

HIDDEN SPRINGS TOWN ASSOCIATION
TOWN COUNCIL
**Amended and Re-Stated Resolution
Establishing an Interview Committee (“Resolution”)**

We, the undersigned, being all the Members of the Town Council for Hidden Springs Town Association (“HSTA”) consent and agree that the following Resolution was made on June 26, 2024 and amended on July 2, 2024:

We hereby establish an Interview Committee, in accordance with sections 4.3 (a), “Special Powers and Duties,” and 4.16 “Committees,” of the HSTA Bylaws, as amended, by unanimous consent, for the purpose of interviewing potential candidates for the full-time employee position of Town Manager (“TM”).

Therefore, it is resolved that the Interview Committee shall:

- consist of up to six (6) residents of Hidden Springs (“Members”) selected by the Town Council (“TC”), plus one (1) member of the TC, and the subcontracted human resources consultant (“Agent”) who shall serve as chairperson;
- be formed via application of interest and determined by TC and Agent based on experience factors critical to qualitatively assess the knowledge, skills, and fit for the TM position (e.g. finance, operations, facilities, events, human resources, regulatory compliance, communications, etc.);
- be facilitated by Agent to ensure a clean, legal, and unbiased search to find the best candidate to be hired for the TM position; and
- include expectations for members of the Interview Committee which create a professional and unbiased search process. Members of the Interview Committee and candidates shall all be treated respectfully and with kindness at all times.

Additionally, it is resolved:

- the Agent and TC shall draft 15-20 interview questions and review with the Interview Committee;
- the Agent will conduct pre-initial screening to sort out those candidates who do not meet minimum requirements;
- rejected applications will be available for the Interview Committee to review as needed;
- in order to identify the best qualified candidates to fulfill the role of TM, applicants will be accepted from residents of Hidden Springs (“Members”) and non-residents;
- recognizing that Members have a vested interest and experience in the community, such resident candidates will receive additional weighting (points) throughout the screening process;
- the Interview Committee shall be responsible for initial interviews and will recommend to the TC two to five finalists who will be invited to participate in open forums with Members; such forums shall be scheduled by the TC with written notice provided no later than one week before scheduled date(s);
- finalist candidates invited to open forums will be asked to respond to up two formal questions, developed by the Interview Committee, TC and Agent prior to the open forums; and
- feedback will be gathered from participating community Members and forwarded to the TC, who will consider such feedback as it makes the final decision on the TM.

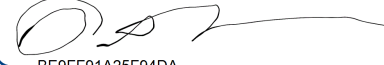
Further, it is resolved that:

- The TC will put forth good faith efforts to identify the best candidate by August 30, 2024. This is a target date; it is understood that finding and hiring the most qualified candidate for the position of TM may extend beyond August 30, 2024.

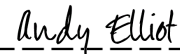
This Resolution shall supersede and nullify any prior Resolutions related to the establishment of an Interview Committee as described herein.

The Town Council, as elected officers of the HSTA are authorized to perform the acts to carry out this Resolution.

A copy of this Resolution shall be provided and/or kept as required by the Governing Documents.

DocuSigned by:

 BE9FF91A25F94DA...

President
Pete Risse


DocuSigned by:

 0AE2B8E0312F4D0...

Vice-president

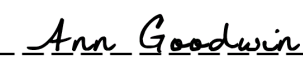
Andy Elliot

DocuSigned by:


Treasurer
Melissa Christian

DocuSigned by:

 95CF44A2DF7049D...

Secretary
Renae Zimmer

DocuSigned by:


Member at large
Ann Goodwin