

MINUTES
TAHOE DONNER ASSOCIATION
REGULAR BOARD OF DIRECTORS MEETING

May 24, 2024
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, May 24, 2024. 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
Courtney Murrell, Secretary
Steve Mahoney, Treasurer, via Zoom
Jim Roth, Director, via Zoom

Directors Absent: None

Staff Present: Annie Rosenfeld, General Manager
Lindsay Hogan, Director of Communications + Member Relations
Miguel Sloane, Director of Operations
Patricia West, Recording Secretary
Jon Mitchell, Director of Capital Projects + Facilities
John Groom, Director of Land Management
Justin Malley, Director of Finance & Accounting
Steve Turner, Director of Food & Beverage
Steve Hogan, Controller

1. Call to Order / Call for Quorum

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

Opening Procedures

- Pledge of Allegiance
- Employee Recognition – Welcoming Jason Hansford, Senior Project Manager and Justin Malley, Director of Finance & Accounting

2. Member Comments

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

- A member made a comment on certifying energy efficiency for the Downhill Ski Lodge.
- A member made a comment to thank Steve Hogan, Controller for his extra hard work this year.

Members may submit additional comments by email to the Board of Directors at 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.

- 4/9/24 Special Board Meeting Minutes
- 4/26/24 Regular Board Meeting Minutes
- Executive Session Report
 - 4/9/24
 - 4/24/24
 - 4/26/24
- 5501 Report for March 2024
- 2024 April Financial Report
- Replacement Reserve Fund 2024 Budget Item: Fuel Reduction Common Area Year 1
- Resolution 2024-4 Key Executive and Signatory Authorization

Director Murrell moved to approve the consent calendar, seconded by Director Mahoney. Motion passed 5 – 0.

4. Committee Reports

The Board of Directors reviewed the Committee 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. Annual Meeting and Election Update
(Annie Rosenfeld, General Manager)

The Board of Directors received an update from staff on the 2024 Board of Directors Election schedule and a draft agenda for the Annual Meeting.

Director Mahoney moved to approve the proposed June 30, 2024 Annual Membership Meeting agenda, seconded by Director Levine. Motion passed 5 – 0.

6. Q1 Treasurer’s Report
(Steve Mahoney, Treasurer)

The Board of Directors received an update on the Q1 Treasurer’s Report.

Director Murrell moved to accept the Treasurer’s Report, seconded by Director Levine. Motion passed 5 – 0.

10. Management Update
(Annie Rosenfeld, General Manager, and Staff)

The Board of Directors received an update from the General Manager on the following:

- A. 2024 Capital Projects Construction Update
Downhill Ski Lodge Replacement, Golf Course Cart Path Replacement and Other Projects

7. Truckee Fire Protection District Services Overview
(Kevin McKechnie, Fire Chief)

The Board of Directors received a presentation from the Truckee Fire Protection District regarding the District’s roles and responsibilities, fire mitigation and protection, and information on response time and the fire station in Tahoe Donner.

8. Break taken 10:38 – 10:50 a.m.

9. Draft Workforce Housing Assessment and Action Plan

(Annie Rosenfeld, General Manager, Sydney Stokes, Administrative Services Manager and EPS Consultants)

The Board of Directors received a presentation on the Draft Workforce Housing Assessment and Action Plan. Following a Q&A period with staff and the consultant:

Director Levine moved to accept the Workforce Housing Study as presented and to direct staff to present the Implementation Plan as soon as possible, seconded by Director Murrell. Motion passed 5 – 0.

14. Suspension of Membership Rights and Authorization to Forward Delinquent Accounts to Collection Services

(Justin Malley, Director of Finance and Accounting, and Steve Hogan, Controller)

The Board of Directors considered 1) suspending membership rights for properties with delinquent accounts, and 2) directing staff to forward the delinquent accounts to Tahoe Donner's contracted collection services agency. Following discussion:

Director Mahoney moved to accept the staff recommendation, seconded by Director Roth. Motion passed 5 – 0.

By Motion:

- 1. The Board of Directors authorizes suspending membership rights against members' properties for which delinquent assessments, fines, and fees are owed listed in Exhibit A.*
- 2. Directs staff to forward delinquent accounts to Platinum Resolution Services.*

11. Lunch Break was taken 12:13 p.m. to 1:00 p.m.

10. Management Update, Continued

(Annie Rosenfeld, General Manager, and Staff)

The Board of Directors received an update from the General Manager on the following:

- B. Trails Master Plan 2024 Projects Implementation
- C. Summer Operations Preview
- D. 2024 Budget Recovery Status Reporting

13. Town of Truckee Police Department and Office of Emergency Services Overview
(Town of Truckee Police Chief Danny Renfrow, and Robert Womack, Emergency Services Manager)

The Board of Directors received a presentation from the Town of Truckee Police Department and Office of Emergency Services on departmental roles and responsibilities, overview, emergency response initiatives including evacuation modeling, and information on traffic pattern data, and response times to Tahoe Donner.

15. 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

Director Murrell made a motion to adjourn to Executive Session at 3:00 p.m., seconded by Director Mahoney. Motion passed 5 – 0.

16. Adjournment

Director Mahoney made a motion to adjourn the meeting at 4:00 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 May 24, 2024 as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.

Courtney Murrell, Board of Directors Secretary