

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, February 25, 2015, 6:00pm
The Ranch House Meeting Room

A regular meeting of the Executive Board Members of the River Valley Ranch Master Association, in the county of Garfield, State of Colorado was held on Wednesday, February 25, 2015 at 444 River Valley Ranch Drive, Carbondale, Colorado 81623 with the following people present:

Executive Board of Directors

Jim Noyes, President
Bob Schoofs, Treasurer
Yvonne Perry, Secretary
Peter Frey, Director-at-Large (by phone)
Jack Gausnell, Director-at-Large

Management Representatives

Ian Hause, Executive Director
Suzie Matthews, Director of Finance
Brenda Bamford, Member Services Manager
Pamela Britton, DRC Administrator

Homeowner Attendees

Call to Order

RVR Executive Board President, Jim Noyes called the meeting to order at 6:00 pm. A quorum was established.

Approval of Agenda

Directors Perry and Schoofs moved and seconded to approve the agenda. The motion passed unanimously.

Consent Agenda

Directors Schoofs and Perry and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of January 28, 2015. The motion passed unanimously.

Public Comment

- None

Announcements

- **Game Night** – February 20th 7:00pm
- **Board Meeting** – February 25th
- **DRC Meeting** – March 5th
- **Crystal River Project** – presentation of the conceptual plan for the Crystal River restoration project by Dave Rosgen – March 6th 12:00 and/or 5:00pm
- **DRC Meeting** – March 19th
- **Habitat for Humanity** – March 19th

- **Heart Health** –by Dr. Greg Feinsinger, March 26, 5:30pm
- **Ducks, Eggs, and Candy** – Easter Celebration for Kids! April 4th 10:00am
- **Board Meeting Change** – April 22nd
- **Being Energy Smart Presentation by CLEER** – Thursday, April 9th at the Ranch House at 6:00pm (hosted by Roaring Fork Realty)

Committee Reports

- Design Review Committee
 - February 5th
 - February 19th

We had two final submittals approved this month. We expect one new project to start the design review process in March.

Executive Director's Report

- **General Update**–The RVRMA, The Settlement, Old Town and Master Association operations have all come in under budget for 2014. Operations excess funds were allocated to the Old Town and Settlement reserve funds at the January meeting. The excess operating funds for the Master Association will be allocated to the Master Reserve at the February meeting.

The organization is operating within the Board adopted, Member ratified 2015 Operations Budget and Capital Expense budgets. However, we are very early in the RVRMA fiscal year.

The RVR Trash and Recycling program is underway with same day, single provider service to commence April 1st. MRI offered the best package and pricing and was thereby awarded the bid.

Program Informational packets (and form documents if requested) will continue to be delivered by the Front Desk team until February 28th. Owners must acknowledge receipt by signature. The informational packet and form documents are also on the website. Those info packets which have not been picked up will then be mailed to the Owners address of record via US Mail.

Deferred Service Forms and self Service forms are being received.

With one minor exception, staff has received nothing but support for the program.

Please see the Member Services section for details for period functions and events. All functions and events were very well attended with a very high level of customer satisfaction.

Tennis Director, Cristina Sirianni's contract for the 2015 Tennis Season, she plans to arrive the third week of April. Lone Wolf will commence contractual services commencing March 1st. Hindeman-Sanchez is on retainer for 2015. 4S is under contract for the 2015 mow and blow. Aspen Grove Property Management is

under contract for snow removal for winter 2014/15. Aspen Tree Service has completed select winter tree pruning throughout RVR. All of the above contractual terms and conditions are per the Board adopted and member ratified 2015 operations budget.

A new employee handbook has been completed by Pam, Brenda, Counsel and an HR Consultant. The handbook was further reviewed by Lani Kitching, Jim Noyes and the ED. The handbook is now in effect and all existing staff have acknowledged receipt.

- **RVR Irrigation H2O** – RVR Irrigation H2O is operating per plan and budget to date. Monthly payments are being made as per the mutually agreed upon budget, less a Lone Wolf payment provided on their behalf to Rich Myers. The 2015 Reimbursement Assessment shall remain the same for the fourth consecutive year. Our pro-rata share should incrementally increase as more homes are completed and under irrigation. Accordingly, there will be more participants in the program keeping operational costs generally the same.

The Cla-valves have been serviced over the winter. Rich Myers has performed this service under a revised, inclusive 2015 ICA. They have been re-installed by Rich under his contract since we have had warmer temperatures.

Rich Myers will commence seasonal contract work beginning March 1st. Shortly thereafter, seasonal irrigation staffing will ramp up as we prepare for 2015 irrigation services.

First efforts will include cleaning of the sed basin, annual cleaning of the upper/upper Bowles and Holland Ditch, and relining the west side outfall at Heritage Drive.

We are hoping snowpack dramatically increases the next 60 days or this could be a very challenging irrigation season.

- **Member Services, Hospitality, Media and Public Relations** –Local wildlife photographer Dale Petefish, the featured artist, for RVaRT in November and December has been extended thru February due to the attractiveness and popularity of his work. He plans to place an entirely new show around the first of the year. RVR Owner Pam Porter will be presenting her print work and children's book during March and April.

There is an Adult game Night scheduled for Friday, February 20th.

Wildland Hydrology will be presenting the conceptual plan for Crystal River through RVR on March 6th at 12:00 pm at the Ranch House.

The 2015 Meeting, Event and Function Calendar is on the white board in the admin office. All dates are subject to change.

- **Operational Refinement** – All Owners and Members are having their check in pictures retaken so we have current digital images on the check in screen.

- **Special Services (FAC)** - The Friday Afternoon Crew (FAC) has performed numerous special services during the period including irrigation system replacement and sleaving on new builds and furniture moving. Staff is exploring expansion of special services in 2015.
- **Social Media (Website, Weekly News, Surveys, Facebook)** – The website continues to be updated. A winter/spring image loop is rotating in on the home page slideshow. This is refreshed at least twice each month. The service provider directory is being populated and invoiced.
- **Technical - Ranch House Mechanical** – The December utility charts and notes are included in the Board packet for the period. Costs and usage for the period are less than last year and within budget. We have had a minor failure of the small hot tub pump which was repaired by RVRMA staff.

We are moving the Allerton HVAC Control software from the 2003 server which is being de-commissioned. This will occur on Thursday, February 19th and will not interrupt services.

- **Ranch House Pool** - The rec and wade pool are closed and winterized for the season. The lap pool and spas will remain open thru the winter. We have replaced the auto-fill valve on the large spa.
- **Tennis Facility and Programming** – The Triangle park tennis Courts have been locked as folks were trying to shovel them off for early play. This could cause damage to our new surfaces. The Town has been informed. We have purchased a new ball machine for the tennis program as per the approved capital expense budget. Staff is currently pricing new logo'd wind screens for the east side of court 5. This expense is included in the approved capital expense budget. The Har-Tru Clay is on site for 2015 court refinish.
- **Ranch House Building** – The tile to the men's shower divider wall facing failed. This has been repaired but it should be noted that substantial moisture has gotten behind the wall tile as cementitious backing was not installed behind the tile at the time of original construction. All shower tile in both locker rooms will have to be demolished, re framed, re backed and re-tiled at some point in the next few years. We re-grouted the floors in 2012 and that repair is performing well.

The 2015 capital expense plan and budget includes re-painting of the Ranch House and Tennis Center. This matter will be before the Board at the February meeting.

- **Site work and Landscape**

Holiday Decorations- RVRMA crews have completed removal of most Holiday Decorations. The Ranch House and North Entry LED tree lights will remain functional until mid-March

Snow Removal- Services have commenced for the 2014/15 winter. We have switched providers for this service. Aspen Grove Property Services is under contract. The Snow Removal Protocol Document is on the website under "Living at RVR". So far in 2015 we are under budget for services.

Turf Grass – 4S and Lone Wolf are under contract for 2015. All RVRMA seasonal crews will be returning this spring. RVRMA Crews are removing snow plow damaged sod where it is thawed enough to remove.

Trees – Structural and aesthetic pruning of trees was completed in February to realize discounted services from Aspen Tree Service. We have now performed these services throughout RVR over the past four winters. The 2015 capital expense plan and budget includes placement of additional Aspen trees at the north entry.

Flowers – Services will re-commence in the spring of 2015. The 2015 capital expense plan and budget includes installation of flower beds at the south entry.

Noxious Weeds –2015 Noxious Weed control services on RVRMA Open Space will be performed in-house. Prima Plat Care will continue to do vacant lots.

Beautification and Mitigation – Pond 11, near the North Bridge, is undergoing repairs and enhancement. RVRMA Staff has placed a bentonite liner and re-established the water feature. Rock for the water feature has been procured at no charge as it was left over from a recent RVR private landscape project. This work is completed with the exception of fine grading and sod which will occur in 2015. The project looks great and provides much greater curb appeal to that MCA.

Special Projects – In partnership with the Town, the AVL T and the RVRMA, Dave Rosgen with Wildland Hydrology has completed a preliminary conceptual plan and budget for a river and trout habitat enhancement project and program for the 1 and 1/4 mile of Crystal River which passes thru RVR. See Member Services.

Re-painting of the Triangle Park restrooms is included in the 2015 capital expense plan and budget.

Infrastructure – The CDOT/Town Highway 133 project effort is largely complete for this year. Some portions of the project had to be deferred to 2015 due to early cold weather. The north entry traffic signal is now functional. Minor site work and sod are all that remains.

We have placed CDOT Hwy 133 construction updates on the website and links to CDOT web portals for current construction updates. This information may be found in the Living at RVR section of the site. RVR Owners, Members and residents may directly sign up for updates by going to SH133@PublicInfoTeam.com.

The Town of Carbondale performed significant crack sealing on Crystal Bridge Drive and Perry Ridge in anticipation of possible chip seal and fog coat of the upper bench in 2015 subject to funds availability and other priorities. As we move into summer, we will keep the community informed.

RVRMA Crews are repairing street signs in our shop during the winter.

- **Licensing and Registration** – All licensing, registrations and inspections are either complete for 2015 or to be renewed, with the exception of CCIOA HOA Manager Licensing. At least one Manager in the organization must be licensed by July 1st, 2015. The entire management team is pursuing the

certifications required and licensing. The Management Team has completed the M-100 24 hour course. Pam, Brenda and Ian have passed the CMCA Test and received the CMCA Certification. The management team took the State Licensure prep course in Fort Collins on February 16th and will take the State Licensure exam in Grand Junction on March 3rd. Fingerprints have been submitted for background checks to the CBI and FBI. Suzi will take the CMCA after the State exam. At that point, the team will apply for the State License.

- **Settlement and Old Town 2014 Paint Program** – All services in both neighborhoods are complete for 2014. 2015 planning and budgeting is complete. The intent is to commence 2015 services in April and be complete by July 1st. The scope of services will be verified in March and Contracts will be before the Board at the March meeting.
- **Budget and Finance** – 2014 Year End and January 2015 Financials are included in the Board books. The utility tracking sheet is under a rebuild by Mitchell and Company. Once that is complete, staff will take that process over from owner/volunteer Roy Davidson. We appreciate all of Roy's help over the years in our energy efficiency initiatives. It should be noted that all operational energy use nuisances remain tracked and costs are within budget for the year.
- **Continuing Education and Training** – Pam and Brenda have completed the State Certification for Notary Services. This service will be offered without charge to RVR Members and Residents. If an outside party requests Notary services there will be a five dollar fee for these services.

Once the State mandated licensing process is complete, the management team will then be required to perform 8 hours annually (each) for continued certifications and licensing. There may be some crossover CE but that is yet to be determined.

Staff has identified the Studio 13 training software as the appropriate training tool for all staff. This allows for power point, video, interactive and tested training for all aspects of the organization, especially customer service and hospitality.

The Management Team will commence on-the-job and cross training immediately after the licensing test is complete. We have identified several operational areas by which this can be accomplished.

Old Business

- None

New Business

- **Allocation of Excess Operating Funds - RVRMA**

Directors Schoofs and Perry moved and seconded the following **Draft Motion A**. Discussion was held. The motion passed unanimously.

Draft Motion A: Resolved that the RVRMA Executive Board hereby approves reallocation of \$3,982.48 in excess funds from the 2014 RVRMA Operating Budget to the RVRMA Reserve Fund.

- **Ranch House Exterior Painting Contract**

Directors Gausnell and Perry moved and seconded the following **Draft Motion B**. Discussion was held. The motion passed unanimously.

Draft Motion B: Resolved, that the RVRMA Executive Board hereby approves the funding of the proposed \$24,000 expense for painting the exterior of the Ranch House, services provided by contractor Johnny Gonzales.

Executive Session

The Board entered Executive Session at 6:30 pm. The Board returned from Executive Session at 6:37pm.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 6:38.