
RECORD OF PROCEEDINGS

Minutes of the Meeting of the Board of Directors of Berry Creek Metropolitan District on August 16, 2022

A Special Meeting of the Board of Directors of the Berry Creek Metropolitan District (BCMD), Eagle County, Colorado was held August 16, 2022, at 4:00 p.m., in accordance with the applicable statutes of the State of Colorado. The Board met in joint session with the members of the Board of Directors of the Singletree Property Owners Association (SPOA). These minutes are the minutes of the BCMD portion of the meeting and separate minutes record the SPOA portion of the meeting.

ATTENDANCE

The following BCMD Directors were present and acting:

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

SPOA Directors in attendance:

- Ariana Burkley
- Dan Godec
- Karen Zavis

Also, in attendance were:

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

CALL TO ORDER

Director Holm called the Special Meeting of the Board of Directors of the Berry Creek Metropolitan District to order on August 16, 2022, at 4:00 p.m., noting a quorum was present.

DISCLOSURE MATTERS

Pursuant to Colorado law, certain disclosures by the Board members may be required prior to taking official action at the meeting. The Board reviewed the agenda for the meeting, following which each Board member disclosed their conflicts of interest, stating the fact and summary nature of any matters as required under Colorado law, to permit official action be taken at the meeting. The Board determined that the participation of the members present was necessary to obtain a quorum or otherwise enable the Board to act.

AGENDA

There were no changes to the meeting agenda.

PUBLIC INPUT

There was no public input.

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DEVELOPMENT OF AN EMPLOYEE PERFORMAN 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 Regular Meeting of the Berry Creek Metropolitan District Board of Directors this 16th day of August 2022.

Respectfully submitted,

Nina Timm