess experience in such areas as long-range community planning can be especially beneficial to the GPC.

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 (3) years, subject to reappointment. Said terms shall be staggered where practicable in order to promote continuity within the GPC.

All prospective Association members wishing to be appointed to the GPC and current GPC members desiring reappointment shall submit to the Assistant to the General Manager/Clerk to the Board (“AGM/CB”) a written [TDA Committee Application Form](#) stating their interest in serving

or remaining on the GPC; all such requests shall be forwarded to the Board. Initial Application Forms 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 GPC; a brief resume is not required for reappointment applications.

Vacancies: The Committee Chair shall advise the AGM/CB of any membership changes that either have occurred or are anticipated. The AGM/CB shall communicate the current or pending vacancies to the Communications Department, which shall publish notices of the vacancies in all Association media. Members appointed to fill a vacancy shall serve for the balance of the unexpired term of the vacated member.

Election of Committee Chair

The committee shall elect, from among its membership, the Committee Chair and Vice Chair, who shall serve for a period of one (1) year. If no other GPC member is then willing to assume the duties of the Committee Chair and the Vice Chair, the incumbent Committee Chair and Vice Chair may be reappointed by the Board.

Meetings

GPC shall be at the discretion of the Committee Chair 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 Committee Chair and Deputy Chair for distribution to the GPC one week before the scheduled meeting. Meetings will be held no less than quarterly.

Committee members are expected to contribute actively and meaningfully to the work of the GPC. Committee members are expected to attend scheduled GPC meetings on a regular basis. If a GPC member (i) fails to attend at least 75% of the regularly scheduled GPC meetings in a given calendar year, and (ii) they fail to participate actively in the work of the GPC, then their membership in the GPC 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 GPC work.

In addition to the above, all committee members are expected to be familiar with and abide by the provisions of Committee Resolution 2018-7, Committee & Task Forces of the Board of Directors, Principles of Conduct Policy with expounds upon standards of professional conducts common to all volunteers.

A quorum of at least four (4) members shall be required to conduct business of the GPC. Reports of the discussions, along with a record of actions and recommendations made, shall be maintained and provided to the Board. Recommendations of the GPC shall be reached by a majority vote of the members present and constituting a quorum. A brief description of any dissenting opinion(s) shall be included in the reports provided to the Board to give the Board and staff a full view of all the related issues.

The GPC is encouraged to participate in the annual budget workshop process with the Board, Finance Committee and staff 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 Board meetings is not required but is 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 GPC and the Board shall on an annual basis agree upon a list of tasks (the “Task List”) to be addressed by the GPC 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 GPC and staff. The GPC on a quarterly basis shall provide reports to the Board regarding progress on assigned tasks.
- A concise written report of each GPC meeting shall be given to the Board in advance of each Board meeting. Such reports shall be first circulated to GPC members and other meeting participants for comments and/or approval.
- The Board Liaison(s), or in their absence the presiding Board member, shall promptly give written instructions to the Chair (notifying the GPC of formal Board decisions or instructions regarding GPC tasks. Board members shall not otherwise provide instructions to individual GPC members. In addition to providing official Board decisions and directives, the Board Liaison(s) shall facilitate communications by helping the GPC interpret Board policy and goals
- The GPC may provide written reports and recommendations on specific issues to the Board and staff after consideration and approval by the GPC. A brief description of any dissenting opinion(s) shall be included in the reports provided to the Board to give the Board and staff a full view of all the related issues.
- Coordination and collaboration between other Association committees are encouraged to accomplish the GPC’s 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 GPC. Reports may be written, oral or a combination thereof.

Schedule of Key Events

At the GPC’s November meeting, the GPC shall establish its meeting calendar and elect a Committee Chair and Vice Chair for the upcoming year. The Committee Chair will submit a report

to the Association's AGM/CB indicating the GPC's meeting calendar and elected Committee Chair and Vice Chair.

At its regularly scheduled December Board meeting, the Board shall approve, amend or disapprove the GPC's Task List. The GPC's 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 GPC. At the December Board meeting, the Board will decide whether to accept the GPC's recommendations as the Committee Chair and Vice Chair. The goals are to be reasonable in scope so as to realize the effectiveness of the GPC and staff availability to assure completion. Working Group Chairs may be chosen by the GPC after consultation with staff and the Board.

Committee Support

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

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. Any changes, amendments or modifications hereafter may only be accomplished at a properly noticed meeting of the Tahoe Donner Association Board of Directors.

APPROVAL

This Charter was approved by the Tahoe Donner Association Board of Directors on this ____ day of April, 2021.

Courtney Murrell

Board Secretary