

**TAHOE SANDS TIME SHARE OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
March 11, 2017**

**CALL TO ORDER**

**Roll Call – Establish Quorum**

The Tahoe Sands Time Share Owner’s Board of Directors meeting was held on Saturday March 11, 2017 at the Foothill Community Center in Sacramento, California. President Robert Wemheuer called the meeting to order at 8:00 AM and a quorum was established.

**Board Members Present**

President	Robert Wemheuer
Vice-President	Gary Duignan
CFO	Doug Thompson
Secretary	Norm Allen
Member at Large	Jean Thompson

Others present were Jeff Rose, Mike Hansen, Maggie Schumacher, and Robert Curry. Owners Rick Buss, Kay Buty, Jennifer Cameron, and Jeff Pudewell were also in attendance.

**Pledge of Allegiance**

**R. Wemheuer, President**

**GENERAL SESSION**

**Review and approval of agenda**

**R. Wemheuer, President**

**M/S/C to approve today’s agenda as presented. It was agreed that items may be taken out of order.**

**Introductions**

**All**

**Review and approval of Board Meeting Minutes – January 21, 2017**    **N. Allen, Secretary**

Duignan asked for a revision on page 4 that “...only Board members *should* receive copies of correspondence...” D. Thompson asked for a change on page 2 that “...either a consultant or MAC will set up the Chart of Accounts...,” not the Board.

**M/S/C to approve the January minutes as amended.**

**Control sheet sign-off**

**Board of Directors**

The Board reviewed and signed off on the Control Sheet.

**Public Comment**

Duignan asked that Committee Chairs submit reports in time to be included in the Board packets for review prior to the meetings. If there is no activity, that should be noted, but all Chairs should submit a report in a timely manner.

**COMMITTEE REPORTS**

**Finance Committee**

**D. Thompson, CFO**

• **Finance update**

D. Thompson presented the financial reports for January and February, clarifying variances. Schumacher said there were a lot of rentals to Liberty Utility workers that had to be invoiced. Approximately \$45,000 in rentals will be reflected in the March report. D. Thompson reported operating expenses are a bit under budget. Net profit on track for the first two months of the year. He reviewed all balances.

D. Thompson distributed a proposed Asset Valuation Policy requiring the Reserves to be evaluated by an independent consultant every five years.

**M/S/C to approve the Asset Valuation Policy as presented.**

**Facilities, Safety and Maintenance Committee     J. Pudewell, Committee Chair**

- **Safety issues**
- **Maintenance issues**
- **Follow-up from previous reports**

Pudewell reported he inspected the 100s and 500s on March 3, 2017. He distributed photographs of snow at the Resort and walkways, which were amazingly dry and free of ice. He showed pictures of icicles and the very small beach, given the amount of snow and high lake level. His report was reviewed. There was a brief discussion regarding the phone lines, which will be addressed when the snow melts.

**Renovation, Improvement & ADA Committee     Committee Chair**

Robert Curry reported 512 and 513 have been converted. Queen beds have replaced the full size Murphy beds and been very well received. Unfortunately, because of space, this can't be done in most studios. Flooring has been replaced in units 211, 213, and 214. Additional units in the Lanai building are on the schedule for spring and flooring will be replaced in the "dog units" in the 400s with Luxury Vinyl Tile.

Windows in the lobby, 301, 302, 303, and some in the 500s have been replaced. Convection microwave ovens are being installed. Curry said that in addition to that work, there has been a lot of snow removal!

Schumacher reported drapes and mattresses are on order. Rose added that four of the 19 new stovetops ordered have been replaced. Decks will be replaced as weather and timing allows, beginning with 311, 308, and 407.

**Strategic Planning Committee**

**J. Thompson, Committee Chair**

J. Thompson said the Committee is waiting for the bids on the proposed two-story building. Rose communicated that three bids were provided at the January board meeting and the board voted on and accepted the bid from Kaufman Edwards Planning.

**Reserve Projects**

**M. Schumacher, Management**

- **2017 approved project status**
- **Landscape Proposals**

Schumacher reminded the Board of the proposal from High West landscape architects for a master plan that includes BMPs, signage, and landscaping the entire property. Per direction from the Board, additional proposals were received from Tahoe Landscape Architecture and Laura Mello. The proposals were reviewed. Management recommends going with High West Landscaping because of the past commercial work they've done and their knowledge of lakefront and TRPA requirements.

Rose reported on his meeting with Leah Kaufman and architect Todd Mather regarding conversion of units 301/302/303/305 and Housekeeping facility into a two story building. They discussed the unit configuration, materials, and the vision as set by the Strategic Planning Committee. Rose explained the work that needs to be done prior to a pre-design meeting with the County. BMPs will need to be part of the initial project review, which is why the landscaping master plan is important to consider now. Discussion followed regarding funding requirements to move this stage forward. **ACTION: Schumacher will set up a specific line item for "300s Renovation."**

**M/S/C to approve additional \$3500 for Leah Kaufmann's contract to include the architect Todd Mather.**

**M/S/C to approve the bid from High West Landscaping not to exceed \$8500 for the Landscaping Master Plan, including BMPs.**

Schumacher presented the quote she received for a tractor and attachments that can be used year round for snow removal and landscaping. The quote was reviewed and clarified.

**M/S/C to approve the purchase of the John Deere tractor and attachments per the proposal from Renner Equipment dated March 20, 2017, not to exceed \$37,195 with 0% financing for 60 months.**

Wemheuer asked about slider window replacements. Schumacher reported the quote was quite expensive. Curry is considering repairs that can be done.

#### **Nomination Committee**

**N. Allen, Committee Chair**

- **2017 Election and Inspector of Elections**

Allen reported everything is ready for today's election. **ACTION: Curry will provide Allen with names of potential Committee Chairs and members from Work Party participants and Member Interest Forms.**

#### **Insurance and Legal Issues Committee**

**E. Baumberger, Committee Chair**

- **Insurance renewal**

Schumacher reported Baumberger is still working on options for insurance carriers and premiums. The policy needs to be renewed in April.

- **Correspondence follow-up**

**ACTION: Curry and Schumacher will follow up with Baumberger on responses.**

#### **Policy and Rules Committee**

**J. Cameron, Committee Chair**

No report was given.

#### **Member Relations Committee**

**K. Buty, Committee Chair**

- **Work Party Weekend**

Buty will make a presentation at today's Annual Meeting.

#### **NEW BUSINESS**

##### **Correspondence**

**N. Allen, Secretary**

- **Review of any pending correspondence**

All correspondence was reviewed and appropriate action was assigned to Management and/or the Board.

##### **Management Report**

**M. Schumacher/R. Curry, Management**

- **Occupancy report**
- **Collection report**
- **Owner/Customer service report (Internal & External)**
- **Operation Update**

Schumacher presented the reports, which were included in the Board packets. This has been a very big winter. Schumacher offered kudos to the staff for maintaining snow removal, dealing with difficult weather, and keeping things running smoothly. Occupancy numbers have been low because of road closures and power outages, however Liberty Utility workers were staying at the Resort, so revenues have been good.

Schumacher described campaigns to drive occupancy, including a 3 month trial with Groupon.

Assessments have been coming in solidly. Finance charges for late payments are charged monthly. Any delinquencies beyond that for more than \$100 will be turned over to a collection agency May 1st. Schumacher expects under \$150,000 turned over to collections.

The Resort is now rated 4 overall on Trip Advisor. Schumacher described strategies to insure comment cards are completed and guests give on-line ratings.

There was one 2.9 rating with RCI that impacted the 12 month score. RCI will reassess that score. A brief discussion followed regarding the scoring system.

Schumacher is working to update the photography on the website. A slide show will be presented today about how owners can access the new website and update their passwords. Overall, the new site is much more user friendly. An Owners Forum section has been added.

Curry said 38 units have new flooring. Once the snow melts, exterior needs will be addressed. The new lobby looks great and the new windows are very efficient.

## **Sales Report**

## **J. Rose, Management**

- **Sales and upgrade update**

Rose reported staff is attending ARDA at the end of the month to get information on new marketing ideas and investigate options for a points system.

## **Annual Meeting Coordination**

## **Board of Directors**

During the meeting, assignments were given for presentations and round table discussions.

## **Adjournment to close of Annual Meeting**

At 11:50 AM, this meeting was adjourned to the close of the Annual Meeting.

Respectfully submitted,

Judy Friedman

Recording Secretary

THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS