

# 2023 COMMITTEE DRAFT TASK LISTS

December 16, 2022



# ACTIVE COMMITTEES

- Architectural Standards
- Covenants
- Elections
- Finance
- Giving Fund
- Long-Range Planning
- Trails and Open Space



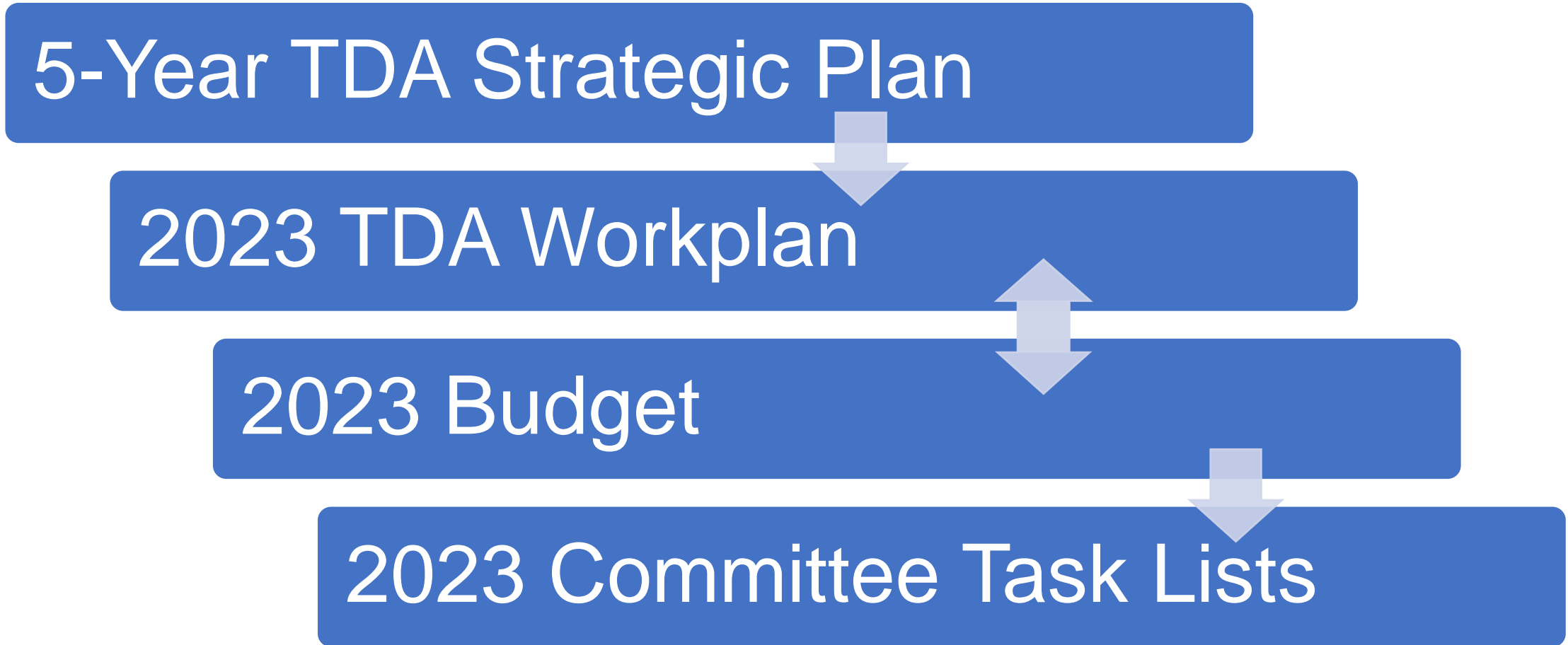
# ANNUAL TASK LIST BACKGROUND + OVERVIEW

Per Committee Policy Resolution 2021-5:

- The Committee's overall task list should be consistent with its chartered purpose(s), the Association's Five-Year Strategic Plan Initiatives and the goals of the upcoming Workplan.
- The Committee may recommend to the Board additional tasks, provided that no significant Committee action shall occur without Board approval.
- The scope of the Committee tasks shall not include the following:
  - Direct or indirect involvement in the daily operations of Association
  - Interactions with Management or staff except when arranged through the General Manager or Staff Lead
  - Interference in the traditional relationship between the Board and General Manager

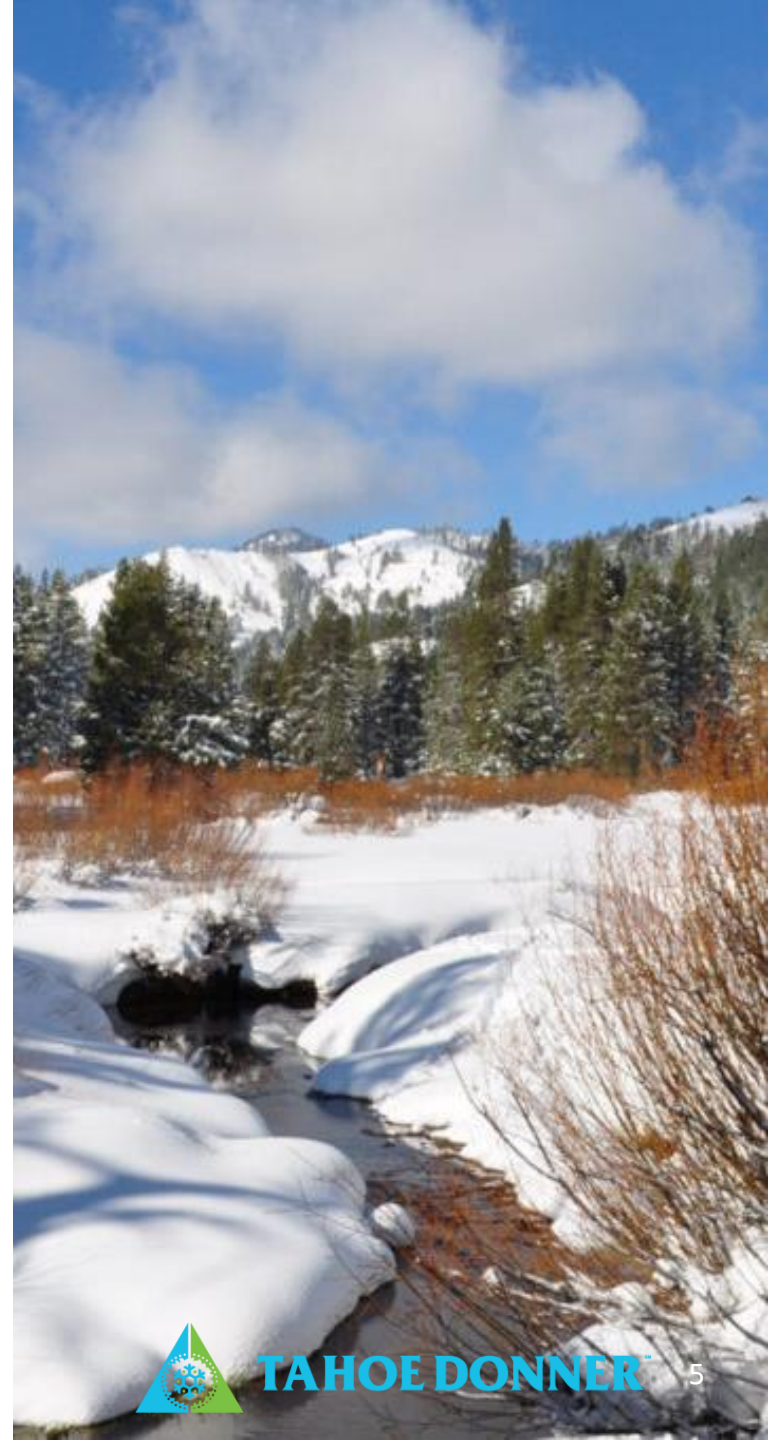


# COMMITTEE TASK LISTS



# COMMITTEE TIMELINE OF EVENTS

- Dec. 7: Committee task lists due to EA
- Dec. 16: Board makes committee appointments and reviews and provides comment and may approve committee annual task lists
- Early January TBD: Board may hold a Special Board Meeting to adopt remaining Task Lists



# BOARD DIRECTION OR ACTION

After review of each Committee's 2023 Draft Task Lists, the Board will either:

1. Provide direction to staff/committee for revisions and to revisit in a January Special Board Meeting
2. By motion, adopt the task list as presented
3. By motion, adopt the task list, with modifications



# ARCHITECTURAL STANDARDS

## 2023 Annual Task List

1. Support and collaborate with staff on achieving the 2023 Workplan Goal 5\*
2. Draft Policy Updates for Board review and approval:
  - a. Snow Removal During Construction Policy: Create a clear and understandable policy document for the requirements for obtaining special permission – as required in the architectural standards rules - to use heavy equipment for snow removal on construction projects without a paved driveway.
  - b. Fire and Other Residential Damage Policy: Create a policy document to clarify the ASC procedure for a demo/rebuild/restore timeline after fire or other residential damage has occurred.
  - c. Coverage Policy: Update the current ASC Coverage Policy to include fire safety recommendations and to be more in conformance with the Town.
3. Work on Succession Planning per 2021-5 committee policy.

## Regular Business Tasks

1. Collaborating with staff, review and propose updates to the Architectural Standards Fee Schedule and Fine Schedule as needed for board consideration to publish for 45-day member notice and board action.
2. Hold design reviews and hearings per the ASC meetings scheduled for 2023 and attend ASC appeal hearings with the Board of Directors as applicable.

## 2022 Carryover Tasks

1. Collaborate with staff on drafting revision recommendations to the homeowner inspection program (HOIP) for the board to review and approve.
2. Provide the board with updated recommendations for Exterior Light Rule revisions to the Board for consideration of 45-day member notice and board action.

# COVENANTS

Draft 2023 Task List received:

1. Hold hearings to enforce the Tahoe Donner governing documents in a fair and unbiased manner that encourages compliance, discourages repeat violations.
2. Support staff/management efforts to review/update/develop the covenants enforcement procedures (including hearing procedures) Charter and related documents in accordance with the Tahoe Donner 2023 Workplan Goals, Part 3, #5 Covenants.
3. Succession Planning



# ELECTIONS

Draft 2023 Task List received:

1. Continue to refine Elections Committee sponsored candidate information/membership engagement events.
2. Recruit and provide orientation for one new member.
3. Develop new communication ideas for TD News and articles.
4. Emphasize Fair Campaign Guidelines to candidates and members.
5. Monitor campaign finance expenditures.



# FINANCE

Draft 2023 Task List received (not yet reviewed by Committee due to timing of 12/15 Meeting)

Task	Board Strategic Initiative 2023 Workplan	Potential Goal	Finance Committee 2023 Contribution	Finance Committee Timing
<b>Projects aligned with Staff Workplan</b>				
<b>Amenity Access Policy</b>	Present draft Amenity Access Policy to Board in Q1 2023.	Staff to develop draft options for consideration by the Board by end of Q1 2023.	Participate with Staff in providing review and commentary. As needed, work with Staff on analysis.	1 <sup>st</sup> and 2 <sup>nd</sup> Quarters 2023
<b>High-Performing + Fiscally Responsible Organization</b>	Housing – Complete a workforce housing feasibility study/master plan and work with regional partners	Address workforce housing needs	As appropriate and if requested, participate in reviews of cost estimates and analysis that will be developed.	Target 2 <sup>nd</sup> and 3 <sup>rd</sup> quarters 2023
<b>Planning, Development + Infrastructure</b>	Funding Plan for the Building Replacement Program	Provide a building replacement policy to the Board that includes a funding mechanism that incorporates all existing buildings.	Participate in the development of a funding plan and funding schedule along with Staff as requested. Use the current amounts in the Development Fund and Replacement Reserve Fund as part of the analysis	2 <sup>nd</sup> Quarter 2023
<b>Ad hoc Committee Participation</b>	Explore development of a guiding document for the parameters on the amount of budget funded by User fees versus the Annual Assessment.	Develop a draft policy and recommendations for Board review and subsequent approval.	Participate in ad hoc committee and assist in developing the appropriate analysis and recommendations for a policy along with Staff and ad hoc Members	2 <sup>nd</sup> Quarter 2023
<b>Governance</b>	Update the Finance Committee Charter to align with 2021-5	Update the Charter and clarify the committee's purpose	Review the existing Charter, revise as appropriate and update for Board review and approval	1 <sup>st</sup> Quarter 2023

# FINANCE

Draft 2023 Task List received (not yet reviewed by Committee due to timing of 12/15 Meeting)

Continuing Projects and Responsibilities				
Review Actual to Budget Monthly and Year to Date Variances.		Assure oversight of financial function and results for the Association	Interaction with Finance Staff as appropriate to understand current variances and future performance.	Monthly
Participate in the review and construction of the annual budget/plan.			Assist with plan preparation. Provide review function and offer input as needed.	3 <sup>rd</sup> and 4 <sup>th</sup> quarter of the year.
Participate in the 5501 Meeting		Observe the review and certification. As requested, provide input or commentary.	Provide added assurance as to the accuracy of the review.	Monthly
Review draft Annual Audit				Late 1 <sup>st</sup> to early 2 <sup>nd</sup> Quarter
Review draft Annual Report				Late 1 <sup>st</sup> Quarter
Review of Frequently Asked Questions (FAQ's) on TD Website for financial questions.		Simplify and explain commonly asked financial questions for TDA Members.	Provide subject matter expertise for financial FAQ's to provide additional information and insight.	Ongoing
Review of TD's Existing Financial Policy Documents		Assure that existing policies conform to regulations and governance procedures.	Along with Staff, Legal and Auditors, participate on an ongoing review of financial policies.	3 <sup>rd</sup> Quarter 2023
Review TD's Reserve Accounts' investments		Analyze financial performance of invested reserve funds and make recommendations to improve investment revenue and control investment expenses.	Along with Staff and Treasurer, provide expertise and guidance using investment policy and link with cash flow needs.	Quarterly



# GIVING FUND

## Draft 2023 Task List received:

Support the development and implementation of a comprehensive member engagement initiative that fosters member enjoyment and increases value (Workplan Goal #2) through philanthropic community events and campaigns that include:

1. Campaigns and events: Raise \$100,000 in philanthropic support for the greater Truckee community, by bringing members together with common interests in their neighbors and local community.
2. Grants: Award grants to local non-profits totaling approximately 50% of the amount disbursed during the year through participation in the fall Tahoe Truckee Community Foundation grant selection process.
3. Scholarships: Award Traditional scholarships to local high school students totaling approximately 50% of the amount disbursed during the year, and award IMPACT scholarships as intended by the donor, through participation in the spring Tahoe Truckee Community Foundation scholarship selection process.
4. Member engagement: Increase awareness among Tahoe Donner members of the Giving Fund's mission and its impact in the community, improve the retention rate of current donors, and attract and engage new donors.
5. Administration: Complete final determination of the Giving Fund's non-profit administrator.

# LONG-RANGE PLANNING

## Draft 2023 Task List Received:

### RECURRING TASKS

1. Review staff's current long-range planning documents in preparation for the 2024 budget process:
  - a. 20-Year Capital Projects List
  - b. 5-Year Capital Funds Projection (CFP)
  
2. 2023 Staff Annual Workplan items relevant to the LRPC:
  - a. Item 8 in the 2023 Staff Workplan; provide feedback in regard to future state input on future building/amenity plans as LRPC works through future state

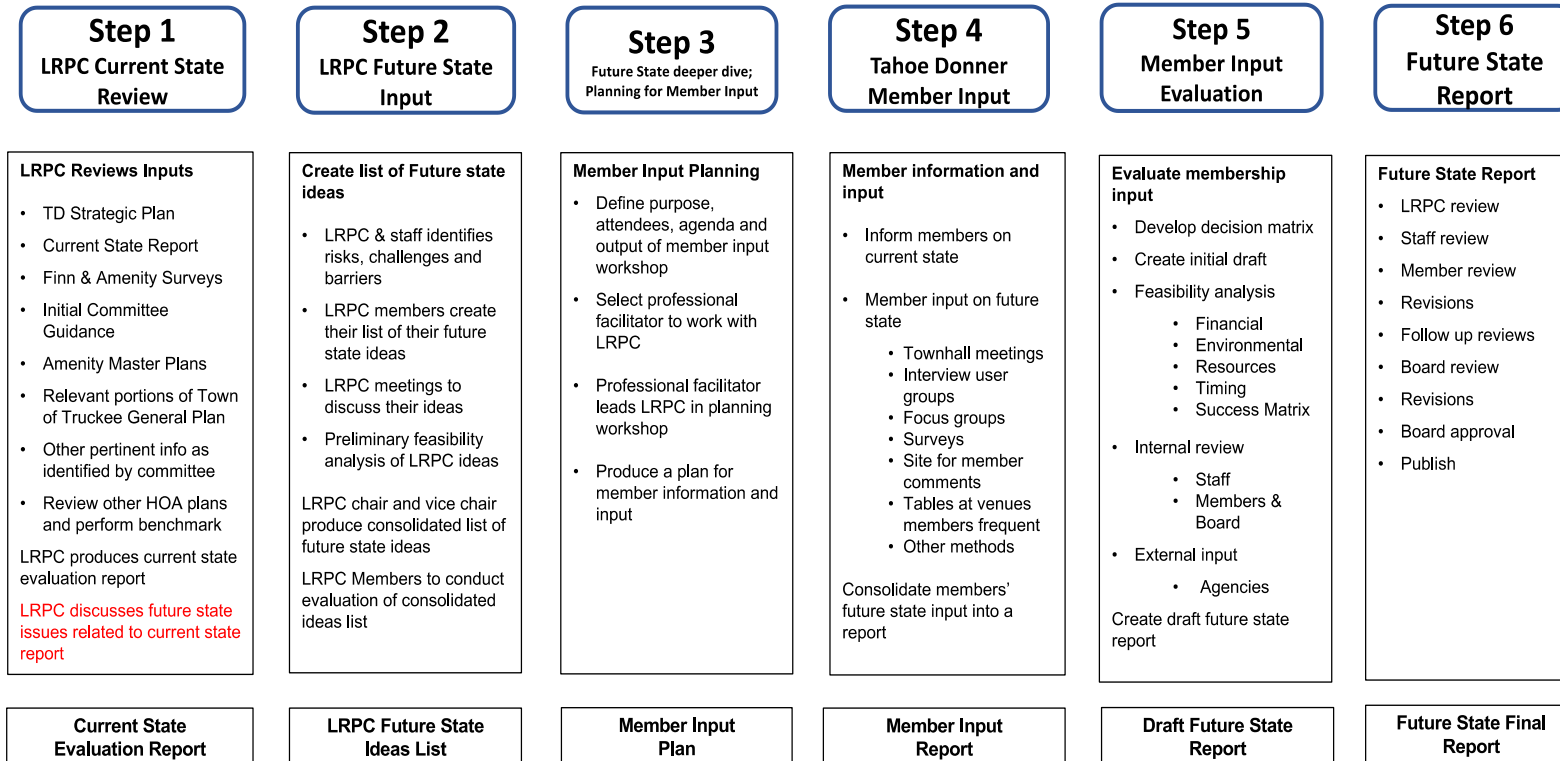
### SPECIFIC TASKS

1. Enhance the current state report by analyzing the current state of facilities and amenities in partnership with staff: Q?-Q?
  - a. Develop a quantitative and qualitative assessment of each Tahoe Donner amenity; the review is to include:
    - i. An overview with detailed descriptions of facilities
    - ii. Identification of issues and deficiencies
    - iii. Description of past projects that have adjusted useful life/altered amenity
    - iv. Review and provide recommendations regarding projects currently on 5-Year CFP
  - b. Continue to review and update the current state document as a tool for committee analysis: Q?-Q?
    - i. Focus on the "current state" theme
    - ii. Develop a neutral document
    - iii. Broaden the range of research used including internal information sources as well as resources outside of TDA
  
1. Continue progression through the Future State Roadmap: Q1-Q?
  - a. The LRPC Future State Roadmap follows on page 2
  - b. Support the Northwoods campus planning recommendation by developing the overall Association's needs and realizing where some of those needs fit in the campus setting
    - i. Support staff's 2024 preparation for campus master plan project kick-off
    - ii. Align with current state document and work product
    - iii. Account for potential future amenity offerings
    - iv. Analyze broader TDA offerings that impact the campus

# LONG-RANGE PLANNING

## Draft 2023 Task List:

### Roadmap to “Desired Future State” Version 13



Tahoe Donner Board and members will be kept informed of process and progress in developing a final Future State Report.



# TRAILS AND OPEN SPACE

## Draft 2023 Task List received:

1. Support the development and completion of an association-wide Trails Management Plan tiered off the Trails and Open Space Master Plan. (Workplan Goal #5) This task will prioritize the following:
  - A. Working with staff and the Covenants Committee to develop dog and equestrian management plans. (TOS Charter - II.A.1)
  - B. Supporting staff's work outlining the steps to implement the Trails Master Plan, including new construction and improvement projects, including additional winter open-space recreational opportunities outside the ski areas. (Workplan Goal #2)
  - C. Working with staff, clubs, trail users, and other bodies to support volunteer and stewardship opportunities for members, and to encourage positive member involvement with the committee and the Land Management Department. (Workplan Goal #2, TOS Charter - II.A.2)
  - D. Assisting staff with policy review and adaptive management practices. (TOS Charter - II.A.1)
2. Support sufficient funding for the stewardship, maintenance, and improvement of Tahoe Donner's land-holdings and trail system. This task includes but is not limited to participation in Tahoe Donner's annual budget workshop process. (TOS Charter - II.A.1)
3. Review the TOS charter for consistency with the Trails and Open Space Master Plan, and recommend changes to the charter if necessary. (TOS Charter - II.A.1)
4. As applicable, provide feedback on staff's Building Replacement Program draft policy and funding plan prior to the Board receiving staff's recommendation. (Workplan Goal #8)

**THANK YOU**

