



# FINANCE COMMITTEE MEETING AGENDA

March 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 required):** Chair (1 min)
  - a. Time: \_\_\_\_\_

**Finance Committee**  
**Members** (Quorum 4 required)  
John Dundas, Chair  
Michael Rudolph, Vice Chair  
Cathy Ravano  
Joseph Niedringhaus  
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**  
To Be Determined  
**TDA Staff**  
David Mickaelian, GM  
Steve Hogan, Comptroller  
Patricia West, Asst GM/Clk Bd

**Join Zoom Meeting**  
<https://tahoedonner.zoom.us/j/88550678322?pwd=S2c3OHhJRklycjbEMzdXNWR1Mxdz09>  
Meeting ID: 885 5067 8322  
Passcode: 956419  
One tap mobile  
+16699006833,,88550678322# US (San Jose)  
+12532158782,,88550678322# US (Tacoma)  
Dial by your location  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
Meeting ID: 885 5067 8322  
Find your local number:  
<https://tahoedonner.zoom.us/u/ksvy8v2mC>

2. **APPROVAL of Agenda:** Chair (2 min)

- a. 1<sup>st</sup>: \_\_\_\_\_
- b. 2<sup>d</sup>: \_\_\_\_\_
  - 1. Vote: \_\_\_\_\_

3. **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.

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

- a. Welcome to Steve Hogan, our new TDA Comptroller.
- b. Long Range Planning Committee (LRPC) up and running
- c. Leadership
  - 1. Co-Chairs: Jim Beckmeyer and Jon Mitchell, Dir, Capital Projects
  - 2. Vice Chair: Jerry Meek
  - 3. Secretary: Denise Gauny
  - 4. A new beginning and opportunity to better organize and manage or Capital Improvement Program.
  - 5. LRPC meets 2<sup>nd</sup> Thursday of the month.
- d. FC Liaison to LRPC Status

5. **APPROVAL of Committee DRAFT REPORT, February 17, 2022:** Chair/Vice Chair (5 min)

- a. Thanks to Joe and Laura for comments.
- b. See attached DRAFT Finance Committee Report for review. Note Track Change edits.
  - 1. 1<sup>st</sup>: \_\_\_\_\_
  - 2. 2<sup>nd</sup> \_\_\_\_\_
    - a. Vote: \_\_\_\_\_

6. **Committee Tasks**

- a. Recurring Tasks (RT)
  - 1. **DISCUSSION:** RT #1 - Financial Performance **Update** – DFA (15 min)
    - a. Dashboard review of Past Month, YTD, and Forecast of Current Month.

2. **UPDATE/ACTION:** RT #2 - 5501 Subcommittee Report - Treasurer/DFA/FC Attendees (5 min)
  - a. Report out of March 14<sup>th</sup> 5501 Subcommittee for January 2022 financial activity.
  - b. FC Attendees for upcoming Meetings (3-5 pm) via Zoom
    1. March 29, 2022 (changed from March 22)
      - a. Member: Vietor
    2. May 3, 2022 (change from April 26)
      - a. Member: Niedringhaus
    3. May 24, 2022
      - a. Member: ??????
- b. Special Tasks (ST):
  1. **UPDATE:** ST #1 – Improve TDA’s periodic reporting of financial results and operating performance to the BOD and Owners – Treasurer/Ravano (15 min)
    - a. Work in Progress
    - b. Meeting on March 2, 2022.
    - c. Action to Dir, FA with Dir, IT
  2. **DISCUSSION:** ST #3 – Reserve Funding of Long-Range Capital Improvement Program – Chair/Staff Lead (15 min)
    - a. The Need?
      1. Adequate funding of reserves to accommodate replacement of aging Association facilities.
        - a. We have a list of facilities and basic planning information. We must get real about funding these requirements which are long-range in nature and continue to be pushed off. We are moving to adequately fund what is currently called the Development Fund but is not a Capital Improvement Program. We need a concept of the operation that includes the Capital Projects Process previously approved by the BOD along with a viable and logical funding plan.
      2. Components (RRF) vs. Enhancements vs. Replacement (Major Renovation) (DF))
      3. Have always limited ourselves to short-range so have underfunded long-term needs.
    - b. **UPDATE:** 5-Year Potential Growth Path of Annual Assessment
      1. Normalized the annual assessment to include all known future expenses, current, short-range, mid-range long-range.
    - c. What are next steps?
      1. Workplan in conjunction with Staff and newly formed LRPC?

- c. **UPDATE:** New Task - Financial Frequently Asked Questions – Dundas/Kodres (5 min)
    - 1. See attached PowerPoint for focus on FAQs
    - 2. Review and update existing FAQs.
    - 3. Next steps?
      - a. Workplan in conjunction with Staff?
  
  - 7. **Next FC Meeting: April 21, 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, March 25, 2022, 9:00 am
        - a. Register online for Webinar:  
[https://tahoedonner.zoom.us/webinar/register/WN\\_569msupuRMqf\\_7bXMIOm0w](https://tahoedonner.zoom.us/webinar/register/WN_569msupuRMqf_7bXMIOm0w)
        - b. Link to Agenda: Check online when available.
      - 2. 5501 Subcommittee Meeting, March 29, 2021, February financial activity, 3:00 – 5:00 pm
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8. **Preliminary Agenda Topics:** Chair (5 min)
  - a. Financial Performance Update – DFA, 15 min
  - b. 5501 Report and FC Attendee Signups – Chair, 5 min
  - c. Improving Financial Reporting – Ravano, 10 min
  - d. Reserve Funding of Long-Range Capital Improvement Program – Chair, 10 min
  - e. Financial FAQs – Kodres, 10 min
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9. **Adjournment:** Chair
  - a. 1<sup>st</sup>: \_\_\_\_\_
  - b. 2<sup>nd</sup> \_\_\_\_\_
    - 1. Vote: \_\_\_\_\_