

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

**October 27, 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, October 27, 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, via Zoom  
Courtney Murrell, Secretary  
Jim Roth, Director, via Zoom

**Directors Absent:** None

**Staff Present:** Annie Rosenfeld, Interim GM, Director of Administrative Services  
Miguel Sloane, Director of Operations  
Todd Martyn-Jones, Director of Finance & Business Solutions  
Jon Mitchell, Director of Capital Projects and Maintenance  
John Groom, Director of Land Management  
Steve Turner, Director of Food & Beverage  
Patricia West, Recording Secretary

**Others Attending:** Ashleigh Kanat, EPS Consulting  
Rosanna Ren, EPS Consulting

**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.

- None were made.

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.

- September 22, 2023 Regular Board Meeting Minutes
- Executive Session Report
  - 9/22/23
  - 10/10/23
- 5501 Report for August 2023
- Application for Tahoe Donner Giving Fund Committee
  - Staff Report
  - Statement of Interest
- Application for Trails and Open Space Committee
  - Staff Report
  - Statement of Interest

Director Levine removed the Trails and Open Space Committee application.  
Director Mahoney removed the Giving Fund Committee application.

*Director Murrell moved to approve the rest of the Consent calendar, seconded by Director Mahoney. Motion passed 5 – 0.*

*Director Levine made a motion to appoint David Cahill to the Trails and Open Space Committee for both the remainder of December 31, 2023 and through December 31, 2026, seconded by Director Mahoney. Motion failed 2-3 (Roth, Murrell, Koenes No).*

*Director Roth moved to appoint David Cahill to the Trails and Open Space Committee for a term that ends December 31, 2023, seconded by Director Murrell. Motion passed 5 – 0.*

Director Mahoney wished to recognize Karen Stine for her willingness to volunteer for the Tahoe Donner Giving Fund Committee.

*Director Mahoney made a motion to approve Karen Stine to the TD Giving Fund Committee for the term that expires December 31, 2024, seconded by Director Roth. 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. Employee/Workforce Housing Study and Action Plan Update** (Annie Rosenfeld, Interim General Manager)

The Board of Directors received a presentation on the Workforce Housing Study Project and Action Plan draft strategies and recommendations from Economic Planning Systems (EPS) Consultants.

Two member comments were made about the housing draft strategies and recommendations.

The Board provided guidance to EPS to do a cost/benefit analysis, to determine what our current zoning will allow, to determine time sequence and to look into specific partnerships.

#### **7. Break 11:03 a.m. to 11:10 a.m.**

#### **8. Draft 2024 Annual Strategic Objectives** (Annie Rosenfeld, Interim General Manager)

The Board of Directors received a presentation on the draft 2024 Annual Strategic Objectives.

Director Levine asked for page 9 to edit the Fire Defensibility objective to add at the end of the description: "... and improved forest management."

Director Levine made a motion to approve the 2024 Annual Strategic Objectives with the one change listed above, seconded by Director Murrell. After discussion, there was consensus to table this motion until the next board meeting.

## **10. Board Guidance to the Committees**

The Board provided guidance to the committees to work on fewer rather than more items and to see draft Annual Task Lists at the December 2023 board meeting and approve in January 2024, if not in December.

## **6. Tracked Excavator Masticator and Implements Purchase**

Staff explained that the Forestry Department was awarded a 2023 Measure T grant for \$118,987.54 to help purchase a tracked loader masticator.

*Director Levine moved to approve the purchase of a new 2023 Takeuchi TL12R 2 Track Loader with masticator attachment with a purchase price not to exceed \$148,734.42, seconded by Director Murrell. Motion passed 5 – 0.*

## **12. Lunch Break was taken 12:30 p.m. to 12:55 p.m.**

## **14. Amenity Access Policy Workshop**

The Board of Directors and staff reviewed options presented by staff on tenant access considerations.

### Long-Term Tenant Access:

There was consensus from the Board to agree with staff recommendation: to continue to allow an owner to relinquish their amenity access rights to their long-term tenants and to develop a long-term tenant photo ID card that is visually unique so staff is able to distinguish and increase tracking.

### ADU/Roommates:

There was agreement from the Board to separate these two issues and to consider exceptions. Staff said they would have to figure out how to validate dates on leases and the renewal period. Director Levine suggested changing from “roommates” to “room rental.”

### Peak Periods and Fees for Long-Term Tenants:

Director Mahoney asked to strike out the words “long-term tenants” in the page 23 example policy update. There was agreement to bring this issue to a member forum.

### Short-Term Tenant Access:

This is for tenants for 30 days or less.

The Board directed staff to look into the legalities in Davis-Stirling and our C&Rs regarding restrictions and access for short-term tenants.

### Seasonal Tenant Access:

The Board asked staff to come back with more information about seasonal tenants.

5 member comments were made with responses from the Board and staff.

### **13. Board Meeting Schedule**

The Board discussed combining or moving the Nov and Dec regularly scheduled meetings. There was consensus to leave them as is, which will be November 17, 2023 and December 15, 2023.

### **9. Financial Update**

The Board received a report on the September financials from staff.

### **17. Executive Session (closed to members)**

*Director Murrell made a motion to adjourn to Executive Session at 4:16 p.m., seconded by Director Mahoney. Motion passed 5 – 0.*

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
- Delinquencies
- Legal
- Approval of Executive Session Minutes

### **18. Adjournment**

Director Mahoney made a motion to continue the executive session meeting at a day and time TBD at 5:30 p.m., seconded by Director Levine. Motion passed 5 – 0.

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 October 27, 2023 as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.

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Courtney Murrell, Board of Directors Secretary