



# FINANCE COMMITTEE MEETING AGENDA

February 17, 2022

3:00-4:30 p.m.

Zoom

See Sidebar below for sign in information

## PURPOSE

To provide financial advice, analysis, and information to the Board to better enable the Board to make sound business decisions. The issues addressed shall be primarily those of financial significance and will focus on recurring and special tasks.

**\*This Meeting is being Recorded\***

## 9 Tools of Civility

- Pay Attention • Listen • Be Inclusive •
- Don't Gossip • Show Respect • Be agreeable • Apologize •
- Give Constructive Criticism • Take Responsibility •

*It's not WHAT you say, It's HOW you say it!*

## MEETING PROTOCOLS

- Committee meetings are open to TDA members, not the public.
- Committee may adjust the agenda during the meeting by adding, deleting, and/or moving agenda items; agenda times are estimated.
- TDA members will have the opportunity to make comments on Agenda items following discussion by the Committee. The Chair will recognize members to comment on agenda items only when they occur in Agenda.
- Non-agenda comments may be raised during Member Comments.
- Action agenda items shall be designated either as "APPROVAL", "RECOMMEND", "DISCUSSION" or "UPDATE". Items listed as RECOMMEND will include discussion and used when the Committee is making recommendations to the Board of Directors. Items listed as DISCUSSION/UPDATES are for ongoing tasks or topics that might later be brought before the Committee or the TDABOD.

## AGENDA

1. **Call to Order / Call for Quorum (4):** Chair (1 min)
  - a. Time: \_\_\_\_\_
2. **APPROVAL of Agenda:** Chair (2 min)
  - a. 1<sup>st</sup>: \_\_\_\_\_
  - b. 2d: \_\_\_\_\_
    1. Vote: \_\_\_\_\_

**Finance Committee Members** (Quorum 4)  
John Dundas, Chair  
Cathy Ravano  
Joseph Niedringhaus  
Michael Rudolph  
Julie Vietor  
Laura Kodres  
**Vacant**  
**Ad Hoc Members**  
Jim Colbert  
**Board Liaisons**  
Steve Mahoney, Treasurer  
Jim Roth, Secretary  
**Staff Lead**  
Todd Martyn-Jones, DFA  
**LRPC Liaison**  
Laura Lindgren  
**TDA Staff**  
David Mickaelian, GM  
Patricia West, Asst GM/Clk Bd

**Join Zoom Meeting**  
<https://tahoedonner.zoom.us/j/870138415?pwd=dVV0amNrbzM3pOTEpMSW8ydXhhZz09>  
Meeting ID: 873 2013 8415  
Passcode: 568748  
One tap mobile  
+16699006833,,87320138415# US (San Jose)  
+13462487799,,87320138415# US (Houston)  
Dial by your location  
+1 669 900 6833 US (San Jose)  
+1 346 248 7799 US (Houston)  
+1 253 215 8782 US (Tacoma)  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
Meeting ID: 873 2013 8415  
Find your local number:  
<https://tahoedonner.zoom.us/u/kbvs2Zs>

3. **APPROVAL of Committee Draft Report, January 20, 2022:** Chair/Vice Chair (2 min)

- a. See attached January 20, 2022 DRAFT REPORT
- b. 1<sup>st</sup>: \_\_\_\_\_
- c. 2<sup>nd</sup> \_\_\_\_\_
  - 1. Vote: \_\_\_\_\_

4. **Member and Committee Member Comments:** Chair (5 min)

TDA Member comments are welcomed at this time for matters not on the Agenda are limited to three minutes. Members are requested to identify themselves to include Unit and Lot Number or physical Tahoe Donner address. Additionally, Members may submit comments by email to the at [financecommittee@tahoedonner.com](mailto:financecommittee@tahoedonner.com). Only brief clarifying responses and questions are permitted for items not on the agenda.

5. **Committee Management:** Chair (10 min)

- a. Chair on VACATION!! March 6-31, 2022.
- b. Status of Long-Range Planning Committee
  - 1. Being organized
  - 2. Officers to be elected
  - 3. Need to appoint FC Liaison to LRPC
    - a. Julie indicated desired to serve

6. **Committee Tasks**

- a. Recurring Tasks (RT)
  - 1. **DISCUSSION:** RT #1 - Financial Performance – DFA (15 min)
    - a. Given the loss of our Comptroller and ongoing action to identify a replacement as well as ongoing annual audit underway we will receive an abbreviated financial update.
      - 1. Revenue and Labor
      - 2. Comptroller recruitment Update
      - 3. Annual Audit Update
    - b. We can all review the monthly financials that will be presented at the TDABOD Regular Monthly Meeting.
  - 2. **DISCUSSION/ACTION:** RT #2 - 5501 Committee **Report** - Treasurer/DFA/FC Attendees (5 min)
    - a. DRAFT Report-February 1, 2022: Not Available
    - b. FC Attendees for upcoming 5501 Subcommittee Meetings (3-5 pm) via Zoom
      - 1. February 22, 2022
        - a. Member: Rudolph
      - 2. March 22, 2022
        - a. Member: Vietor
      - 3. **April 26, 2022**
        - a. **Member: ??????**

- b. **Special Tasks (ST):**
  - 1. **UPDATE:** ST #2 – Downhill Ski Lodge Task Force – Colbert (5 min)
  - 2. **UPDATE:** ST #3 – Reserve Funding of Long-Range Capital Improvement Program – Chair/Treasurer (20 min)
    - a. The Need?
      - 1. Adequate funding of reserves to accommodate replacement of aging Association facilities.
      - 2. Adequate funding of reserves to accommodate enhancements to existing facilities.
      - 3. Components (RRF) vs. Enhancements vs. Replacement (Major Renovation) (DF))
      - 4. Have always limited ourselves to short-range so have underfunded long-term needs.
    - b. **DISCUSSION:** 5-Year Potential Growth Path of Annual Assessment
    - c. Next Steps?
      - 1. Awaiting Workplan in conjunction with Staff?
  - c. **UPDATE:** New Task - Financial Frequently Asked Questions – Kodres (10 min)
    - 1. Status Update on FAQs
- 7. **Next FC Meeting: March 17, 2022, 3:00-4:30 pm, To Be Determined: Zoom only or Northwoods Clubhouse, Mezzanine Room/Zoom** (1 min)
  - a. **Other Meetings:**
    - 1. **Regular TDABOD Meeting**, February 25, 2022, 9:00 - 2:20 pm,
      - a. Be sure to Sign up Online for Webinar Meeting.
      - b. Agenda to be posted later this week; check online.
    - 2. **5501 Subcommittee Meeting**, February 22, 2022, 3:00 – 5:00 pm
    - 3. **Long-Range Planning Committee:** TBD
- 8. **Preliminary Agenda Topics:** Chair (5 min)
  - a. 5501 Report and FC Attendee Signups – Chair, 5 min
  - b. Downhill Ski Lodge Update – Colbert, 5 min
  - c. Improving Financial Reporting – Ravano, 15 min
  - d. Financial FAQs – Kodres, 20 min
  - e. Amenity Access Policy – Ravano (10 min)
- 9. **Adjournment:** Chair
  - a. 1<sup>st</sup>: \_\_\_\_\_
  - b. 2<sup>nd</sup>: \_\_\_\_\_
    - 1. Vote: \_\_\_\_\_