



FINANCE COMMITTEE MEETING

AGENDA

May 19, 2022

3:00-4:30 p.m.

Northwoods Clubhouse, Mezzanine Room + 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.
- Non-agenda comments may be raised during Member Comments.
- 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.
- Action agenda items shall be designated either as "APPROVAL", "RECOMMEND", "DISCUSSION" or "UPDATE". Items listed as APPROVAL or RECOMMEND will include discussion and used when the Committee is making recommendations to the Board of Directors. Items listed as DISCUSSION or 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 (1 min)
 - a. 1st: _____
 - b. 2d: _____
 1. Vote: _____

Finance Committee Members (Quorum 4)
John Dundas, Chair
Michael Rudolph, Vice Chair
Cathy Ravano
Joseph Niedringhaus
Julie Vietor
Laura Kodres
Vacant
Board Liaisons
Steve Mahoney, Treasurer
Jim Roth, Secretary
Staff Lead
Todd Martyn-Jones, DFA/BS
LRPC Liaison
Denise Gauny
TDA Staff
David Mickaelian, GM
Steve Hogan, Comptroller
Patricia West, Asst GM/Clerk Bd

Join Zoom Meeting
<https://tahoedonner.zoom.us/j/83072308878?pwd=NFIDUlc1dHFKNuJKNEV3aVUyWVg3Zz09>
Meeting ID: 830 7230 8878
Passcode: 877210
One tap mobile
+16699006833,,83072308878# US (San Jose)
+12532158782,,83072308878# 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: 830 7230 8878
Find your local number:
<https://tahoedonner.zoom.us/u/kdSn7csTR3>

3. **APPROVAL of Committee Draft Report, April 18, 2022:** Chair/Vice Chair (2 min)
 - a. FC April DRAFT Finance Committee Report attached to Agenda email and provided separately.
 1. 1st: _____
 2. 2nd: _____
 - a. 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. Only brief clarifying responses and questions are permitted for items not on the agenda.

5. **Committee Management:** Chair (2 min)

6. **UPDATE: Staff Presentation on Status of Delinquent Accounts** – Dir, Admin Svcs/DFA&BS (20 min) – Information provided by Staff concerning the status and management of delinquent accounts within the Association.

7. **Committee Tasks**

- a. Recurring Tasks (RT)
 1. **DISCUSSION:** RT #1 - Financial Performance **Update** – DFA&BS (20 min)
 - a. Dashboard review of Past Month, YTD, and Forecast of Current Month.
 - b. April Monthly Financial Report to be provided by Staff Lead.
 2. **DISCUSSION:** RT #2 - 5501 Committee **Report** - Treasurer/DFA/FC Attendees (5 min)
 - a. 5501 Subcommittee Report – Link to 3/29/2022 Report that was presented at April 21, 2022 TDABOD Meeting for information:
 1. Link:
<https://tda.eunify.net/CDATA/Sites/Community30157/CuteFiles/Files/board%20agendas/2022%20Agendas%20and%20Supporting%20Docs/April%202021%202022%20-%20Special%20Board%20Meeting/5501CommitteeReportFebruary2022ReviewMeeting.pdf>
 - b. FC Attendees for upcoming Meetings (3-5 pm) via Zoom
 1. May 24, 2022
 - a. Member: Rudolph
 2. June 28, 2022
 - a. Member: Dundas
 3. July 26, 2022
 - a. Member: ?????

- b. Special Tasks (ST):
 - 1. **DISUSSION:** ST #1 – Improving Financial Reporting – Ravano (5 min)
 - a. What are next steps?
 - 1. Workplan in conjunction with Staff?
 - 2. **DISCUSSION:** ST #3 – Reserve Funding of Long-Range Capital Improvement Program – Chair (5 min)
 - a. The Need?
 - 1. Adequate funding of reserves to accommodate replacement of aging Association buildings.
 - 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. What are next steps?
 - 1. Workplan in conjunction with Staff and LRPC?
 - 3. **DISCUSSION:** New Task - Financial Frequently Asked Questions – Dundas/Kodres (5 min)
 - a. Review and update existing FAQs
 - 1. What are next steps?
 - a. Workplan in conjunction with Staff?
8. **Next FC Meeting: Jun 16, 2022, 3:00-4:30 pm, Northwoods Clubhouse, Mezzanine Room + Zoom** (1 min)
 - a. **Other Meetings:**
 - 1. Regular TDABOD Meeting, May 27, 2021, 9:00 am, Sign up on-line.
 - 2. 5501 Subcommittee Meeting, May 24, 2022, 3:00 – 5:00 pm
9. **Preliminary Agenda Topics:** Chair (1 min)
 - a. Review Financial Results – DFA, 20 min
 - b. 5501 Report and FC Attendee Signups – Chair, 5 min
 - c. Improving Financial Reporting – Ravano, 15 min
 - d. Reserve Funding of Long-Range Capital Improvement Program -Chair, 20 min
 - e. Financial FAQs – Kodres, 20 min
10. **Adjournment:** Chair
 - a. 1st: _____
 - b. 2nd _____
 - 1. Vote: _____