

**Minutes of the Board of Directors of the  
Singletree Property Owners' Association Meeting  
August 16, 2022**

A Special Meeting of the Board of Directors the Singletree Property Owners' Association (SPOA), was held in conjunction with the Berry Creek Metro District (BCMD) Board of Directors August 16, 2022, at 4:00 p.m. at the Singletree Community Center.

**Attendance** The following SPOA Directors were present and acting:

- Ariana Burkley
- Dan Godec
- Karen Zavis

The following BCMD members were present and acting:

- Courtney Holm
- Katie Rothenberg
- Melissa Nelson, via phone
- Trevor Broersma

Also attending were:

- Nina Timm, Community Manager
- Dan Carlson, Facilities Manager

**DEVELOPMENT OF AN EMPLOYEE REVIEW PROCESS AND SCHEDULE**

The Boards discussed the importance of developing a regular performance review process for its employees, regardless of who serves on the boards. There is one regular employee and one contract employee. There was agreement that performance review forms should be focused on job descriptions and work performed in targeted performance categories. The forms are tools to generate conversations between employees and board members and provide timely feedback. Both employees work for both boards, directly or indirectly. It was agreed that the Community Manager performance review should include input from the Design Review Committee (DRC) and/or Architectural Consultant as well.

Performance reviews will be scheduled late in September and March each year and both boards plus the DRC will provide input for the Community Manager. A draft form will be prepared for consideration by the Boards, in time for the September performance review.

The Operations/Facilities job description is largely complete with the monthly task book that was prepared by Dan Carlson and Mike Reisinger. The Community Manager job description should be updated to reflect current activities.

**ADJOURNMENT:**

There being no further business to come before the Board, by motion duly made and seconded it was unanimously

**RESOLVED** to adjourn the special meeting of the Singletree Property Owners Association Board of Directors at 5:05 pm, this the 16<sup>th</sup> day of August 2022.