

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

**June 28, 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, June 28, 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  
Jim Roth, Director

**Directors Absent:** None

**Staff Present:** Annie Rosenfeld, General Manager  
Lindsay Hogan, Director of Communications + Member Relations  
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.

**2. Opening Procedures**

- Pledge of Allegiance
- Employee Recognition – Eric Deleel (5 Years), Ryan Gilpin (10 Years) and Dagmara Macierzanka-Rung (10 Years) of Service

**3. Member Comments**

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

- A member made a comment thanking President Koenes for his six years of service.

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).

#### **4. 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.

- 5/24/2024 Regular Board Meeting Minutes
- 5/31/2024 Special Board Meeting Amenity Access Policy Minutes
- 6/11/2024 Special Board Meeting Member Hearings Minutes
- Executive Session Report Out
  - 5/24/24
  - 5/31/24
  - 6/11/24
- 5501 Report for April 2024
- May 2024 Financial Report
- Covenants Committee Application: Steve Benton

Director Mahoney pulled the Covenants Committee Application from the Consent Calendar.

*Director Murrell moved to approve the consent calendar except the Covenants Committee Application item, seconded by Director Mahoney. Motion passed 5 – 0.*

*Director Mahoney moved to accept the appointment of Steve Benton to the Covenants Committee, seconded by Director Levine. Motion passed 5 – 0.*

#### **5. 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.

**6. Tahoe Donner Giving Fund 2024 Scholarship Recipients**  
(Nan Meek, Chair of Tahoe Donner Giving Fund)

The Board of Directors received an update from the Committee Board Liaison on the 2024 scholarship awards.

**7. Capital Projects – Glacier Way Trailhead Improvement Construction Approval**  
(Jon Mitchell, Director of Capital Projects & Maintenance)

After discussion, *Director Levine moved to approve the following motion, seconded by Director Mahoney. Motion passed 5 – 0.*

*The Board of Directors*

- 1. Approves the Glacier Way Trailhead Improvement Project construction cost not to exceed \$629,822, including a 10% contingency, utilizing budgeted 2024 Development and Replacement Reserve Funds.*
- 2. Authorizes the General Manager, on behalf of the Association, to enter into construction contracts to complete the project for a total amount of \$629,822.*

**8. Capital Projects – Maintenance Yard Fueling Station Improvement Construction Approval**  
(Jon Mitchell, Director of Capital Projects & Maintenance)

After discussion, *Director Mahoney moved to approve the following motion, seconded by Director Roth. Motion passed 5 – 0.*

*The Board of Directors*

- 1. Approves the Maintenance Yard Fuel Station Replacement construction cost not to exceed \$1,175,897, including a 10% contingency, utilizing budgeted 2024 Development and Replacement Reserve Funds.*
- 2. Authorizes the General Manager, on behalf of the Association, to enter into a fixed-bid construction contract with L.A. Perks Petroleum Specialists, Inc. to complete the project for \$1,042,376.*

**10. Capital Projects – Marina Deck Expansion Construction Approval**

(Jon Mitchell, Director of Capital Projects & Maintenance)

After discussion, *Director Murrell moved to approve the following motion, seconded by Director Mahoney. Motion passed 5 – 0.*

*The Board of Directors*

- 1. Approves the Marina Deck Expansion Project construction cost not to exceed \$869,868, including a 10% contingency, utilizing budgeted 2024 Development and Replacement Reserve Funds.*
- 2. Authorizes the General Manager, on behalf of the Association, to enter into a construction contract with GLA-Morris to complete the project for a total amount of \$708,653.*

**9. Break taken 10:18 – 10:30 a.m.**

**11. Management Update**

(Annie Rosenfeld, General Manager, and Staff)

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

- A. Tahoe Donner Policy Resolutions Multi-Year Review Schedule

**12. Authorization to Record Liens on Properties with Delinquent Assessments**

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

After discussion, *Director Mahoney moved to authorize Platinum Resolution Services to record a Lien against delinquent properties as noted in Exhibit A, seconded by Director Roth. Motion passed 5 – 0.*

**13. Electronic Voting Legislation**

(Don Koenes, President and CAI-Northern California Board Member)

The Board of Directors received information on AB-2159 Common interest developments: association governance: elections. AB-2159 is currently under consideration by the California legislature.

The Board had consensus to refer this topic to the Elections Committee to look at the legislation and report back to the Board.

**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 Mahoney made a motion to move to Executive Session at 11:18 a.m., seconded by Director Murrell. Motion passed 5 – 0.*

**16. THE MEETING WILL REMAIN OPEN TO FACILITATE THE COUNTING OF BALLOTS IN ACCORDANCE WITH ELECTION PROCEDURES**

*At 2:14 p.m., Director Mahoney made a motion to adjourn Executive Session and return back to open session and hold the open session until Sunday, June 30, 2024, seconded by Director Murrell. 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 June 28, 2024 as approved by the Board members in attendance and constituting a quorum at a duty convened subsequent meeting of the Board.

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Courtney Murrell, Board of Directors Secretary