



## **Update on Administrator Process**

We received Nancy Van Huffel's letter of resignation on April 7, 2011. We discussed in Executive Decision with Nancy her estimated schedule of retirement. It was originally believed that Nancy would remain in her position and available to the Board and her successor until at September 30<sup>th</sup>, 2011.

With that time frame in mind we began a search to find a replacement administrator by posting on CAI, ECHO, CAN, Opportunity Knocks, Craig's List and announcing the job opening in our own Village Briefs with a cut off date of May 30<sup>th</sup> 2011. We subsequently held a town meeting to gather input and comments from the community in what they would like to see in a new Administrator.

At that time the Board took the position that should we not be able to find a suitable candidate then we would not rush in to hiring a person to solely meet the deadlines that we originally established for the search. During the process we said that we may have to extend the time lines and widen the search parameters should a suitable successor not be identified.

As a result of the canvas we received over 50 resumes. From those 50 resumes the Board set an initial criteria of a specific skill set in which we would be looking for. Interestingly enough of those over 50 resumes only two resided in the San Lorenzo Village. Based upon those skills sets the applicants were broken down in to three categories from most desirable, to meets minimum qualifications to does not meet initial requirements. From those three categories we pared down the applicants further to identify those that were the most qualified and of those 10 one was a homeowner of the San Lorenzo Village.

The Board spent the next week conducting both practical exams and oral interviews with those nine candidates as one candidate did not show up to the interview. As a result of the interviews and practical exercises three candidates clearly emerged as possessing more of the skill sets of the others all though none of the three possessed all of the specific skill set we sought.

At that time the lead candidate was contacted and extended the offer of employment. Within the given deadline for accepting the position this candidate had to withdraw their request for employment due to personal reasons. We then conducted a subsequent interview with the remaining two candidates, coincidentally coinciding with their follow up interviews we learned that a health issue that had recently been diagnosed for the Administrator would require nearly immediate surgery.

The surgery would prevent her from spending the anticipated time teaching and transitioning with a selected applicant. Compounding this selection process the Board has been dealing with procedural and policy issues within the functioning of the Homes Association Administration. The Board felt that hiring either of the remaining applicants would put them in disadvantageous position of having to learn a new job within one week before Nancy Van Huffel would be leaving for surgery.

Subsequently we also felt that placing either candidate that each by themselves held many wonderful qualities but again did not possess some of the most important aspects of the job would be to diminish their ability to succeed in this position. It was at that time the Board unanimously decided to suspend the search for a permanent replacement of the Administrator and decided to place an interim Administrator in the position for a period of no less than one year.

At this time one name surfaced as someone who had the specific skill set and knowledge of the workings of the Administration, Davis Stirling and the policies and procedures. After a lengthy discussion in which the Board was faced with the gravity of the situation the remaining 4 members of the Board unanimously asked if Kathy Martins would accept the position as the interim Administrator.

The parameter of the job would be that she would be in the position for no less than one year during which time she would immediately perform the duties of the Administrator and seek to resolve the procedural and policy transition from an Administrator with over 20 years experience to a new Administrator.

Kathy comes to this position with a Bachelors in Business Administration, 16 years in the financial services industry with experience in management, tax preparation services, general accounting, internal audits, compliance training, computer proficiency as well as many professional designations. During Kathy's tenure on the Board from which she has resigned her position she has had experience with CC&R's, Davis Stirling, the Corporations Code and the governing documents of the Homes Association.