

# 2024 COMMITTEE DRAFT TASK LISTS

January 26, 2024





# OUTCOMES

The Board of Directors will review the draft 2024 committee task lists. The board may act to:

- Adopt each committee task list as presented; or
- Provide edits and then adopt the committee task list



# BACKGROUND

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... (2024 Annual Strategic Objectives)
- 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

2024 Strategic Objectives

2024 Budget

2024 Committee Task Lists



# ARCHITECTURAL STANDARDS APPROVED 12/15

1. Continue to perform board of directors 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. Draft policy updates for Board review and approval:
  - a. Research and incorporate current and future fire codes relating to exterior minimum standards (this may escalate to a proposed rule change)
  - b. Revisit coverage calculations
  - c. Redefine landscaping (this may escalate to a proposed rule change)
  - d. Review rules to identify outdated ones

# ELECTIONS APPROVED 12/15

1. Recruit and onboard new committee members
2. Review any Davis-Stirling election-related changes and update Voting and Election rules, if needed
3. Review/update the Elections Committee charter and have approved by the Board
4. Emphasize campaign guidelines to candidates and members
5. Monitor campaign finance expenditures

# COVENANTS DRAFT

1. Hold hearings to enforce the applicable sections of the Tahoe Donner governing documents
2. At the direction of the Board, 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 on reviewing the Covenants -Short-Term Rental rules, including a review of the relationship between TDA and the Town of Truckee Short-Term Rental Ordinance, for possible recommendations to the board for updating/clarifying the rules.
4. Succession planning for leadership and new committee membership
5. Support staff/management efforts on the remaining 2023 committee task list relating to 2023 Workplan Goal, Part 3, #5 Covenants\*\*

\*\* 2023 Workplan Goal, Part 3, #5: Review/update enforcement and hearing procedures for community standards. Scope includes C&Rs, Bylaws, architectural standards, and covenants rules for association-owned property and private properties.

STAFF DELIVERABLES – Develop/update the enforcement and hearing procedures so all appropriate documents including association rules, covenants committee charter (COMPLETE), Board resolution for member appeals, and other related documents are unified in the association's approach to enforcement and hearing processes. Present recommended changes to the Board for consideration of rule changes.

# FINANCE DRAFT

Pending – Finance Committee met on January 18, 2024, to discuss initial concepts of their draft 2024 task list. A finalized draft will be submitted to the Board following the Committee's February meeting.

# LONG-RANGE PLANNING DRAFT

## ANNUAL TASKS

- Review and provide feedback on the Association's current long-range planning documents in preparation for the 2025 budget process. These documents include:
  - 20-Year Capital Projects List
  - 10-Year Capital Funds Projection (CFP)

## Timeline for Annual Tasks:

- July-August
  - 2024 capital projects update presented by staff.
  - Committee reviews 20-year Capital Projects List and 10-Year CFP and, utilizing the LRPC's guiding principles, provides long-range infrastructure and programmatic input as part of the budget process.
  - Committee Recommendations to the Board
- August and September – Chair participates in budget workshops, reports back to the committee at scheduled meetings.
- December
  - Committee reviews the approved budget (20-Year Capital Project List, 10-Year CFP)
  - Committee reviews any impact related to long-term planning)

# LONG-RANGE PLANNING DRAFT CONT.

## SPECIAL TASKS

- **Northwoods Campus Analysis** Timeline: January – April 2024
  - Complete the Northwoods Campus report, per board direction.
    - Agree on final report structure and format
    - Discuss and finalize concepts for future Northwoods Campus
    - Add member feedback from 2023 survey to previous member feedback.
    - Prioritize needs and concepts
    - The entire committee fully vets the report and votes to send it to staff for feedback.
    - Review final draft including staff feedback and revise as needed.
    - Work with staff to present final Northwoods Campus Report to Board. Staff will recommend it be placed on the agenda.
- **Northwoods Master Plan Development** Timeline: October – December 2024
  - Provide next-level input during the consultant's member engagement process as requested.
- **Analyze the results of the [upcoming] member survey responses relevant to future capital projects; take into consideration in review of capital projects lists.** Timeline: May-June
- **Proposed Process for Association Long-Range Planning:** Recommend a long-range planning process to present to the Board. Timeline: Completed by the beginning of Q4.
  - This will include:
    - An assessment of the lessons learned from LRPC (lessons learned from Northwoods Campus) and GPC experience and capital projects.
    - Proposed role of the LRPC in long range planning and its involvement with the Association's strategic planning process.
    - Confirm if this aligns with current charter or if changes should be recommended.



# TAHOE DONNER GIVING FUND DRAFT

1. Community relations: Foster Tahoe Donner's integration and involvement within the community through Giving Fund awareness events, activities, and communications; publicity of Giving Fund scholarships and grants; and relationships with scholarship and grant recipients.
2. Donor relations: Raise awareness of local needs through stories of scholarship students and nonprofit grants in communications such as TD News. Thank donors through the Annual Donor Report and at events such as TDA Annual Meeting and TDGF Donor Reception.
3. Fundraising: Raise funds for philanthropic support of the greater Truckee community by encouraging donations during campaigns and through recurring giving plans.
4. Grants: Award grants to local non-profit organizations through participation in the fall Tahoe Truckee Community Foundation grant selection process.
5. Scholarships: Award Traditional scholarships to local high school students and award IMPACT scholarships as intended by the donor, through participation in the spring Tahoe Truckee Community Foundation scholarship selection process.
6. Administration: Establish recruitment, onboarding, and succession plans; complete annual update of the TDGF Handbook; and develop additional implementation plans for the TTCF MOU.
7. Communications: Continue working with Tahoe Donner communications department for communications to Tahoe Donner membership and improve communications to donors.



# TRAILS & OPEN SPACE DRAFT

1. Support the Board and the Land Management Department's goal of enhancing Tahoe Donner's forest management and environmental stewardship (Annual Strategic Objectives, B.2., TOS Charter – II.A.1). This task shall include:
  - a. Reviewing and discussing the 2016 Land Management Plan, the 2023 Forest Management Plan, and any other relevant town and/or regional plans in preparation for providing support and feedback to staff and the Board regarding potential updates to the 2016 Land Management Plan.
2. Support the consistent and effective implementation of the Trails Master Plan (TOS Charter – II.A.1). This task shall include:
  - a. Providing advice and feedback on trail system management and planning, as requested by the Land Management Department.
  - b. Reviewing the current status of Trails Master Plan implementation, identifying emerging trails management and planning issues, and reporting the findings to the Board and staff in a member-perspective status report.
3. Work in concert with the Board and the Land Management Department to support sufficient funding for the stewardship, maintenance, and improvement of Tahoe Donner's land-holdings and trail system (TOS Charter – II.A.1). This task shall include:
  - a. Reviewing trails and open space related capital spending plans.
  - b. Participation in Tahoe Donner's budget planning process and annual budget workshops.
4. Work with staff, clubs, trail users and other bodies to support and assist with trails and open space oriented volunteer and stewardship opportunities for members (Annual Strategic Objectives, B.1., TOS Charter – II.A.2).
5. Review the TOS charter for consistency with current committee needs and operations, and recommend changes to the charter if necessary.

**THANK YOU**

