

2025 COMMITTEE DRAFT TASK LISTS

December 20, 2024





OUTCOMES

The Board of Directors will review certain draft 2025 committee task lists. The board may act to:

- Adopt each committee task list as presented; or
- Provide feedback with the intent to review and consider adopting the committee task lists at the December 20, 2024 board meeting

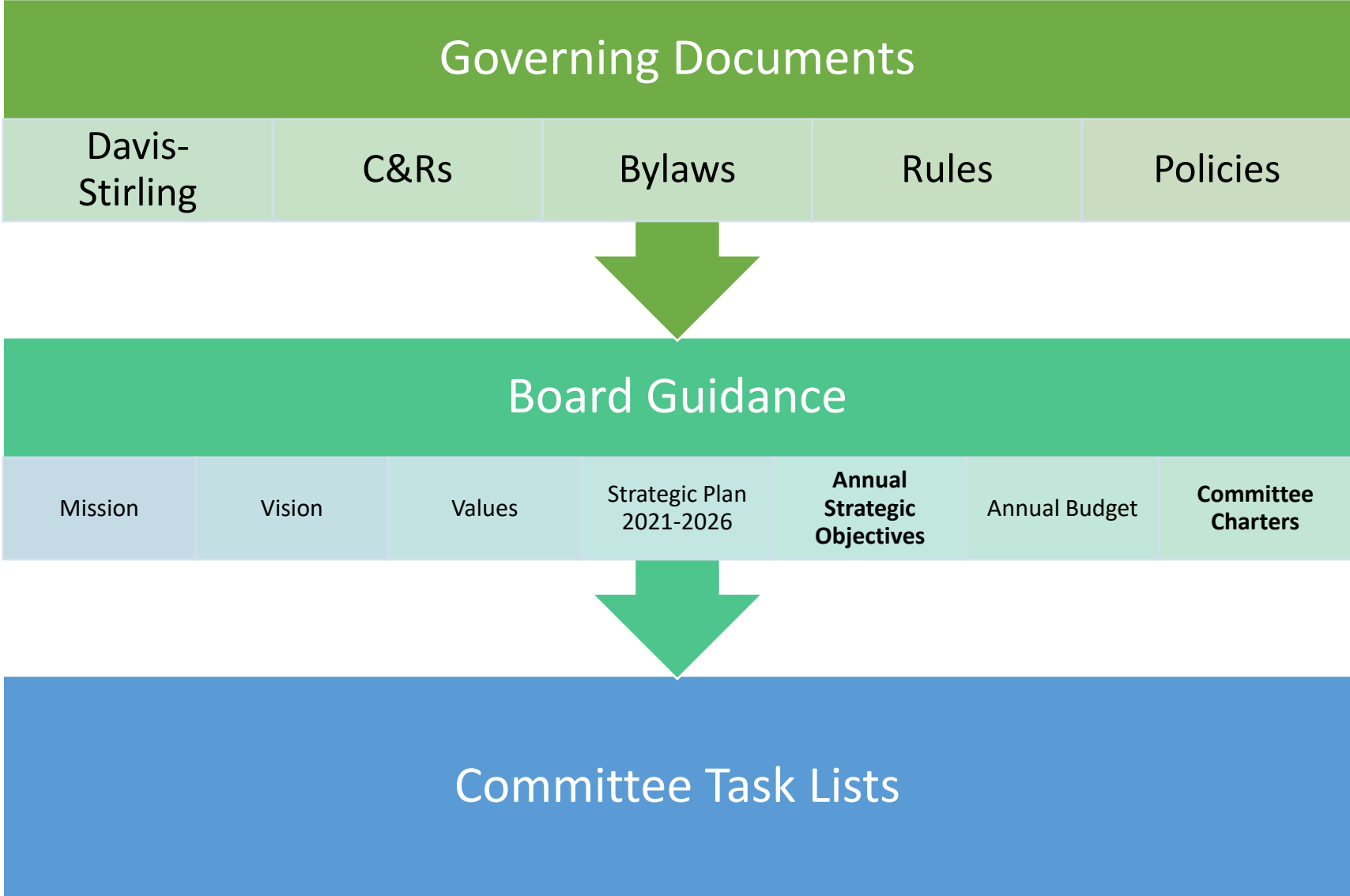
BACKGROUND

Per Committee Policy Resolution 2021-5:

- The committee's overall task list should be consistent with its chartered purpose(s), the Association's Five-Year Strategic Plan Initiatives and the... (2025 Annual Strategic Objectives)
- The committee may recommend to the Board additional tasks, provided that no significant committee action shall occur without Board approval
- The scope of the committee tasks shall not include the following:
 - Direct or indirect involvement in the daily operations of Association
 - Interactions with management or staff except when arranged through the General Manager or staff lead
 - Interference in the traditional relationship between the Board and General Manager



COMMITTEE TASK LIST DEVELOPMENT



ARCHITECTURAL STANDARDS Approved 11/22/24

ANNUAL TASKS

1. Continue to perform board of directors delegated authority and functions, including holding design reviews and hearings.
2. Engage in ongoing review of ASC fees and fines as well as Rules and procedures with recommendations for proposed updates to the board if applicable. This ensures that the association continues to uphold the quality of life and property values of our members and to assist members in understanding and complying with the Rules and C&Rs.
3. Succession Planning (Q2-Q3)
 - a. Committee Leadership Succession Plan Chair and Vice Chair
 - b. Committee Member Recruiting Plan
 - i. Current Members List with expiring terms – determine if members who expire in current year want to renew in October of that year
 - ii. Personnel Report
 - iii. Recruiting new qualified candidates

SPECIAL TASKS

1. Develop ASC Subcommittee consisting of 5 members (2 committee members, 1 member at large, and staff) to draft proposed ADU Rule changes for committee and board review (Q1-Q2).
2. Draft policy updates for board review and approval regarding coverage and paving that may escalate to a proposed Rule change (Q2-Q3).
3. Continue to research and incorporate current and future fire codes and insurance requirements relating to exterior minimum standards, which may escalate to a proposed Rule change (Q1-Q4).



TAHOE DONNER GIVING FUND Approved 11/22/24

ANNUAL TASKS

The following annual tasks for community relations and social benefit support Tahoe Donner's strategic objective focus on Member Value + Strengthening Community/Member Relations + Engagement, particularly in the areas of increasing member value, trust, awareness and satisfaction, and strengthening member community building through philanthropy.

1. Community Relations
 - a. Foster Tahoe Donner's integration and involvement with members and the wider Truckee community through fundraising, grant and scholarship activities, and communications (ongoing).
2. Donor Relations
 - a. Raise awareness among members about local philanthropic needs through ongoing communication of stories about GF scholarship students and nonprofit grants in Tahoe Donner media (ongoing).
 - b. Strengthen relations with current donors, improve donor retention, and develop new donors through visibility at TDA meetings and events, and Giving Fund events and communications (ongoing).
3. Fundraising
 - a. Raise funds from members to support scholarships for local students and grants for local nonprofit organizations (ongoing).
 - b. Collaborate with TD staff on campaign communications to members (ongoing).
4. Grants
 - a. Award grants to local non-profit organizations through participation in the Tahoe Truckee Community Foundation grant selection process (fall).
 - b. Create awareness of the community benefits from Tahoe Donner grants, through stories in Tahoe Donner media (ongoing).
5. Scholarships
 - a. Award Traditional scholarships to local high school students, and award IMPACT scholarships as intended by the donor, through participation in the Tahoe Truckee Community Foundation scholarship selection process (spring).
 - b. Create awareness of the community benefits from Tahoe Donner scholarships, through stories in Tahoe Donner media (ongoing).
 - c. Enhance the personal benefits of those scholarships to the recipients by cultivating continuing relationships with them (ongoing).
6. Administration
 - a. Manage the TTCF relationship, including periodic review of the MOU (ongoing).
 - b. Implement committee leadership succession plans for the Chair and Vice Chair, committee member recruiting and onboarding plans, and produce the Personnel Report as needed (ongoing).
 - c. Provide communications support for fundraising, grants, and scholarships, and lead the annual update of the TDGF Handbook (annual, Q4).

ELECTIONS DRAFT

ANNUAL TASKS

1. Work with Staff Liaison and the Inspector of Elections to plan and conduct the 2025 Board election for two open seats, in compliance with Davis-Stirling.
 - a. Emphasize Campaign Guidelines to candidates
 - b. Conduct a post election survey
2. Recruit and onboard two new Elections Committee members
3. Monitor Davis-Stirling election related developments

SPECIAL TASKS

1. Provide a report to the Board with information about California electronic voting legislation enacted in 2024.
2. Complete an update to the Election and Voting Rules that is consistent with Davis-Stirling and the Association bylaws.

COVENANTS DRAFT

ANNUAL TASKS

1. Enforce the Covenants Rules in a fair and unbiased manner that encourages compliance, discourages repeat violations and promotes the peaceful, family, residential nature of Tahoe Donner.
2. Support staff/management efforts to review/update/develop the covenants enforcement procedures (including hearing procedures), charter and related documents in accordance with the Tahoe Donner Workplan Goals.
3. Succession Planning (Q2-Q3)
 - a. Committee Leadership Succession Plan
 - i. Chair and Vice Chair
 - b. Committee Member Recruiting Plan
 - i. Current Members List with expiring terms – determine if members who expire in current year want to renew in October of that year
 - ii. Personnel Report
 - iii. Recruiting new qualified candidates

SPECIAL TASKS

1. Design a simple database of hearings and outcomes to assist the committee in consistent decision making (Q1-Q2).
2. Review Town of Truckee STR rules for any discrepancies in Tahoe Donner's Covenants Rules (Q2-Q3)
3. Work on a draft proposed set of rule changes for review by the Covenants Committee before forwarding to the board; rules to be reviewed include Rule 4.19 Fire Safety (enforcement), Rule 4.2 Light Pollution, Rule 4.21(vii) Firewood Storage (winter tarp exception) and Rule 4.22(b) Forest Health (Attachment to trees) (Q3-Q4).



FINANCE DRAFT

ANNUAL TASKS

1. Monthly Financial Review: Conduct monthly reviews of financial performance versus budget, analyze trends (e.g. member, financial, operational, environmental), assess their impact on future results, and provide recommendations as needed.
2. Annual Budget Process:
 - a. Provide advice and feedback to staff, especially regarding key budget driver assumptions, as they develop the annual budget.
 - b. Evaluate and identify opportunities for enhancement and more efficient timing of the budget process.
 - c. Work with Finance Staff and Administration to balance overall Board budget objectives with “bottoms up” budget development.
3. Annual Audit: Review the results before finalization. Provide committee summary (verbal or written) of comments to the Board.
4. Investment Portfolio: Regularly review the Association’s investments to ensure compliance with policies and future funding needs.

SPECIAL TASKS

1. At the request of the Director of Finance the Finance Committee will support Staff to:
 1. develop programs to further educate line managers on finance management principles (ex: revenue, cost, unit costs, etc.).
 2. develop KPI’s and other metrics to measure performance of the organization.
 3. review reporting packages and create dashboards to visualize results for key audiences (e.g. Board, staff, members).
2. Financial Policies: Develop, review, and consider updates (as necessary)
 - a. Review and update capital funds policies with staff and the board as needed.
 - b. Inventory and review finance policies, identify needed amendments, and work with staff and the board to prioritize updates.
3. Financial FAQs: Finalize FAQs with Board approval. Update communications (e.g. website) with approved FAQs.
4. Develop and implement the following plans:
 - a. Committee member recruiting plan
 - a. Confirm required skills, professional expertise, and relevant organizational or committee experience (e.g., at Tahoe Donner or another HOA).
 - b. Committee leadership succession action plan



TRAILS & OPEN SPACE DRAFT

ANNUAL TASKS

1. Support the consistent and effective implementation of the Trails Master Plan. The Trails and Open Space Committee (consisting of members representing the diversity of trail users) will collaborate with staff in initial and ongoing reviews of the development and management of Tahoe Donner's open space and trail system. (TOS Charter II.A.1) This task shall include:
 - a. Providing advice and feedback on trail system management and planning, as requested by the Land Management Department.
 - b. 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 (see Special Task # 1).

(This task will be completed every year)
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. (Strategic Plan Initiatives 1.1, 1.2, 2.1, 3.2, 4.1, 4.2, 5.2, 5.3; TOS Charter II.A.1 & II.A.2). 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.
 - c. Working with staff, clubs, trail users, and other bodies to support and assist with trails and open space oriented volunteer and stewardship opportunities for members (see Special Task #3).

(This task will be completed every year during Quarters 2 & 3)
3. Review all TOS documents for consistency with current committee needs and operations, and recommend changes, if necessary. (Strategic Plan Initiatives 6.1 & 6.2; TOS Charter II.A.1). These documents include:
 - a. Trails and Open Space Charter.
 - b. Trails and Open Space Leadership Plan, Succession Plan, and Personnel Report.
 - c. Trails and Open Space Yearly Task List.

(This task will be completed every year during Quarter 4)



TRAILS & OPEN SPACE DRAFT, continued

SPECIAL TASKS

1. Review and provide input on the staff-developed Trails Implementation Plan to ensure consistency with the Trails Master Plan. (Strategic Plan Initiatives 2.1, 4.1, 4.2, 3.4, 4.1, 4.2, 5.2; TOS Charter II.A.1) (Quarters 1 & 2). This work will include reviewing and providing feedback on the Equestrian Report prepared by consultants before the board receives it, and other elements of the drafted Trails Implementation Plan.
2. Land Management Plan Update. Provide input and expertise to staff on the development and adoption of an updated Land Management Plan (LMP). This process will involve consultants and a robust board and member engagement process with completion scheduled for early 2026. The LMP will include both developed and undeveloped portions of Association-owned land and private parcels of the subdivision. (Strategic Plan Initiatives 1.1, 1.2, 2.1, 3.2, 4.1, 4.2, 5.2, & 5.3; TOS Charter II.A.1) In the development of the LMP, the Trails and Open Space Committee will also give advice to staff regarding the development or updating of the following:
 - a. The Non-Industrial Timber Harvest Plan (Quarters 1- 3). This will include:
 - i. Updating rules regulating fire safety and forest health to adhere to established best practices, and changes in local, State, and Federal regulations.
 - ii. The creation of a Fire Safety and Forest Health rule change implementation plan.
 - b. The overhaul of the Tahoe Donner website, focusing on the easy navigation of Land Management documents and a story map of the 2026 LMP (Quarter 4).
3. As an essential element of the Trails Implementation, Trails Master, and Land Management Plans, work with staff to create and champion a Member Volunteer Land and Trails Stewardship Program. The program will be under the direction of the Trails Manager but rely on member volunteers to carry out the Program (Strategic Plan Initiatives 1.1, 1.2, 4.1, 4.2, & 5.3; TOS Charter 2.A.2) (Quarters 1 - 4).



LONG-RANGE PLANNING DRAFT

The LRPC Charter States: The LRPC shall serve the Board and Staff as a source of advice, feedback, assistance and expertise in all matters pertaining to the Association's long-range planning.

ANNUAL TASKS

1. Review and provide feedback on the Association's current long-range planning documents in preparation for the 2026 budget process. Planning documents include: 20-Year Capital Projects List, Building Replacement Schedule, Strategic Interagency Project Schedule, and 10-Year Capital Funds Projection (CFP) (Q1-Q4).
 - a. Integrate member feedback into LRPC recommendations on long range planning documents (Q1-Q3)
 - i. Utilize existing member data.
 - ii. Examine the need for additional data and perspectives needed to enhance the committee's value for long term planning (beyond 5 years)
 - iii. Develop future data needs based on long range plans beyond 5-year window.
 - b. Utilize the LRPC Charter's guiding principles and the Tahoe Donner Vision and Mission Statements to provide long-range infrastructure and programmatic input (Q2).
 - c. Deliver committee recommendations to staff and Board (Q3).
 - d. Chair participates in budget workshops and reports back to the committee at scheduled meetings (Q3).
 - e. Committee reviews the approved budget (20-Year Capital Project List, 10-Year CFP) and discusses impact related to long term planning (Q4).
2. Succession plan (Q3 – Q4):
 - a. Committee leadership succession plan:
 - i. Announce candidates for chair and vice chair at the November LRPC meeting. LRPC members vote if there is more than one candidate.
 - b. Committee member recruiting plan:
 - i. Current members with expiring terms to state their intent to retire or continue in October
 - ii. Chair creates a personnel report listing needed skills for future committee members
 - iii. LRPC will work with staff and the Board to recruit qualified candidates.
 - iv. Applications for three-year terms will be submitted through the Tahoe Donner website in early October each year. Board will approve candidates with a January 1st start date



LONG-RANGE PLANNING DRAFT, continued

SPECIAL TASKS

Member Surveys

1. Review recent member surveys to identify questions and topics for future strategic planning (Q1-Q2).
2. Recommend strategic topics for inclusion in the 2025 member survey.
3. Work with staff to create long-range planning business questions to include in the 2025 member survey. (Q3).

New Long Range Planning Initiative

The LRPC intends to request that the Board of Directors initiate and prioritize a major long-range community planning initiative no later than the adoption of the 2027-2031 5-Year Strategic Plan. The intent of this planning initiative will be to establish a new and ongoing vehicle for Tahoe Donner long-range planning to succeed the General Plan, which has not been updated since 2010. Toward this end:

1. In 2025 the LRPC will work in collaboration with staff to undertake a preliminary and preparatory historical and comparative research project, culminating in a report to the Board of Directors. As a preliminary and preparatory document, this report will not make substantive recommendations about Tahoe Donner's long-range strategic direction. Rather, the intent of the report will be to catalogue and clarify the range of considerations that should factor into planning and decisions about Tahoe Donner's long-range strategic direction.
 - a. This report will include:
 - i. The recommended scope of the proposed long-range planning initiative, including suggested parameters, elements, and goals.
 - ii. Comparative benchmarking against other long-range planning initiatives in comparable communities, and an historical review of previous Tahoe Donner long-range planning initiatives.
 - iii. Emerging and persistent planning themes from member feedback and other sources that will need to be defined.
 - iv. Potential next steps for staff, the LRPC, and the Board of Directors to move the long-range planning project forward. These next steps may include, but are not necessarily limited to, formal Board of Directors adoption of the long-range planning strategic initiative, further LRPC research, additional member outreach, and/or enlisting outside consultants.
 - v. Recommendations defining the role and mission of the LRPC going forward.



THANK YOU

