

Tahoe Donner Ski Bowl Condominium Association  
Board of Directors Meeting  
5:30 p.m. June 28, 2017  
At the Association Clubhouse

Board Members in attendance:

Josh Ratcliffe, President  
Randy Petersen, Treasurer  
Nancy Eder, Secretary  
Sam Stout  
Paul Zorich

Also in attendance:  
David Hansen, Association Manager

Executive Session

Open Session

No actions.

Approval of minutes

**RESOLVED:** It was moved and seconded to approve the minutes of the Board of Directors meeting held June 10, 2017. The passage of this motion was unanimous.

Treasurers Report

The recently adopted accounts receivable process, whereby all members are mailed invoices on a monthly basis, has revealed several dated delinquencies of diminutive amounts that cannot be supported with back up documents. There was general agreement insignificant past delinquencies not be applied.

**RESOLVED:** It was moved and seconded to waive dated delinquencies lacking supporting documentation, from all accounts receivables with balances of less than \$1,000. The passage of this motion was unanimous.

Management has prepared a first draft of a '18 operating budget. The operating budget has been reformatted, deleting categories that are now included in the management and maintenance contracts, including a transfer to reserves recommended in the reserve study rendered by Browning Reserve Group, funds necessary to paint and stain 1/5<sup>th</sup> of the buildings, independently contract for roadway snow removal, including \$25,000 to address one insurance deductible, and assess at a level to amass a year end operating fund balance approximating two months worth of operating expenses.

The need to renegotiate the percentage portion of the snow removal contract to be born by the Tahoe Donner Association was discussed.

Waltman Snow removal, who perform the lion's share of the snow removal throughout Tahoe Donner, has provided a proposal to comprehensively remove snow from the TDSBCA thoroughfares, whenever it snows at 3 a.m., to allow ski hill personnel to access the property, and again at 6 a.m. Other providers will be sought to provide proposals.

When the Tahoe Donner Association (TDA) undertakes improvements at the ski lodge, increased use of heavy equipment will negatively impact TDSBCA roadways. Financial relief will be sought from TDA to address the impact of heavy equipment on TDSBCA roads. The additional snow removal performed to afford access to the ski hill by TDA employees and the public also affects the roadways.

#### Long Range Repairs & Replacement Study (reserve)

The updated reserve study prepared by Browning Reserve Group has been prepared and provided to the Board of Directors. The study will be posted on the Association web page. The Finance Committee will undertake a detailed examination of the study to determine accuracy of assumptions i.e. estimated life and attendant expenses for each component. The goal is to approve and integrate the reserve study into the Association budget

#### Tahoe Donner Association Architectural Standards Committee

On July 12, management will attend a hearing of the TDA-ASC to review TDSBCA complains issues.

A plan to achieve mutual architectural compliance goals has been prepared and specific areas requiring attention include the following:

1. Entrance Stairways
2. Enclosed Entrance Vestibules
3. Enclosed Back Deck Balconies
4. Residence Front Doors
5. Windows
6. Exterior Residence Light Fixtures
7. Exterior Unit Numbers

Supporting documents addressing each area requiring attention will be reviewed with the ASC. The Association governing documents attribute the maintenance responsibility for entrance stairs to the association, while the individual members, as per the Association CC&Rs and the TD-ASC restrictions, are responsible for the maintenance of the balance of the areas.

## Manager's Report

An insurance claim has been filed on the Association policy to attempt to recoup funds necessary to repair structures, most notably entrance stairways, damaged from the significant snow load resulting from a particularly heavy winter. Thus far the response from Farmers has been promising. An adjuster will be on site next week to access damages.

Engineered plans for the replacement of wooden stairways with steel materials have been prepared by Sagan Design Group. Given the number of units that need to be addressed, they are working with Johnny Goetz, the CBO for the Town of Truckee, to create and provide a "Standard Plan" that will address allowable stair length and heights under a prescribed and set formula.

Using the floor elevation as a constant value and starting point, a new Code compliant landing, and a prescriptive measurement for each riser and run of tread, they will be able to project the length of the stair stringer to grade. One variable is the existing height of new landings at the bottom of the stair, which will in all likelihood need to be modified.

Once approved by the Town, the Standard Plan can be used community wide, thus establishing a simple permit process for all units as the HOA budget permits. Sagan Design Group will be working with the Planning Department to streamline the process in terms of record keeping and fee assignment(s).

The structural engineering has been completed and construction plans are being finalized with the detail necessary to obtain permits and provide construction plans for estimating purposes.

Painting and staining of unit exteriors will be rendered in mid September within budget constraints.

**RESOLVED:** It was moved and seconded to paint and stain the southern exposures that are in the most need in the 500's up to a level not exceeding the current '17 budget of \$53K. The passage of this motion was unanimous.

Contractors who perform projects for common interest developments must have a policy without a multi-family residential exclusion.

There was general agreement the GMC truck should be sold or donated.

The value of the John Deere front-end loader, owned by the association, will be determined, with the ultimate intent to sell.

Although the roadway and parking pad snow removal will be contracted out, Hansen Management & Maintenance Company (HMMC) employees will amend these efforts by blowing berms and assisting in the clearing of parking pads.

Summer staffing levels by HMMC employees includes two full time maintenance people Mon – Fri, a maintenance supervisor on Sat & Sun, management staff on Wednesdays, Fridays, and Saturdays.

The establishment of an Architectural Review Committee was recommended. Prospective members to serve on the committee were identified.

The owner of unit 563, Roger Engebretson, has submitted an application to install a wood stove insert furnace appliance to replace a wood-burning fireplace.

**RESOLVED:** It was moved and seconded to approve the installation of a wood stove insert in unit 563 conditioned on the securing of Town of Truckee permits by the owner. Owner is to provide a copy of the permit. The installer must be a qualified licensed contractor. The passage of this motion was unanimous.

### Old Business

Randy Petersen, Josh Ratcliffe, and David Hansen met with Bob McClintock to review the challenges involved with noting and booking association expenditures. The likelihood of filing an employee dishonesty/fraud claim to recoup losses resulting from misuse of association funds was reviewed.

A realtor discovered evidence that someone may be squatting in a unit. Management was directed to follow up with the realtor.

The need to rekey units was discussed with the intent to prepare a recommendation by the Board of Directors to the membership. Association counsel will be approached as to the efficacy of recommending or requiring members to change their locks.

The meeting was adjourned at 8 p.m.