



FINANCE COMMITTEE MEETING

AGENDA

September 15, 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
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/82499057783?pwd=Zi96bms2QVBlbHZZa0Q0Ujg2UklXdz09>
Meeting ID: 824 9905 7783
Passcode: 142888
One tap mobile
+16699006833,,82499057783# US (San Jose)
+16694449171,,82499057783# US
Dial by your location
+1 669 900 6833 US (San Jose)
+1 669 444 9171 US
+1 346 248 7799 US (Houston)
+1 719 359 4580 US
+1 253 215 8782 US (Tacoma)
+1 646 931 3860 US
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 386 347 5053 US
+1 564 217 2000 US
Meeting ID: 824 9905 7783
Find your local number:
<https://tahoedonner.zoom.us/u/kckxX1V7c8>

3. **APPROVAL of FC DRAFT Report, August 18, 2022:** Chair/Vice Chair (2 min)

a. DRAFT Report attached to email for your review and input.

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 (5 min)

a. 2023 DRAFT FC Meeting Calendar

1. Calendar projects out meeting to facilitate Committee Members planning attendance at future FC meetings.

2. Only dates have been changed.

3. Time and Location remains the same.

b. Committee Vacancy

1. FC Supplemental Application Form

a. To summarize the purpose of the supplemental application form is to obtain additional information about applicants' general knowledge and familiarity with HOA governance, owner and member community participation, and how individual KSA's relate to HOA organizations not contained in the TDA Committee Application Form

(<https://www.cognitofrms.com/TahoeDonnerAssociation/TahoeDonnerAssociationCommitteeApplicationForm>)

b. Link to Supplemental Application Form::

<https://www.cognitofrms.com/TahoeDonnerAssociation/FinanceCommitteeSupplementalApplicationForm>

c. To be sent to current Applicants to complete and finalize application packets.

6. **Committee Tasks**

a. **DISCUSSION:** Finance Committee Workplan Matrix – Chair (5 min)

1. Tracking tasks

2. To be reviewed in consultation with Board Liaison, Staff and Committee Members for 2023.

b. **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. October Monthly Financial Report: **To be provided by DFA & BS separately.**

2. **DISCUSSION/ACTION: RT #2 - 5501 Committee Report - Treasurer/DFA/FC Attendees (5 min)**
 - a. DRAFT Report-August 23, 2022: **To be provided separately.**
 - b. Account Reconciliation Email: Check in TDABOD Regular Meeting Agenda Documents when it becomes available.
 - c. FC Attendees for upcoming Meetings (3-5 pm) via Zoom
 1. September 27, 2022
 - a. Member: Rudolph/Dundas
 2. October 25, 2022
 - a. Member: ???????
 3. November 22, 2022.
 - a. Member: ???????
 3. **DISCUSSION: RT #6 – Review Annual Budget and Participate in Process – Chair/DFA & BS (15 min)**
 - a. Feedback on September 8th Budget Workshop on the Operating Fund.
- c. **Special Tasks (AT/ST):**
1. **UPDATE: ST # 1 – Financial Report Improvement – Ravano (5 min)**
 2. **UPDATE: ST #3 – Reserve Funding of Long-Range Capital Improvement Program – Chair (5 min)**
 - a. What are next steps?
 1. Workplan in conjunction with Staff?
 3. **UPDATE/DISCUSSION: ST #5 - Financial Frequently Asked Questions – Kodres (5 min)**
 - a. FAQs and Governance Hub on TDA Website
 1. FAQs: <https://www.tahoedonner.com/members/member-news-info/faq/>
 2. Governance Hub: <https://www.tahoedonner.com/members/member-news-info/governance-hub/>
 - b. Moving forward with FC Review of selected FAQs

7. **Next FC Meeting: October 20, 2022, 3:00-4:30 pm, Northwoods Clubhouse, Mezzanine Room + Zoom** (1 min)
 - a. **Other Meetings:**
 1. Budget Meetings
 - a. Thursday, September 22, 2022, 9 am
 1. Review Operating Fund Budget from September 8th
 2. Capital Funds Budget
 - b. October 14, 2022, 9 am
 1. Review of all budget components
 2. Regular TDABOD Meeting, September 23, 2022, 9:00 am, Sign up on website to participate and view Agenda
 3. 5501 Subcommittee Meeting, September 27, 2022, 3:00 – 5:00 pm
 4. Long-Range Planning Committee
 - a. September 15, 2022, 10 am – 12 pm, Zoom
 - b. October 13, 2022
 1. **Verify date, time and location**
8. **Preliminary Agenda Topics:** Chair (5 min)
 - a. Review Financial Results – DFA
 - b. 5501 Report and FC Attendee Signups – Chair
 - c. Improving Financial Reporting – Ravano
 - d. Financial FAQs – Kodres
 - e. Long-Range Building Replacement - Chair
 - f. Budget Planning, Chair/DFA&BS
9. **Adjournment:** Chair
 - a. 1st: _____
 - b. 2nd _____
 1. Vote: _____
 - c. Time: _____