

**AGENDA**  
**TAHOE DONNER ASSOCIATION**  
**REGULAR BOARD OF DIRECTORS' MEETING**

**December 15, 2023**  
**Northwoods Clubhouse, Mezzanine and Zoom Webinar**  
**9:00 a.m.**

This timed Agenda is prepared one week in advance of the meeting. The Board reserves the right to adjust this schedule during the meeting by adding, deleting, and/or moving matters as permitted by law. Association Board of Directors' meetings are open to property owners, but not the general public.

Property owners have the opportunity to make comments during each Agenda item in person at the meeting or via Zoom webinar. All board meetings are broadcast live. To watch board meetings live and for instructions on how to call into board meetings please visit the Tahoe Donner website at: <http://www.tahoedonner.com/members/governance/board-meetings/>.

Agenda items shall be designated either as an "Action" or a "Discussion" item. Items listed as Action will include discussion and are intended for the Board to make a determination on. Items listed as Discussion are intended to inform the Board on topics that might later be brought before the Board as Action items. *Board Resolution 2020-3*.

**\*This meeting is being recorded and broadcast live. \***  
**\*The times listed for each agenda topic are approximate.\***

***Please silence your cell phone.***



**OPEN SESSION**

- 1. 9:00 a.m. Call to Order / Call for Quorum**  
(Don Koenes, Board President)

**Opening Procedures:**

- Pledge of Allegiance
- Employee Recognition – Dillon Brown, Arturo Castillo, Ana Salas Razon and Christen Holland

- 2. 9:05 a.m. Member Comments**

Property owners' comments are welcomed at this time for matters **not on the agenda** and are **limited to three minutes**. However, property owners may submit additional

comments by email to the Board at [memberletters@tahoedonner.com](mailto:memberletters@tahoedonner.com). The Board president will recognize property owners to comment on agenda items as they occur. Property owners will have the option of making comments during the meeting in person, or via Zoom webinar. Property owners are requested to identify themselves and to include Unit and Lot Number or Tahoe Donner address. Directors and Staff are limited by law to brief responses and clarifying questions to matters not on the agenda. Directors may request Staff to report back to the Board concerning such matters and place the matter on a future Board agenda.

Board meetings are defined by the Davis-Stirling Act as a gathering of a majority of directors at the same time and place to "hear, discuss, or deliberate upon any item of business that is within the authority of the Board." (Civ. Code §4090.) A Board meeting is a meeting of the corporation's Board of Directors' to conduct business of the corporation.

### **3. 9:15 a.m. 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.

- October 27, 2023 Regular Board Meeting Revised Minutes
- November 14, 2023 Member Appeal Hearing Minutes
- Executive Session Report
  - 10/27
  - 11/14
- 5501 Report for October 2023
- 2023-6 Resolution for Authorization of Transfer of Funds for 2024
- Inspector of Elections and Accounting Firm for 2024 Board of Directors Election
- 2023 Tahoe Donner Giving Fund Grant Recipients
- Replacement Reserve Fund – Emergency Repair and Replacement of the Trout Creek Recreation Center Hydronic Snowmelt System

### **4. 9:20 a.m. Committee / Task Force Reports**

The Board of Directors will review the Committee / Task Force written minutes and reports as a routine monthly procedure, with no board discussion or action anticipated. 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

**5. 9:30 a.m. Committee Appointments**

The Board of Directors will receive a report on committee openings for 2024 and consider making appointments on open vacancies.

**6. 10:00 a.m. Committee 2024 Draft Annual Task Lists**

The Board of Directors will receive 2024 draft committee annual task lists and may consider adoption or provide direction.

**7. 10:30 a.m. Break**

**8. 10:40 a.m. November Financial Update**

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

The Board of Directors will receive a presentation from staff on the 2023 unaudited November financials.

**9. 11:00 a.m. Summer Amenities Review**

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

The Board of Directors will receive a presentation from staff on summer amenity results and visitation and consider providing direction on areas of interest.

**10. 11:45 a.m. Ad Hoc Committee of the Board of Directors**

(Annie Rosenfeld, Interim General Manager)

The Board of Directors will discuss and may take action to create an Ad Hoc Committee of the Board of Directors to work on Objective C1 of the 2024 Annual Strategic Objectives – Capital Policies Update.

**11. 12:00 p.m. Lunch**

**12. 12:45 p.m. 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
- Member Delinquencies
- Legal
- Approval of Executive Session Minutes

**13. 3:00 p.m. Adjournment**

The next regularly scheduled Board Meeting will be held on Friday, January 26, 2024 at the Northwoods Clubhouse and via Zoom at 9:00 a.m.

**Tahoe Donner Committee Meeting Schedule**

<https://cdn1.tahoedonner.com/wp-content/uploads/2020/09/09114344/Committee-Meeting-Calendar.pdf>

- Architectural Standards Committee Next Meeting – January 17, 2024 at 9:00 a.m.
- Covenants Committee Next Meeting – January 11, 2024 at 1:00 p.m.
- Elections Committee Next Meeting – January 2, 2024 at 2:00 p.m.
- Finance Committee Next Meeting – January 18, 2024 at 3:00 p.m.
- Long Range Planning Committee Next Meeting – January 11, 2024 at 2:00 p.m.
- Tahoe Donner Giving Fund Committee Next Meeting – January 8, 2024 at 3:00 p.m.
- Trails & Open Space Committee Next Meeting – January 3, 2024 at 3:00 p.m.

In compliance with Civil Code §4920 and §4045 – this agenda was posted at least four days prior to the meeting.

Look for board meeting details online at:

<https://www.tahoedonner.com/members/governance/board-meetings/>

Enroll in our electronic communication’s email opt-in program to receive official communications via email. <http://www.tahoedonner.com/update-your-profile/opt-in-to-go-paperless/>

Patricia West  
Executive Assistant

December 7, 2023  
Date