

GVR METROPOLITAN DISTRICT

A RESOLUTION OF THE GVR METROPOLITAN DISTRICT
ADOPTING POLICIES AND PROCEDURES RELATED TO
THE FORMATION AND USE OF COMMITTEES

WHEREAS, the GVR Metropolitan District (the "District") is a quasi-governmental entity and political subdivision of the State of Colorado organized pursuant to Title 32 of the Colorado Revised Statutes; and

WHEREAS, the Board of Directors of the District finds and determines that it is appropriate and necessary to establish policies and procedures related to the formation and use of committees; and

WHEREAS, the Board of Directors intends that the policies and procedures related to the formation and use of committees adopted here shall control to the extent that any other former resolutions of the GVR Metropolitan District conflict with the policies and procedures set forth here; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GVR METROPOLITAN DISTRICT AS FOLLOWS:

1. Adoption of Policies and Procedures: The Board hereby adopts the policies and procedures attached hereto as Exhibit A, fully incorporated and made a part hereof by this reference.

2. Controlling Clause: To the extent any former resolutions adopted by the GVR Metropolitan District conflict with this Resolution, including, but not limited to, Resolution No. 08-19-09 adopted by the GVR Metropolitan District on August 19, 2009, the policies and procedures set forth herein shall control.

3. 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.

4. Effective Date: This Resolution shall take effect immediately upon approval by the GVR Metropolitan District Board. Subsequent revisions to the policies adopted hereunder shall be made my motion, property approved by a majority of a quorum of the Board at a duly noticed regular or special meeting.

ADOPTED by a vote of SIX (6) in favor and zero (0) opposed, this 16th day of June, 2010.

By: 
President

Attest:
By: 
Secretary

EXHIBIT A
to the
RESOLUTION OF THE GVR METROPOLITAN DISTRICT
ADOPTING POLICIES AND PROCEDURES RELATED TO
THE FORMATION AND USE OF COMMITTEES

GENERAL PROVISIONS

I. Definitions

- A. “District” shall mean the GVR Metropolitan District.
- B. “District Board” shall mean the GVR Metropolitan District’s Board of Directors.
- C. “Director” shall mean a member of the GVR Metropolitan District’s Board of Directors.
- D. “HOA” shall mean the Green Valley Ranch Homeowner’s Association.
- E. “HOA Director” shall mean a member of the Green Valley Ranch Homeowner’s Association Board of Directors.
- F. “Community Member” shall mean a person who is registered elector of the GVR Metropolitan District.

II. Committee Types

- A. Standing Committee: A standing committee serves to perform a continuing function and remains in existence permanently or for the life of the entity which established the committee.
- B. Special Committee: A special committee is a committee appointed, as the need arises, to carry out a specified task, and which automatically ceases to exist at the completion of such task.

III. Committee Member Selection

- A. Standing Committee:
 - 1. Committee Member terms shall be for one year, renewable without limitation. Membership for each Standing Committee shall be submitted for approval by the Board of Directors at the District’s regular Board meeting in January of each year.
 - 2. No more than two Directors shall serve on any single standing committee.

B. Special Committee

1. Each Special Committee shall be established as the need arises and will automatically terminate upon completion of the Special Committee's task(s).
2. A Special Committee may be formed at any regular or special meeting of the District's Board by approval of the Board of Directors.
3. No more than two Directors shall serve on any single Special Committee.

C. The District Manager shall be responsible for providing notice to the Community for the solicitation of persons interested in serving on a District Committee, as appropriate.

D. The District Manager shall present the recommended nominations for Committee Members to the Board for approval.

IV. Community Member Qualifications. Any Community Member who is not a Director, District employee, or HOA Director must submit to the District Manager an application for committee member membership that includes:

1. The committee the Community Member is interested in joining;
2. Why the Community Member is interested in joining the committee; and
3. Description of any relevant experience.

V. No Official Business. No official District business shall occur at any committee meeting. All committee recommendations requiring official District action must be presented to the District Board at a regular or special meeting.

VI. Committee Reports. Each standing and special committee shall designate a committee member, preferably a District employee, to prepare a written report detailing the committee's activities for presentation to the District Board at its next regular or special meeting immediately following the committee meeting.

STANDING COMMITTEES

I. HOA COMMITTEE

A. Purpose: The purpose of the HOA Committee is to oversee and review the covenant enforcement services provided by the District on behalf of the HOA.

B. Composition: The HOA Committee shall have up to seven members including:

1. Two Directors;
2. Two HOA Directors;

3. the District's Manager;
4. Two District employees who are responsible for covenant enforcement services.

C. Meeting Date/Time

1. Monthly: Until an agreement is reached between the District and the HOA regarding the covenant enforcement services, the committee shall meet on the second Monday of each month at 5:30 p.m.
2. Weekly: Once an agreement is reached between the District and the HOA regarding the covenant enforcement services, the committee shall meet every Monday at 4:00 p.m.

II. LANDSCAPE AND MAINTENANCE COMMITTEE

A. Purpose: The purpose of the Landscape and Maintenance Committee is to address issues related to the landscape and maintenance of District property including, but not limited to, supervision of all contractors providing landscape and maintenance services for the District.

B. Composition: The Landscape and Maintenance Committee shall have up to eleven members including:

1. Two Directors;
2. the District's Manager;
3. the District's Facilities Manager;
4. the District's GIS Technician;
5. Two Community Members; and
6. One representative from each of the three contractors providing landscape and maintenance services for the District.

C. Meeting Date/Time: Second Thursday of each month at 7:45 a.m.

III. COMMUNITY PROGRAMS COMMITTEE

A. Purpose: The purpose of the Community Programs Committee is to provide strategic planning, evaluation, and recommendations regarding the District's current and future community programs, and to address operational issues affecting the District's community programs.

B. Composition: The Community Programs Committee shall have up to nine members including:

1. Two Directors;
2. Four District employees; and
3. Three Community Members.

C. Meeting Date/Time: First Thursday of each month at 9:00 a.m.

IV. COMMUNITY GARDEN STEERING COMMITTEE

A. Purpose: The purpose of the Community Garden Steering Committee is to provide strategic planning, evaluation, make recommendations regarding the District's community garden, and to address operational issues affecting the District's community garden.

B. Composition: The Community Garden Steering Committee shall have up to nine members including -

1. Two Directors;
2. Four District employees; and
3. Three Community Members.

C. Meeting Date/Time: Third Thursday of each month at 9:00 a.m.

V. PLANNING COMMITTEE

A. Purpose: The purpose of the Planning Committee is make recommendations to the District Board regarding District projects, programs, and purchases and to provide a channel for public input regarding community needs.

B. Composition: The Planning Committee shall have up to nine members including

1. Two Directors;
2. Two District employees; and
3. Five Community Members.

C. Meeting Date/Time: Second Thursday of each month at 6:00 p.m.

VI. NEWSLETTER COMMITTEE

A. Purpose: The purpose of the Newsletter Committee is to work with representatives from the HOA regarding the publication of the "The Metro," the newsletter jointly produced by the District and the HOA. This includes making decisions regarding the newsletter's content and editing.

- B. Composition: The Newsletter Committee shall have up to nine members including -
1. Two Directors;
 2. Two HOA Directors;
 3. Two District employees; and
 4. Three Community Members.
- C. Meeting Date/Time: First Thursday of each even-numbered month.

SPECIAL COMMITTEES

I. INTRODUCTION: The Special Committees listed below are deemed to be currently in existence, formed for the purposes described below, to be terminated upon completion of their identified task(s).

II. EVENTS AND WEBSITE DEVELOPMENT COMMITTEE

- A. Purpose: The purpose of the Events and Website Development Committee is to make recommendations to the District regarding (1) community events and (2) the use, management, and improvements to the District's website.
- B. Composition: The Events and Website Development Committee shall have up to seven members including -
1. Two Directors;
 2. Two District employees; and
 3. Three Community Members.
- C. Meeting Date/Time: To be determined.

III. BUDGET, TREASURY AND AUDIT COMMITTEES

- A. Purpose: The Budget, Treasury, and Audit Committees are intended to be subcommittees of the Planning Committee, to be convened as needed for the following purposes:
1. Budget Committee: Address specific issues related to the District's budget during budget formation.
 2. Treasury Committee: Address specific issues related to the District's financing at any time.

3. Audit Committee: Address specific issues related to the District's financial audit.
- B. Composition: The Budget, Treasury, and Audit Committees shall each be composed of up to seven members including -
1. Two Directors;
 2. Two District employees familiar with the District's finances; and
 3. Three Community Members.
- C. Meeting Date/Time: To be determined.

IV. COMPENSATION COMMITTEE

- A. Purpose: The purpose of the Compensation Committee is to evaluate the compensation packages for the District's employees.
- B. Composition: The Compensation Committee shall be composed of up to four members including -
1. Two Directors;
 2. the District's Manager; and
 3. the District's Accountant.
- C. Meeting Date/Time: To be determined.