



2024 COMMITTEE TASK LISTS

Architectural Standards

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 - d) Review rules to identify outdated ones
3. Develop and implement the following plans:
 - a) Committee leadership succession action plan
 - b) Committee member recruiting plan

Election

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
6. Develop and implement the following plans:
 - a) Committee leadership succession action plan
 - b) Committee member recruiting plan

Covenants

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

1. Monthly review of financial performance and results versus budget, analyze trends (member, financial, operational, environmental, etc.) and their impacts on future operating results and financial conditions, and make recommendations as warranted.
2. Annual Budget Process:
 1. Provide annual budget advice and feedback to staff as they develop the budget, especially regarding key budget driver assumptions.
 2. Evaluate and identify opportunities for enhancement and more efficient timing of the budget process.
3. Audit Review: Review and oversight of the results before it is finalized. Provide committee summary (verbal or written) of comments to the Board.
4. Financial Policies: Develop, review, and consider updates (as necessary)
 1. Update Capital Funds Policies: Review and work with staff and the board to update the capital funds policies (2024 Annual Strategic Objective C.1)
 2. Inventory and review finance policies, identifying areas needing amendments or rewrites, and then work with staff and the board to develop a prioritized process to address the updates.
5. Financial FAQs: Review and consider updates (as necessary)
6. Investment Portfolio: Regularly review the Association's investment planning and portfolio to ensure investments comply with the Association's policies and expected future funding requirements.
7. Develop and implement the following plans:
 - c) Committee leadership succession action plan
 - d) Committee member recruiting plan



Long-Range Planning

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)

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.
- Develop and implement the following plans:
 - Committee leadership succession action plan
 - Committee member recruiting plan

Tahoe Donner Giving Fund

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. Continue working with Tahoe Donner communications department for communications to Tahoe Donner membership and improve communications to donors.
8. Develop and implement the following plans:
 - e) Committee leadership succession action plan
 - f) Committee member recruiting plan

Trails and Open Space

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.
 - b) Support the consistent and effective implementation of the Trails Master Plan (TOS Charter – II.A.1). This task shall include:
 - c) Providing advice and feedback on trail system management and planning, as requested by the Land Management Department.
 - d) 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.
2. 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.
3. 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).
4. Review the TOS charter for consistency with current committee needs and operations, and recommend changes to the charter if necessary.
5. Develop and implement the following plans:
 - a) Committee leadership succession action plan
 - b) Committee member recruiting plan