

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

**September 27, 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, September 27, 2024. President Levine 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:** Benjamin Levine, President  
Denise Gauny, Vice President (Zoom)  
Don Koenes, Treasurer  
Courtney Murrell, Secretary  
Jim Roth, Director (Zoom)

**Directors Absent:** None

**Staff Present:** Annie Rosenfeld, General Manager  
Patricia West, Recording Secretary  
Jason Hajduk-Dorworth, Director of Administrative Services  
John Groom, Director of Land Management  
Jon Mitchell, Director of Capital Projects + Maintenance  
Justin Malley, Director of Finance & Accounting (9:30 a.m.)  
Steve Turner, Director of Food & Beverage

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

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

**2. Opening Procedures**

- Pledge of Allegiance
- Employee Recognition – David Walker, 15 Years of Service

**3. Member Comments**

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

- A member made a comment about the equestrian center and the Flying Squirrel trail.

- A member made a comment about the trails.

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.

- 8/14/2024 Special Board Meeting Amenity Access 45-Day Notice Minutes
- 8/23/2024 Regular Board Meeting Minutes
- 8/29/2024 Special Board Meeting Budget Workshop #1 Operating Fund Minutes
- 9/14/2023 Special Board Meeting Budget Workshop #1 Minutes
- 9/20/2023 Special Board Meeting Amenity Access Minutes
- Executive Session Report Out
  - 8/19/24
  - 8/23/24
  - 8/29/24
- 5501 Report for July 2024
- August 2024 Financials
- Long-Range Planning Committee Application – Chris Nordby
  - Staff Report
- Replacement Reserve Fund Acceleration – Vehicle Replacement
- Resolution 2024-10 Key Executive and Signatory Authorization, Don Koenes as Treasurer

Director Levine removed the August 2024 Financials and the 5501 Report and announced those would be brought back at the October regular board meeting. Director Levine thanked Chris Nordby for applying to the LRPC. Director Levine reported that two contracts were approved in Executive Session due to urgent timing. Director Levine noted that two sets of minutes from 2023 were missed and so they are now on consent.

*Director Roth moved to approve the consent calendar except for the two removed items, seconded by Director Murrell. 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. Board of Director Reports and Future Business**  
(Benjamin Levine, Board President)

Members of the Board of Directors are invited to provide brief reports on the status of the Association and/or any meetings, activities, or events attended by Directors, and to raise items for potential future consideration by the Board of Directors. Directors and Staff will be limited to brief responses, clarifying questions, and requests for items to be placed on a future Board agenda.

- Director Levine reported that SB323 from 2019 allows HOA employees to be on the Board of Directors. He reported that Director Murrell applied to be a fitness instructor at Trout Creek. Consistent with the Code of Conduct, the board reviewed the potential employment for consistency with Governing Documents. The board concluded that the employment would not have any material effect on Director Murrell's performance of her duties in an impartial manner and free from bias. As a qualified candidate, Tahoe Donner Association subsequently hired Director Murrell.

**7. TART Connect Update**  
(Alfred Knotts, Town of Truckee)

The Board received a presentation from the Town of Truckee related to the TART Connect On-Demand Microtransit Service launched in Summer 2022 and expanded to a year-round, Town-side service. Town staff reviewed performance data as well as give an update on the long-term sustainability of the program. Town staff also briefed the Board on Measure E, a proposed sales tax increase within the Town of Truckee, a November ballot initiative.

**8. Proposed Changes to the Amenity Access Rule - 45-Day Notice Member Comments**  
(Annie Rosenfeld, General Manager, and Miguel Sloane, Director of Operations)

Pursuant to TDA Covenants and Restrictions, the board will hear member comments on proposed changes to the Amenity Access Rule. Members will have 3 minutes to make their verbal comments.

**9. Break was taken 10:08 – 10:18 a.m.**

**10. Northwoods Campus Report**

(Denise Gauny, Vice President, Jerry Meek, Long-Range Planning Committee Chair)

The Board of Directors discussed the Long-Range Planning Committee’s Northwoods Campus Report.

*Director Levine moved to accept the Northwoods Campus Report submitted by the Long-Range Planning Committee, seconded by Director Koenes. Motion passed 5 – 0.*

**11. Trails Master Plan (2022) Implementation Review**

(John Groom, Director of Land Management)

Staff provided a presentation on the Trails Master Plan (2022) implementation including but not limited to changes to trail designations, establishment of zone areas, and expansion of the trail system. The Board discussed the Trails Master Plan implementation progress.

**12. Lunch was taken 1:10 – 1:45 p.m.**

**13. 2024-2025 Property and Casualty Insurance Renewal**

(Jason Hajduk-Dorworth, Director of Administrative Services)

The Board will consider action to approve the proposed 2024-2025 property and casualty insurance renewal following a staff presentation.

*Director Koenes moved to approve the property casualty and workers compensation insurance renewals as indicated in Exhibit A: Proposed 2024-2025 Schedule of Insurance, seconded by Director Gauny. Motion passed 5 – 0.*

**14. 2025 Annual Strategic Objectives Draft and Strategic Plan Report Card**

(Annie Rosenfeld, General Manager)

The Board of Directors received a presentation on the 2025 Annual Strategic Objectives draft and the Strategic Plan Report Card. The Board provided feedback on the 2025 Annual Strategic Objectives.

**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 plans to meet in Executive Session to discuss the following:

- Contracts
- Personnel Matters
- Member Delinquencies
- Legal
- Approval of Executive Session Minutes

*Director Murrell moved to adjourn to Executive Session at 2:48 p.m., seconded by Director Koenes. Motion passed 5 – 0.*

**16. Adjournment**

*Director Murrell moved to adjourn the meeting at 3:37 p.m., seconded by Director Levine. 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 September 27, 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