



**TAHOE DONNER ASSOCIATION  
BOARD OF DIRECTORS**

**COMMERCIAL OFFICE SPACE MULTI-YEAR LEASES  
RESOLUTION 2025-17**

**WHEREAS**, the Association requires additional space for administrative offices to ensure efficient business operations;

**WHEREAS**, by resolution, the Board has appointed the General Manager Assistant Secretary of Tahoe Donner Association, to act on behalf of the Association, as a corporate officer, and defined the General Manager's authority to execute instruments related to the Association's various financial accounts, subject to the authority and direction of the Board<sup>1</sup>;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Tahoe Donner Association hereby instructs the General Manager, acting within the scope of delegated authority and on behalf of the Association, to negotiate, execute, and deliver two multi-year office space leases, as may be necessary to secure suitable administrative office accommodations for departments currently located at the Northwoods Clubhouse, provided that such leases: (1) do not exceed three (3) years in duration (excluding renewal options); (2) are at market or otherwise competitive rates; (3) do not exceed 3,100 square feet of leased space; and (4) include options for at least two (2) to three (3) year lease extensions.

**ACCEPTED AND DATED: AUGUST 29, 2025 by the Board of Directors of Tahoe Donner Association**

\_\_\_\_\_  
Benjamin Levine, Director and President

\_\_\_\_\_  
Don Koenes, Director and Treasurer

\_\_\_\_\_  
Denise Gauny, Director and Vice President

\_\_\_\_\_  
Jay Wertheim, Director

\_\_\_\_\_  
Courtney Murrell, Director and Secretary

**CERTIFICATE OF SECRETARY**

I certify that I am the duly qualified and acting secretary of the Tahoe Donner Association, a California Nonprofit Mutual Benefit corporation. The foregoing is a true and correct copy of the Resolution duly adopted by the Board of Directors at a duly noticed Board meeting held on August 29, 2025, and entered in the minutes of such meeting. The Resolution as of this date has not been modified or appealed and is, as of now, in full force and effect.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Courtney Murrell, Secretary

\_\_\_\_\_  
<sup>1</sup> Tahoe Donner Association Board of Directors Resolution 2024-3, Appointment of Assistant Secretary and Signatory Authorization.