

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

GVR METROPOLITAN DISTRICT

Held: Wednesday, July 3, 2013, at 6:30 P.M. at the GVR
Metropolitan District Office, 18650 East 45th Avenue,
Denver, Colorado.

Attendance

The special meeting of the Board of Directors of the GVR Metropolitan District was called and held as shown above in accordance with the statutes of the State of Colorado. The following Directors, having confirmed their qualifications to serve on the Board, were in attendance:

Michael George, President
Mary Schumer, Secretary
Anthony Noble, Treasurer
Michael Haskins*, Director
Elaine Smith, Director
Roger Rohrer, Director

Absent: Fenna Tanner (absence excused).

[*Arrived when indicated.]

Also present were Andrew Pimental, District Manager, and Micaela Duffy, District Accountant, GVR Metropolitan District; Barbara T. Vander Wall, Seter & Vander Wall, P.C., legal counsel; and Eric Gravenson, District resident.

Call to Order

Director George noted that a quorum of the Board was present with five directors present. Thereafter, Director George called the special meeting of the Board of Directors of the GVR Metropolitan District to order.

Approval of Agenda

The Board reviewed the agenda, and upon motion, second and unanimous vote, the Board approved the agenda as presented.

Conflict of Interest / Disclosure Matters

The Board had been previously advised that pursuant to Colorado law, certain disclosures by the Board members might be required prior to taking official action at the meeting. Legal counsel advised that written disclosures of the conflicts of

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interest for each Director had been filed with the Secretary of State prior to the meeting.

No additional conflict disclosures were announced.

Ratification of Actions
Taken at June 26, 2013 Work
Session

The Board acknowledged that no actions were taken at the June 26, 2013 Work Session, and that ratification was not necessary.

[*Director Haskins arrived at this time, approximately 6:35 p.m.]

Discussion re Resignation of
Andrew Pimental and
Replacement of District
Manager

The Board acknowledged the receipt of Mr. Pimental's resignation from his position as District Manager. He and his family are moving to Minnesota, and Mr. Pimental has accepted a similar position there. Mr. Pimental's last day of employment with GVR Metropolitan District will be July 19, 2013.

Ms. Vander Wall provided the Board with a memorandum, which includes an outline of the procedures required to be followed for the hiring of a new district manager, a position which appears to qualify as a "chief executive officer" position under the Colorado Open Meetings Laws. Accordingly, the Board must establish certain job search goals which meet the statutory criteria, including: (1) a job description; (2) application deadlines; (3) applicant requirements; (4) selection procedures; and (5) timeframe for filling the position.

District Manager Job Search
Goals

Mr. Pimental presented various materials for the Board's review and consideration regarding job search goals.

- Application Deadlines /
Timeframe for Hiring
Process

The Board reviewed the projected timeline for hiring, presented in a matrix format by Mr. Pimental. Accordingly, the job notice, application and supplemental questionnaire will be posted electronically and advertised for approximately two weeks beginning July 3 through July 17, 2013.

The first review of applicant materials will begin on Wednesday, July 17, 2013. There will be an initial review to determine whether the application is complete and whether the applicant meets the minimum criteria established for the position. Preliminary interviews will take place during the second half of July; finalist interviews are scheduled to take place during the first two weeks of August. The top candidate is expected to be offered the position in the third or fourth week of August with

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the newly hired District Manager anticipated to begin in September, 2013.

Upon further discussion, and upon motion, second and unanimous vote, the Board approved the application deadlines and timeframe for the hiring process as proposed.

- Job Posting

The Board reviewed the proposed "Position Vacancy" notice for posting, and discussed whether to incorporate a salary range for the position. After motion, second and a vote of four in favor and two against (Directors George and Smith), the Board agreed to proceed with the posting of the notice as presented by Mr. Pimental.

The Board also considered whether to post the job notice locally and/or nationally. Following discussion, the Board agreed to publish the notice on a local basis only at the following sites:

- a. SDA website
- b. CO Park & Rec Association
- c. Community Association Institute
- d. CAB website
- e. GVR Metro District website

- Job Description / Applicant Requirements

The Board reviewed the district manager job description, including applicant requirements, presented by Mr. Pimental. The Board agreed to add "community association experience" as an appropriate alternative which may be relied upon to fulfill the minimum educational / experience requirements. The Board discussed having applicable citizenship documentation as part of the criteria. Mr. Pimental noted that it is required as part of the job application, and agreed to incorporate the job application into the submission requirements. The Board added the words "oversight of" to the position summary, as it relates to planning and design of facilities.

The applicant is directed to submit a resume, a letter of interest, a completed job application, and a completed supplemental questionnaire to the District.

Following discussion and the modifications noted, and upon motion, second and unanimous vote, the job description was approved by the Board.

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- Supplemental Questionnaire

Mr. Pimental recommended that the Board incorporate a supplemental questionnaire into the job application process. The purpose of this questionnaire is to have an additional means to distinguish the qualifications of the candidates. The Board reviewed a proposed set of questions to be used, and the modified questions presented by Director Haskins. The proposed changes include more open-ended questions, and eliminate certain questions which are expected to already be disclosed on the applicant's resume. Following further discussion, and upon motion, second and unanimous vote, the Board approved the modified supplemental questionnaire as part of the application submittal documents.

- Selection Procedures

The Board discussed the appointment of a committee or subcommittee for the selection of the candidates. It was recognized that each Board member desired to participate in the application review process; therefore, no committee or subcommittee was appointed.

The Board agreed that Dee Mares, the District's office manager, would receive the application submissions. Ms. Mares will make a determination as to whether the application is complete, and whether the applicant meets the District's minimum criteria for the position. The application submissions which meet these threshold determinations will then be packaged and forwarded on to the Board members.

Each Director will review each of the individual job applications and rank them based on a scale of 1-5, with a 5 being the highest score achievable. Ms. Mares will receive the scored applications from the directors, and she will develop a list of a minimum of three top candidates based on the calculated scores.

The top-ranked candidates will be interviewed by the Board of Directors at a public meeting of the Board.

- Interim District Manager

Director Rohrer stated that the District would benefit from having Micaela Duffy assist Mr. Pimental until his departure, and then serve as the "interim manager" during the time period prior to the hiring of the finalist candidate for the district manager position. It was noted that she has served in this capacity previously, and was qualified to meet the District's needs. There was further discussion, and also acknowledgement that Ms. Duffy would be willing to step up to this position on an interim basis. Upon motion, second and unanimous vote, the

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Board approved the appointment of Ms. Duffy to serve in the capacity of “interim district manager” commencing July 8, 2013. It was acknowledged that Ms. Duffy’s pay would be increased commensurately following further research of the appropriate salary amount.

- Discussion re Appreciation
Dinner

The Board discussed co-hosting with the HOA Board a dinner in appreciation of Mr. Pimental’s tenure with the District. Ms. Duffy reviewed with the Board the estimated cost of the dinner. Upon motion, second and unanimous vote, the Board approved the appreciation dinner, scheduled for Friday, July 12, 2013.

- Other

No other items were brought before the Board at this time.

Adjournment

There being no further business to come before the Board, and upon motion duly made, seconded and unanimously carried, the meeting was adjourned at approximately 8:15 p.m.

Secretary for the Meeting