

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

**December 15, 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, December 15, 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:** Annie Rosenfeld, Interim General Manager  
Todd Martyn-Jones, Director of Finance, Accounting & Business Support  
Jon Mitchell, Director of Capital Projects and Facilities  
Lindsay Hogan, Director of Communications + Member Relations  
Steve Turner, Director of Food & Beverage  
John Groom, Director of Land Management  
Patricia West, Recording Secretary

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

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

There were employee recognitions of:

- Dillon Brown, Lift Mechanic, for 5 years of service at Tahoe Donner
- Arturo Castillo & Ana Salas Razon, Cooks at The Lodge, for 5 years of service at Tahoe Donner
- Christen Holland, Assistant Food & Beverage Director, for 10 years of service at Tahoe Donner

**2. Member Comments**

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

- A member made a comment about the 3<sup>rd</sup> access road and the Town of Truckee.

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.

- 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

Director Levine removed the November 14<sup>th</sup> minutes.

Director Koenes removed the October 27<sup>th</sup> minutes.

*Director Murrell moved to approve the Consent calendar, except for items removed by Directors Levine and Koenes, seconded by Director Levine. Motion passed 5 – 0.*

Director Koenes asked to edit the October 27<sup>th</sup> minutes to reflect in item #5, “The Board provided guidance to staff.” *Director Koenes moved to approve the October 27, 2023 minutes with that one edit, seconded by Director Levine. Motion passed 5 – 0.*

*Director Levine moved to refer the November 14, 2023 minutes to a committee of the Board consisting of the Vice President and Secretary for the purpose of preparing a revised, corrected and more complete draft for the Board to consider for approval at the next regular board meeting, 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. *Committee Appointments***

The Board received a presentation on committee openings for 2024 and made recommendations. The Board thanked each of the applicants for their willingness to volunteer their time and expertise to these committees.

*Director Murrell moved to appoint the Architectural Standards Committee applicants as presented, seconded by Director Levine (Rod Whitten, Bill Staehlin, Joe Veni and Debi Phelps). Motion passed 5 – 0.*

*Director Roth moved to appoint the Covenants Committee applicants as presented, seconded by Director Mahoney (Evan Beller and James McNamara). Motion passed 5 – 0.*

*Director Levine moved to appoint Charlene Simmons, Steve Meyers and Min Yi to terms until December 31, 2025, seconded by Director Murrell. Motion passed 5 – 0.*

*Director Mahoney moved to appoint Julie Vietor, Joseph Niedringhaus and Michael Rudolph to the Finance Committee as presented, seconded by Director Levine. Motion passed 5 – 0. Director Mahoney noted that Alan Pontius is comfortable being an apprentice to the committee for 2024.*

*Director Levine moved to appoint Diane Campbell and Fred Hertlein to the Tahoe Donner Giving Fund Committee as presented, seconded by Director Roth. Motion passed 5 -0.*

*Director Koenes moved to renew Jackie Ginley and Laura Lindgren to the Long-Range Planning Committee as presented, seconded by Director Mahoney. Motion passed 5 – 0.*

*Director Koenes moved to waive the two-meeting attendance requirement and appoint Joe Veni and Brian Renehan to the Long-Range Planning Committee as presented, seconded by Director Mahoney. Motion passed 5 – 0.*

*Director Levine moved to appoint David Cahill, Graham Reid, Vincent (VJ) Bonnard and Kevin O’Neil to the Trails and Open Space Committee as presented, seconded by Director Mahoney. Motion passed 5 – 0.*

**6. Committee 2024 Draft Annual Task Lists**

The Board received a presentation on Committee 2024 draft annual task lists.

*Director Murrell moved to approve the Architectural Standards Committee 2024 task list as presented, seconded by Director Levine. Motion passed 5 – 0.*

*Director Murrell moved to approve the Elections Committee 2024 task list as presented, seconded by Director Levine. Motion passed 5 – 0.*

The rest of the committees will provide additional drafts at the January 26, 2024 board meeting.

**7. Break taken at 10:09 to 10:20 a.m.**

**8. November Financial Update**

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

The Board received an update from staff on the November financials.

**9. Summer Amenities Review**

The Board of Directors received an update from the Interim General Manager and Staff on a review of the Summer Amenities from 2023. The Board received these items as information and had a discussion. No action was taken.

**11. Lunch was taken 12:35 – 1:05 p.m.**

**10. Ad Hoc Committee of the Board of Directors**

(Annie Rosenfeld, Interim General Manager)

The Board of Directors discussed creating an Ad Hoc Committee of the Board of Directors to work on Objective C1 of the 2024 Annual Strategic Objectives (Capital Policies Update).

*Director Levine moved to approve the following motion, seconded by Director Murrell. Motion passed 5 – 0:*

1. *Form an Ad Hoc Committee of the Board of Directors for the purpose of completing work on Objective C1 (Capital Policies Update) of the 2024 Annual Strategic Objectives.*
2. *Direct staff to provide the Ad Hoc Committee with the assistance and resources needed to complete its work.*
3. *Authorize the Ad Hoc Committee to involve committees as the Ad Hoc Committee believes helpful and appropriate to assist with the completion of its work.*
4. *Authorize the Ad Hoc Committee to involve individual committee members and other Association members with relevant experience and/or expertise to assist with the completion of its work.*
5. *Direct the Ad Hoc Committee to present periodic capital policy drafts and reports to the Board of Directors to obtain feedback and further direction.*
6. *Establish the following task schedule targets:*
  - a. *January: Conceptual Outline/Big Picture board discussion*
  - b. *February: Draft 1 board feedback*
  - c. *March/April: Draft 2 board feedback*
  - d. *May: Final board approval for updated capital policies*

*Director Levine moved to approve the following motion, seconded by Director Murrell. Motion passed 5 – 0:*

1. *Appoint Directors Koenes and Mahoney to the Ad Hoc Committee to complete task 6a.*
2. *Appoint Directors Levine and Mahoney to the Ad Hoc Committee to complete tasks 6b - 6d.*

## **12. Executive Session (Closed to Members)**

*Director Murrell made a motion to adjourn to Executive Session at 1:47 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

## **15. Adjournment**

*Director Mahoney made a motion to continue this meeting at a date and time to be determined at 3:40 p.m., seconded by Director Roth. 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 December 15, 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