

Tahoe Donner Association

Long-Range Planning Committee Charter

I. INTRODUCTION

A. Authority

Pursuant to the powers vested in the Tahoe Donner Board of Directors (“Board”) by the Articles of Incorporation, the Bylaws and the Covenants and Restrictions of the Tahoe Donner Association (“Association”), the Board hereby establishes the Long-Range Planning Committee (“LRPC”) as a standing Committee of the Association.

The LRPC is established and operates under the provisions of:

- Section 1, Article X, Restated Bylaws of Tahoe Donner Association
- Resolution 2021-5, Committee Policy, Tahoe Donner Association Board of Directors, July 23, 2021
- Article VIII, Board Meetings, Restated Bylaws of Tahoe Donner Association

This LRPC Charter shall remain in effect as presented herein until such time as it is amended or revoked by the Board. Any changes, amendments or modifications hereafter may only be accomplished at a properly noticed meeting of the Tahoe Donner Association Board of Directors. The LRPC shall remain in existence until dismissed by the Board.

The LRPC shall have no authority to act on behalf of the Association other than to formulate and present recommendations to the Board related to its stated purposes.

II. PURPOSES AND PRINCIPLES

A. Purposes

The LRPC shall serve the Board and Staff as a source of advice, feedback, assistance and expertise in all matters pertaining to the Association’s long-range planning. Operating in collaboration with the Board, Staff, Committees and other bodies and agencies, this work will include, but is not limited to:

- Support Staff in developing, updating and maintaining long-range planning documents for the Association to complement the Association’s Five-Year Strategic Plan. Among

other things, these documents should develop, analyze and recommend long-range infrastructure and programmatic options intended to preserve and enhance the membership's quality of life in line with the Association's Vision and Mission Statements.

- Provide advice and feedback to ensure the Five-Year Strategic Plan, Annual Workplan, Capital Funds Projection, Capital Improvement Program projects and other planning documents are developed and implemented consistently with the Association's objectives for long-range planning documents.
- Facilitate member involvement in the Association's long-range planning process.

B. Guiding Principles

In no particular order, the LRPC's guiding principles are:

- **Safety and Compliance:** Improve community compliance with required building and safety codes, environmental standards and requirements and other legal mandates.
- **Environmental Stewardship:** Ensure that long-range capital planning enhances the condition of the Association's natural resources and overall physical environment.
- **Member Enjoyment:** Ensure that long-range capital plans and amenity enhancements improve member enjoyment, user experience and livability.
- **Adaptive Management:** Deftly adjust to changing times and anticipate evolving conditions to ensure that the Association remains a preeminent, sustainable, innovative, environmentally friendly and sought-after community.
- **Asset Protection:** Ensure that existing capital investments are protected, conserved and well maintained.
- **Financial Responsibility:** Manage limited resources carefully, effectively and efficiently to meet Association objectives.
- **Member Interest:** Consider member needs, preferences and priorities.
- **Governing Documents:** Conform to the Association's Governing Documents including the Covenants & Restrictions and the Bylaws.

III. COMMITTEE ADMINISTRATION

A. Resolution 2021-5, Committee Policy

Except as exempted and specified below, the LRPC shall operate according to policies established in Resolution 2021-5, Committee Policy.

B. Committee Size

The LRPC shall consist of up to 12 voting members and one non-voting Staff Lead.

C. Appointment Qualifications

The LRPC shall endeavor both to draw members representing a diversity of Association experiences and to include a broad demographic spectrum of Association members.

Members who are knowledgeable about the Association's amenities, capital assets and infrastructure through regular use and enjoyment are encouraged to apply. Members with relevant backgrounds, experiences or outlooks in long-range community planning can also be beneficial to the LRPC.

In addition to such standard qualifications, prior to the Board's appointment of any new LRPC members, the LRPC may provide the Board with a report describing the LRPC's current personnel needs and any supplemental qualifications necessary to satisfy those needs.

Prior to appointment, prospective LRPC members must also complete the following qualification prerequisites:

- Initiate potential onboarding by notifying the Chair of their interest in applying.
- Introduce themselves to the LRPC at a noticed meeting.
- Attend at least two Quarterly Meetings.
- Read the relevant governing documents, planning documents, recent LRPC meeting minutes and LRPC Charter.

The LRPC shall encourage prospective LRPC members to attend and participate in LRPC meetings.

D. Officer Qualifications

To better ensure that Chairs are fully familiar with LRPC operations, it is preferable for LRPC members who have served on the LRPC for one year or more, either in their current term or in a previous term, to stand for election as Chair.

To encourage succession planning, it is preferable for LRPC members with two or more years remaining in their term to stand for election as Vice Chair.

E. Meeting Schedule

The LRPC will meet at least quarterly, with Quarterly Meetings typically focused upon major planning areas.

Unless otherwise directed by the Board:

- The LRPC may adopt an expanded regular meeting schedule at the first meeting of the calendar year or as such a need may arise.
- Special LRPC meetings shall be scheduled at the discretion of the Chair and Staff Lead.

F. Other Meetings

The LRPC is encouraged to participate in the annual budget workshop process with the Board and Management to discuss long-range amenity need as well as an updated Capital Funds Projection Plan.

Attendance at Board meetings, or review of Board meeting recordings, is not required but is strongly encouraged.

IV. INITIAL COMMITTEE ROSTER APPOINTMENTS

The LRPC replaces the General Plan Committee (GPC). Those members currently sitting on the GPC are encouraged to submit an application for the LRPC.

Immediately following the Charter's approval, a call for LRPC applications will be conducted and remain open for 30 calendar days. Within 30 days of the close of application acceptance, the Board will appoint the remaining 12 LRPC members. Upon Board appointment of the initial LRPC roster, the GPC will dissolve.

At the first meeting following their appointment, the founding LRPC roster shall divide themselves into three equal classes (A, B and C). The seats of Class A shall be vacated at the expiration of the first full calendar year, Class B at the expiration of the second and Class C at the expiration of the third. The initial partial terms completed by Classes A and B shall not be counted toward any limitation on consecutive full terms. For Board notification, the Chair will provide Staff with a written report naming the members of each class and the expiration of their terms.

At the same meeting, the LRPC will elect the Chair and the Vice Chair(s). Following the election, the newly elected Chair will provide Staff with a written report detailing the election results, and Staff will deliver that report to the Board for ratification.

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