

2023 COMMITTEE DRAFT TASK LISTS

January 11, 2023





RECOMMENDED ACTION

By motion:

Adopt each committee task list as presented;

or

Adopt committee task list, with modifications



BACKGROUND

At the December 16, 2022 board meeting, the Board reviewed all of TDA's committee task lists. The Board took action and approved the following committee task lists:

- Elections Committee
- Giving Fund Committee
- Trails and Open Space Committee

The Board provided direction for the following four committees:

- Architectural Standards Committee
- Covenants Committee
- Finance Committee
- Long-Range Planning Committee



BACKGROUND CONTINUED

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

TDA 5-Year Strategic Plan

2023 TDA Workplan

2023 Budget

2023 Committee Task Lists



ARCHITECTURAL STANDARDS

1. Continue to perform board-delegated authority and functions including holding design reviews, hearings, fee and fine schedule review, rules and procedures review and recommendations for proposed updates to the Board of Directors.
2. Support and collaborate with staff on achieving the 2023 TDA Workplan Goal 5* including drafting an architectural standards committee charter to align with board resolution 2021-5 committee policy and to address succession planning.
3. 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.



COVENANTS

1. Hold hearings to enforce the Tahoe Donner governing documents.
2. Hold business meetings that provide opportunities for Tahoe Donner committees and staff to present proposed rule changes and solicit Covenants Committee feedback.
3. 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.
4. Succession planning.

FINANCE

1. **Fundamental Responsibilities:** Complete the fundamental tasks of a non-profit Finance Committee. These include:
 - a) Annual Budget: Support staff and the board in developing an annual budget. This support includes:
 - i. Providing annual budget advice and feedback to staff, especially regarding key budget driver assumptions.
 - ii. Making annual budget recommendations to the board.
 - iii. Following adoption of the annual budget, working with the staff to monitor actual results to the budget.
 - b) Financial Policies:
 - i. Review financial policies annually to ensure that they are current and well-documented, and recommend new policies and policy updates to the board as warranted.
 - ii. Monitor adherence to the Association's financial policies.
 - c) Capital and Investment Planning: Regularly review the Association's investment portfolio and its adequacy to fund the Association's expected requirements for its list of expected capital investments.
 - d) Regular Financial Review: Review monthly financial results, analyze trends and their impacts on future operating results and financial conditions, and make recommendations to the board as warranted.
 - e) Audit Review: Review the annual audit before it is finalized.
2. **FC Charter:**
 - a) Collaborate with staff to update the FC charter to align with 2021-5 and to clarify the committee's purpose, with the goal of submitting an updated charter to the board during Q1.
3. **Building Replacement:** In alignment with Workplan Strategic Initiative #5, Goal #6 (Building Replacement Program), support staff's development of a building replacement schedule and funding program.
4. **Financial FAQ:** Simplify and explain commonly asked financial questions for TDA members by providing subject matter expertise for financial FAQs.

LONG-RANGE PLANNING

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:

SPECIFIC TASKS

1. Enhance the current state report by analyzing the current state of facilities and amenities in partnership with staff:
 - 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:
 - 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

2. Support the Northwoods Campus planning work by using the campus as a pilot case for TD wide future state option development.
 - 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



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THANK YOU

