

**MINUTES**  
**TAHOE DONNER ASSOCIATION**  
**REGULAR BOARD OF DIRECTORS MEETING**

**May 26, 2023**  
**The Northwoods Clubhouse, Mezzanine and Zoom Webinar**  
**9:00 a.m.**

A regular, scheduled meeting of the Board of Directors of Tahoe Donner Association was held at The Northwoods Clubhouse, Mezzanine and via Zoom webinar on Friday, May 26, 2023. President Koenes called the meeting to order at 9:00 a.m. The following Directors were in attendance, thus constituting a quorum of the authorized number of Directors of the Association:

**Directors Present:** Don Koenes, President  
Benjamin Levine, Vice President  
Steve Mahoney, Treasurer  
Courtney Murrell, Secretary  
Jim Roth, Director (via Zoom)

**Directors Absent:** None

**Staff Present:** David Mickaelian, General Manager  
Miguel Sloane, Director of Operations  
Lindsay Hogan, Director of Communications  
Annie Rosenfeld, Director of Administrative Services  
Todd Martyn-Jones, Director of Finance & Business Solutions  
Jon Mitchell, Director of Capital Projects and Maintenance  
Sydney Stokes, Administrative Services Manager  
Patricia West, Recording Secretary

**Additional Present:** Ashleigh Kanat, EPS Consultant  
Rosanna Ren, EPS Consultant

**1. Call to Order / Call for Quorum**

Board President Koenes called to order at 9:00 a.m.

**2. Member Comments**

Board President Koenes invited brief member comments on items that are not on the agenda.

A member commented on the downhill ski lodge cost accounting.

Members may submit additional comments by email to the Board of Directors at [Memberletters@tahoedonner.com](mailto:Memberletters@tahoedonner.com) (Members are recognized to comment on agenda items as they occur).

### **3. Consent Calendar**

All items listed under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board requests a specific item to be removed from the Consent Calendar for separate action. Any item so removed will be taken up following the motion to approve the remainder of the Consent Calendar.

- April 20, 2023 Special Board Meeting
- April 28, 2023 Regular Board Meeting Minutes
- Executive Session Report
  - 4/28/23
  - 5/4/23
- 5501 Report for March 2023
- April 2023 Financial Update
- Finance Committee Charter Update
- Forestry Equipment Request
- Tahoe Truckee Community Fund MOU for Tahoe Donner Giving Fund

Director Levine removed the 4/20 and 4/28 minutes from the Consent Calendar. Director Mahoney made a motion to approve the Consent Calendar except for the two removed items, seconded by Director Murrell. Motion approved 5 – 0.

Director Levine provided edit suggestions for both the 4/20 and 4/28 minutes. Director Mahoney moved to approve the edits, seconded by Director Murrell. Motion passed 5 – 0.

### **4. Committee/Task Force Reports**

The Board of Directors reviewed the Committee / Task Force written minutes and reports as a routine monthly procedure. Specific requests from Chairs for board Action or Discussion will be added to the agenda as separate topics. Routine committee membership adjustments will be placed on the consent calendar.

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

- Giving Fund Committee
- Trails & Open Space Committee

The Board of Directors received these items as information.

**5. Housing Study Project Update**

(Annie Rosenfeld, Director of Administrative Services)

The Board of Directors received an update on the Housing Study Project from Economic Planning Systems (EPS) consultants. Another update should be expected at the October board meeting.

A member commented on partnerships with other employers in the area.

A member commented on the association getting smarter with this regional issue.

**Break 10:33 a.m. – 10:40 a.m.**

**6. Downhill Ski Lodge**

(Jon Mitchell, Director of Capital Projects and Facilities)

The Board of Directors received an update on the downhill ski lodge and the June 20, 2023 Planning Commission meeting about the application.

A member commented on updating the Tahoe Donner website to reflect current information about the ski lodge.

A member commented on the environmental and water impacts and the soft and hard costs and an accounting of total cost YTD.

A member commented on supporting the ski operations and asked for a timeline.

**7. Break 11:22 a.m. – 11:30 a.m.**

**8. General Manager Update**

(David Mickaelian and Staff)

The Board of Directors received an update from the General Manager and staff on the following:

- A. Golf Operations
- B. Summer Operations Overview
- C. Capital Projects Update
- D. Forestry Update
- E. Potential Vacancy Tax Update
- F. Community Standards (Architectural + Covenants) Update - 2023 Workplan Goal #5

John Groom reminded members that we will be using FireAside software instead of paper and pen to track defensible space work. He also reminded members of some of the chipping requirements.

David reminded members that the Town of Truckee vacancy tax is currently a \$30,000 feasibility study and anticipates the study will be heard at the TOT meeting in August or September. We have sent a letter expressing our concern. Director Levine also expressed that the Board and Tahoe Donner Association are very aware of the importance of this topic to membership and that we are actively monitoring this.

A member commented on the golf course restrooms and bridge.

A member commented on the power lines.

A member commented on dead trees and beetles.

**9. Lunch Break 12:18 p.m. – 12:50 p.m.**

**10. Amenity Access Policy Schedule**  
(David Mickaelian, General Manager)

The Board of Directors received a preview of the schedule of meetings to discuss the Amenity Access Policy. A Special Board meeting workshop has been scheduled for Tuesday, June 20, 2023.

**11. Winter Storm Damage Repairs**  
(Jon Mitchell, Director of Capital Projects and Maintenance)

The Board of Directors received an update and considered approving a replacement reserve fund allocation for 2022-2023 winter storm damage repairs.

After discussion, Director Koenes moved to authorize the General Manager to expend up to \$200,000 to repair unforeseen damages throughout Tahoe Donner. Allocation of the expended funds to the operating and/or replacement reserve fund as deemed appropriate. Seconded by Director Mahoney. Motion passed 5 – 0.

**12. Treasurer’s Report**  
(Steve Mahoney, Treasurer)

The Board of Directors received an update on the Q1 Treasurer’s Report.

**13. Operating Fund Policy**

The Board of Directors received an update from the Ad Hoc Committee and consider adopting a revised Operating Fund Policy.

Director Mahoney suggested editing the bottom of page 4 to say “greater of \$2 million and 10% of the annual operating expenses, at the discretion of the Board.”

Director Levine made a motion to rescind Resolution 2018-4 and adopt the updated Operating Fund Policy with the page 4 edits that were discussed. Seconded by Director Koenes. Motion passed 4 – 1 (Roth No).

**14. Break Not Taken**

**15. Suspension of Membership Rights and Authorization to Forward Delinquent Accounts to Collection Services**

(Todd Martyn-Jones, Director of Finance, Accounting and Business Support)

The Board of Directors will be asked to consider the suspension of membership rights and authorize turning over the delinquent accounts to Tahoe Donner’s contracted collection services for those properties of members who have failed to bring their assessment accounts current.

After discussion, Director Murrell made a motion to authorize the suspension of membership rights against properties of members for which delinquent assessments, fines and fees are owed. Seconded by Director Mahoney. Motion passed 5 – 0.

**16. Executive Session (closed to members)**

The Board is allowed to meet in “executive session” to discuss certain topics (Civil Code §4935).

The Board of Directors plan to meet in Executive Session to discuss the following:

- Contracts
  - Personnel Matters
  - Legal
- Approval of Executive Session Minutes

**17. Adjournment**

There being no further regular business, there was consensus to adjourn to Executive Session at 3:31 p.m.

Submitted by:

**SECRETARY'S CERTIFICATE**

I, Courtney Murrell, Secretary of Tahoe Donner Association, do hereby certify that the foregoing is a true and correct copy of the minutes of the Tahoe Donner Association Board of Directors regular meeting held on May 26, 2023 as approved by the Board members in attendance and constituting a quorum at a duty convened subsequent meeting of the Board.

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Courtney Murrell, Board of Directors Secretary