

MULTI-YEAR ADMINISTRATIVE POLICY RESOLUTIONS REVIEW SCHEDULE

JULY 26, 2024

PURPOSE

Staff will provide the Board of Directors with the finalized multi-year policy review schedule and provide feedback on the initiative and schedule.

No action is required.



PROJECT OVERVIEW

Slides 4-6 are from the June 26, 2024 regular board meeting

ADMINISTRATIVE POLICY RESOLUTIONS REVIEW

Strategic Plan Initiative 3, Goal 3.3: Adhere to good governance and management principles and practice

As part of achieving two of the seven objectives under Goal 3.3, staff began reviewing all active policy resolutions adopted by the Board to develop a review and update schedule

The Association has administrative policy resolutions spanning the late 1980s through those adopted by the Board this year

The last time management and the board proceeded through a comprehensive policy resolution review and update was between the years of 2009 and 2017



MULTI-YEAR INITIATIVE

PROJECT SCOPE

- Multi-year review by staff, the Board, and where appropriate, committees
- Review all policy resolutions
- Determination during the review process
 - No updates needed
 - Updates needed
 - Eliminate
 - Consolidate with other policy resolutions
 - Minor and technical updates
 - Major updates



MULTI-YEAR INITIATIVE cont.

PROPOSED COMMITTEE(S) INVOLVEMENT

- All Committees – All committees will participate with the review of the 2021-5 Committee Policy
- Finance Committee – As part of their charter and annual task list, they will participate in the review and any proposed changes to the financial policy resolutions including but not limited to the Capital Fund Policies
- Architectural Standards and Covenants Committees – As part of their charter and annual task list, the committees will participate in the review of proposed updates before the Board reviews and approval. For example, the 1997-5 Policy Resolution is a carryover task from prior years.

BOARD INVOLVEMENT

- The Board may have board liaisons for certain staff working groups, like the Capital Funds Policies Update project
- Staff will present policies for review along with any proposed change to seek Board direction
- Board review/adoption for any proposed updates to policy resolutions



CHANGES FROM INITIAL DRAFT TO FINAL POLICY RESOLUTION REVIEW SCHEDULE

Resolution Number	Resolution Name	Initial Draft 6/24/24	Final Schedule 7/18/24
2020-1	Board of Directors Review of Financial Records in Accordance with California Civil Code Section 5500 and 5501	2026	2024
2015-1	Maintenance Of Tahoe Donner Association's Income Tax Exempt Status	2026	2025
1991-4	Contacts Between Board Members and Association Staff	2025	2024
2022-1	Board of Directors Authority, Meetings of the Board, and Governance Guidelines	2025	2024
1998-7	Capital Investments in Association Amenities	2026	2024
2023-3	Operating Fund	2025	2024/2026

2024 POLICY RESOLUTION REVIEW SCHEDULE

AMENITY ACCESS POLICY (AN ASSOCIATION RULE)

- 2024 Annual Strategic Objective

CAPITAL FUND POLICIES

- 2024 Annual Strategic Objective
- 2017-3 Development Fund Policy; 2019-1 Replacement Reserve Fund Policy; 2017-4 New Equipment Fund Policy
- Possible development on new policy resolution for a Facility Renewal Fund (no Board decision has been made yet)

OTHER POLICIES

- 2014-5 Club Potluck Events and The Lodge Banquet Discount
- 2015-3 Record Retention and Destruction
- 2010-3 Board Meeting Minutes Guidelines
- 2021-4 Board of Directors Code of Conduct
- 1997-5 Procedures for Member Appeals from Covenants and Architectural Standards Committee Decisions
- **ADDED:** 2020-1 Board of Directors Review of Financial Records in Accordance with California Civil Code Section 5500 and 5501
- **ADDED:** Contacts Between Board Members and Association Staff
- **ADDED:** Board of Directors Authority, Meetings of the Board, and Governance Guidelines
- **ADDED:** Capital Investments in Association Amenities
- **ADDED:** Operating Fund

*See separate board meeting attachment for the final multi-year review schedule. The review schedule may change depending on prioritization, other initiatives, etc.

THANK YOU