

GVR METROPOLITAN DISTRICT

RESOLUTION NO. 11-19-08

**A RESOLUTION OF THE GVR METROPOLITAN DISTRICT
DESCRIBING, AUTHORIZING AND RATIFYING WORK
MANAGEMENT POLICIES AND PROCEDURES**

WHEREAS, the GVR Metropolitan District (the "District") is a political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Article 1 of Title 32, Colorado Revised Statutes; and

WHEREAS, at its Special Meeting held on November 5, 2008, the Board of Directors ("Board") of the District found and determined that it was appropriate and necessary to establish policies and procedures to be followed by District staff, contractors, volunteers and Board members whenever using District property, making work requests of District staff or requesting information that requires the use of District resources; and

WHEREAS, the Board has determined that to effect an orderly management and use of District staff and property, including the tracking of the use of staff time and resources and the effectiveness of services provided, all staff activity associated with providing District services shall be directed only by the District Manager; and

WHEREAS, the Board believes that the adoption of Work Management Policies and Procedures shall further the public interest and assist the District in fulfilling its public purpose; and

WHEREAS, the Board has reviewed and considered the proposed Work Management Policies and Procedures, and the Board desires to further approve and ratify the adoption, as occurred on November 5, 2008, of such policies and procedures made and documented as are attached hereto.

WHEREAS, the Board intends that future revisions to the Work Management Policies and Procedures adopted hereunder shall be made by motion and approval by a majority of a quorum of the Board at duly noticed regular or special meetings and properly documented in the minutes of such meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GVR METROPOLITAN DISTRICT as follows:

1. **Adoption and Ratification of Work Management Policies and Procedures.** The Work Management Policies and Procedures attached hereto as Exhibit A, fully incorporated and made a part hereof by this reference, are hereby ratified and adopted.

2. **Severability.** If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

3. **Effective Date.** This Resolution shall take effect as if adopted on November 5, 2008 and continue to be enforced upon this approval and ratification of past actions by the District Board. Subsequent revisions to the policies adopted hereunder shall be made by motion, properly approved by a majority of a quorum of the Board at a duly noticed regular or special meeting properly documented in the minutes of such meetings.

ADOPTED by a vote of Six (6) in favor and zero (0) opposed, this 19th day of November, 2008.

By Earleen D. Brown
Earleen Brown, President

Attest:

Mary J. Schumier
Mary Schumier, Secretary

Exhibit A to Resolution 11-19-08

**GVR METROPOLITAN DISTRICT
WORK MANAGEMENT PROCEDURES
NOVEMBER 2008**

The Board of Directors of the GVR Metropolitan District has determined that to assist the District Manager in managing the workload of staff, assess the performance of its obligations under the Covenant Enforcement, Design Review, Landscape Maintenance and Related Services Agreement and to ensure the safety of its staff, records and properties, the following policies are necessary.

1. Building and Property Security and Safety

The District Manager shall have the discretion to set normal office business hours and the workplace hours of staff members, and to determine whom may have access to the District's facilities at other than normal business hours. Initial procedures shall be the following, but the District Manager shall retain the discretion to modify the procedures as deemed necessary:

(a) Only designated staff members who require keys to the building will have a set of keys to the GVR Metropolitan District office and have access after normal business hours.

(b) No individuals may be present within the District office building without the presence of a designated member of the GVR Metropolitan District.

(c) Daily office hours may be modified to ensure that at least two District employees are working at any given time in the GVR Metropolitan District office building.

(d) Landscaping around the GVR Metropolitan District office building shall be maintained so as to sight lines around the entire property.

(e) No vehicles other than Metro District owned vehicles may be left in the parking lot overnight.

(f) All safety hazards perceived by District employees, Board members or others must be reported to the District Manager immediately.

2. Work Requests

(a) As of Thursday, November 6, 2008, all work requested of Metro District staff by community members, District contractors or other organizations shall utilize a written work order submitted to the District Manager on forms approved by the District Manager for such purpose.

(b) The District Manager shall have the discretion to deny, assign or set the priority of any work requests made of District staff members.

(c) The District Manager, or designee, shall maintain a record of the written work requests containing at minimum i) the date and time received, ii) the name of the requesting party, iii) status of the work to fulfill the request, iv) the priority of the request, and v) the date and time when completed or otherwise disposed of.