

Approved  
Special Board of Directors' Meeting  
Sky Bryce Association, Inc. (SBA)  
March 21, 2020

A special meeting of the Board of Directors of SBA was called to order at 11:00 AM by President Tom Wright via Zoom internet teleconferencing. President Tom Wright, Secretary Deborah Goddard, Treasurer Linda Nelson and Directors Lynn Nouvel and Jeff Manning participated via computer. Vice President John Tauber and Director John Barnes participated via telephone.

Motion was made and seconded to go into executive session to discuss hiring and personnel standards. Unanimously approved.

The board convened in executive session.

Motion was made and seconded to reconvene in open session. Unanimously approved.

Motion was made and seconded to close the administrative office to property owners and guests until April 30, 2020 due to the COVID -19 virus. Unanimously approved.

Motion was made and seconded to develop Standard Operating Procedures and create specific Job Descriptions prior to creation of new employee positions. Vacancies in current positions will continue to be filled as they occur in accordance with SBA Bylaws, Article 4 (d). Unanimously approved.

Motion made and seconded to adjourn the special meeting of the SBA Board of Directors at 12:00 AM. Unanimously approved.

Respectfully submitted by:

Deborah Goddard, Secretary  
Board of Directors  
Sky Bryce Association, Inc.