



FINANCE COMMITTEE MEETING

AGENDA

June 16, 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 (2 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
LRPC Liaison
Denise Gauny
TDA Staff
David Mickaelian, GM
Steve Hogan, Comptroller
Patricia West, Asst GM/Clk Bd

Join Zoom Meeting
<https://tahoedonner.zoom.us/j/810053053?pwd=VGFTTC8wWms3RGx1cn.c08yelBIZz09>
Meeting ID: 810 0531 2053
Passcode: 058957
One tap mobile
+16699006833,,81005312053# US (San Jose)
+13462487799,,81005312053# 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)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
Meeting ID: 810 0531 2053
Find your local number:
<https://tahoedonner.zoom.us/u/kbF7Nfc6k>

3. **APPROVAL of Committee Draft Report, May 19, 2022:** Chair/Vice Chair (2 min)
 - a. See DRAFT provided previously and email.

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 (5 min)
 - a. Member BBQ and Expo
 1. Need some volunteers to staff the table.
 2. Sunday, June 26th after the Annual Meeting of Members.
 - a. 12:00 pm (close of Meeting) to approximately 1:30 pm.
 3. Information table to answer questions Members may have about our Association.
 4. NO shade, so don your hat, cool clothing, and apply sunscreen in anticipation of a hot day.
 5. Volunteers?

 - b. Committee still in need of another Member. Know anyone who wants to contribute to the Association?

6. **Committee Tasks**
 - a. Recurring Tasks (RT)
 1. **DISCUSSION:** RT #1 - Financial Performance **Update** – DFA (20 min)
 - a. Dashboard review of Past Month, YTD, and Forecast of Current Month.
 - b. May Monthly Financial Report to be provided by Staff Lead.

 - b. RT #2 - 5501 Subcommittee **Report** - Treasurer/DFA/FC Attendees (5 min)
 1. Latest 5501 Subcommittee Report attached to email.
 2. FC Attendees for upcoming Meetings (3-5 pm) via Zoom
 - a. June 28, 2022
 1. Member: Dundas
 - b. July 26, 2022
 1. Member: Kodres
 - c. **August 23, 2022**
 1. **Member: Ravano? Vietor?**

- c. **Special Tasks (ST):**
 - 1. **DISCUSSION: ST #3 – Reserve Funding of Long-Range Capital Improvement Program – Chair (30 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. Understanding Reserves PowerPoint Deck – See attached PowerPoint
 - c. Facility Replacement Reserve Fund Schedule – See attached Excel
 - d. What are next steps?
 - 1. Workplan in conjunction with Staff?
 - 2. **UPDATE: New Task - Financial Frequently Asked Questions – Kodres (10 min)**
- 7. **Next FC Meeting: July 21, 2022, 3:00-4:30 pm, Northwoods Clubhouse, Mezzanine Room + Zoom (1 min)**
 - a. **Other Meetings:**
 - 1. TDABOD Regular Meeting, June 24, 2022 (**FRIDAY**), 9:00 am
 - 2. Annual Meeting of Members (NWCH, 10 am to 12 pm) & Members Picnic and FC Information Table (ACAC, following the Meeting)
 - 3. 5501 Subcommittee Meeting, June 28, 2022, 3:00 – 5:00 pm
- 8. **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. Financial FAQs – Kodres, 15 min
 - e. Reserve Funding of Long-Range Capital Improvement Program – Dundas, 15 min
- 9. **Adjournment: Chair (1 min)**
 - a. 1st: _____
 - b. 2nd: _____
 - 1. Vote: _____