



TITLE: 2025-17 Administrative Resolution, Commercial Office Space Multi-Year Leases

RECOMMENDED ACTION:

By Motion:

The Board of Directors adopts 2025–17 Administrative Resolution, Commercial Office Space Multi-Year Leases.

BACKGROUND:

The Northwoods Clubhouse is the primary administrative building for the Association and one of the original facilities built by Dart Industries in 1971. Like other original facilities, they were not built to meet the organization's long-term needs.

Over the fifty-plus years of operations, the company has evolved, requiring unique solutions for office space and storage at Northwoods Clubhouse within the existing facility. However, as noted by the Long Range Planning Committee, many staff members are working in converted closets and less than ideal office spaces, which are spatially challenging and limited. Storage is minimal at the facility as a result. Meeting space is limited to the general gathering space, and when not in use by the board, committees, and other groups, it includes the Mezzanine and Meadow rooms.

The board previously supported relocating the Community Standards department in 2021. This summer, staff evaluated and assessed the further relocation of certain administrative offices to nearby available commercial spaces for improved operational efficiency. While board support has been communicated verbally and through the budget process, it has not been formally documented. This staff report and the proposed 2025-17 Administrative Resolution seek the board's written authorization to enter into two multi-year commercial leases.

DISCUSSION:

In 2021, an initial move was made to temporarily relocate Community Standards to a commercial space located at the Zs Market complex. This allowed management to relocate one department from closet space. Knowing that we have a real need to relocate staff now to provide sufficient workspace for improved business efficiency, which is immediately available in Tahoe Donner at market or otherwise competitive rates – a resource that does not open up often. Staff have analyzed the benefits of securing the space to meet the current and future needs of the departments.

The 2025-17 Administrative Resolution, *Commercial Office Space Multi-Year Leases*, enables the Board to direct the General Manager to secure commercial office space to meet the Association's needs.

FINANCIAL IMPACT:

Future costs associated with commercial space leasing will normally be planned for during the annual budget development process.



ATTACHMENTS:

2025-17 Administrative Resolution, Commercial Office Space Multi-Year Leases

Prepared By: Annie Rosenfeld, General Manager

Reviewed By: Justin Malley, Director of Finance and Accounting

Board of Directors Meeting: August 29, 2025