

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, January 20, 2016, 5:30pm
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, January 20, 2016 at 444 River Valley Ranch Drive, Carbondale, Colorado 81623 with the following people present:

Executive Board of Directors

Jim Noyes, President
Ron Rouse, Vice-President
Bob Schoofs, Treasurer
Yvonne Perry, Secretary
Lani Kitching, Director-at-Large
Todd Richmond, Director-at-Large
Jack Gausnell, Director-at-Large

Management Representatives

Ivan Perrin, Executive Director
Suzie Matthews, Finance
Pamela Britton, HR, Governance and DRC
Brenda Bamford, Member Services and IT

Homeowner Attendees

Call to Order

RVR Executive Board President, Jim Noyes called the meeting to order at 5:30 pm. A quorum was established.

Approval of Agenda

Directors Kitching and Gausnell moved and seconded to approve the agenda. The motion passed unanimously.

Consent Agenda

Directors Kitching and Perry seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of December 16, 2015. The motion passed unanimously.

Directors Kitching and Perry seconded to approve the 2015 Annual Meeting minutes of December 16, 2015. The motion passed unanimously.

Public Comment

- None

Announcements

- **DRC Meeting** – January 21st
- **DRC Meeting** – February 5th
- **Game Night** – January 15th, 6:00pm
- **English in Action Tutoring Program Presentation** – January 29th, 5:30pm reception, 6:00pm presentation
- **DRC Meeting** – February 19th
- **Board Meeting** – February 25th

Committee Reports

- Design Review Committee Meeting
 - January 7, 2016

Senior Staff Update

General Update

My first day as RVRMA Executive was January 4th. In my first weeks we have concentrated on mostly Human Resource items. The concept of a 'Senior Staff' group has been agreed to and consists of Ivan (Chair), Pam, Suzie, and Brenda. Senior Staff meetings are daily at 1pm for 30 minutes. The intervals of these meetings are subject to change as the group spends more time together, but are likely to stay on the same schedule for the near future. During the first week of Senior Staff meetings the following was decided by the entire group:

1. Brenda has been appointed in-house IT person. Ivan will be secondary IT.
2. Pam has been appointed as Director of HR. Ivan will be secondary HR.
3. Remote access for offsite work was installed for Brenda, Suzie and Ivan.
4. Spring Ranch House maintenance list projects to be performed in February. Ivan is in charge of all Facilities and grounds management. Suzie will be secondary.
5. Annual Calendars for miscellaneous functions are being created for follow-up and managerial efficiency.
6. Subcontractor's evaluation forms to be created for all services.
7. Staff will move toward a paperless office over the next year.
8. Monthly meetings for All Staff to start in February; President of the Board to be present if possible.
9. At 90-days, all senior staff and board will review Ivan's performance. Ivan will in turn review senior staff.
10. New server contract was executed along with Dual Monitor Purchases for Ivan, Suzie and Brenda.
11. Ivan is spending about 90-minutes a day in training with Brenda, Suzie, and Pam on various RVR and Ranch House processes and procedures.
12. Anthony Fotopolus will be hired as a skilled tradesman to perform spring Ranch House maintenance duties. He will be considered part-time, seasonal.

I'm excited about how the Staff and Membership has welcomed me. It's been overwhelming.

Finance

- **Financial Reports** – Year end financials will be available at the meeting. They will be emailed prior to meeting and some hard copies will be available.
- **Capital Reserve** – Senior staff is working on confirming the needed capital expenditures for 2016. The capital reserve December 31, 2015 balance will be available at the meeting.

- **Operating Expenses** - Insurance for 2016 did come in over budget due to the increase in D&O Insurance. Other operating expenses are expected to come in on budget.

RVR Property Sales and Closings – The 52 Tasker Lots were listed on the open market and have seen quite a bit of activity. One lot and one home have closed so far in January.

Governance

- **Board** – The Board member contact information sheet will be circulated during the meeting to confirm our contact information is current and correct.
- **DRC** – There are currently six homes under construction at RVR. Three new applications began the review process in January; one on the south/west side of Crystal Bridge Drive and two spec homes in the ‘Bowles Gulch’ area where Crystal Bridge and Perry Ridge meet. Other construction projects are generally proceeding on schedule.

We are adding to our inventory of site plats and maps. Town of Carbondale is providing plats that we don’t currently have and we are securing additional plats through the Garfield County Recorder’s office. Pam is researching the potential of updating our GIS-based maps to reflect site changes over the past six years by working with universities that seek this kind of GIS work for student projects.

- **Enforcement** – Staff addressed a renter violation that involved parking an RV and several cars in the rental home’s driveway for several days. Neighbors reported the violation and staff responded immediately. The owner of the property and her property manager were contacted to advise them of RVR parking and other regulations and their obligation to communicate these regulations to renters.

Human Resources

- **Continuing Education and Training** – Staff is preparing the training activities for summer staff including first aid re-certification and seasonal training. A master training calendar is being developed for use from year-to-year.
- **HR Practices** – Pam and Brenda are preparing a staff ‘policies and practices’ manual that will outline a variety of job related standards and protocols that staff are expected to follow.

Staff is preparing to review, update and put job descriptions into a consistent format. A performance review process is being developed; Ivan plans to conduct 90-day reviews for senior and other designated staff.

Pam and Brenda will be updating the Employee handbook to reflect any additions or changes based on the performance review process development and the staff policies and practices manual.

- **Licensing and Registration** – Ivan has completed his application for an Apprentice License from DORA.
- **Professional Development** – Pam and Brenda have been asked to prepare a presentation for the upcoming Spring Showcase CAI conference in Denver.

Member Services

- **Art** - Photographer Kaelin Bamford is the featured artist for January and February.
- **Communication** – The Weekly News, Tennis News, and Business Buzz are all being produced on schedule and continue to serve as important points of communication with our owners.
- **Programming** – Participation in winter programming is steady. Staff is gearing up for summer programming including preparing for pool and tennis court conditioning and maintenance.

Pam is working to resolve the ‘pickleball’ issue that has arisen from the striping of pickleball lines on the Triangle Park hardcourts last year.

- **Events** – Game Night was held on January 15th. English in Action tutoring program will be giving a talk on January 29th at 6:00pm with a reception at 5:30.
- **Notary Services** – Pam and Brenda continue to offer Notary services regularly, without charge, to RVR Members and Residents. This is a very popular service that community members seem to genuinely appreciate.

Operations

- **Site/Landscape** – Ivan has agreed in principle with Jason Jones to renew the Aspen Tree Services maintenance plan for the year 2016. Per Aspen Tree Service, there is currently an OVERPLANTING issue with trees maturing and encroaching on foundations etc. Jason indicated that RVR should be ready for lots to have to manage tree removal over the upcoming years.
- **RVR Irrigation H2O** – The water reconciliation conversations are still underway with Golf.
- **Snow Removal** - Staff has implemented a ‘snowflake link’ on the website for community members to get real-time updates on snow plowing activities. Ivan has been working with our snow removal contractor, Aspen Grove, to mitigate driveway damage from their removal operations as well as preferred snow storage locations.

Organizational Systems and Tools

- **RFP Template** – Ivan has asked Pam to prepare a standardized RFP/RFQ template and bid process.

- **Server** – Brenda and Pam are leading a restructure and clean-up of our server data to improve document archiving and access. They are also conducting a parallel process with organizing our image files.

Suzie has arranged the installation of a new server for the first quarter of 2016.

- **Strategic Planning** – Ivan has asked Pam to schedule and structure a ‘strategic planning’ session during the first quarter of 2016 for staff, Board members and other participants to be identified.
- **Technology** – Brenda has assumed the role of ‘technology expert’ for the staff and is systematically learning how to provide technology-related support for the team.
- **Website** – The website has been updated for the New Year. A few more documents will be posted as we receive them from sub-associations and other information sources.

Brenda and Pam are leading the clean-up of the administrative side of our website to improve document and image archiving and access.

Sales for the Business Directory are starting to pick up again under the direction of Jessica Hennessey.

Old Business

- None

New Business

- **Board Officers**

Directors Perry and Richmond moved and seconded the following ***Draft Motion A***. The motion passed unanimously.

Draft Motion A: Resolved that the RVRMA Executive Board hereby accepts with a vote of thanks the resignations of Jim Noyes as Executive Board President and Ron Rouse as Executive Board Vice-President and hereby elects Ron Rouse as Executive Board President and Jim Noyes as Executive Board Vice-President.

- **2016 Board Meeting Schedule**

Directors Gausnell and Richmond moved and seconded the following ***Draft Motion B***. The motion passed unanimously.

Draft Motion B: Resolved that the RVRMA Executive hereby approves the proposed 2016 Board Meeting schedule as presented.

- **Allocation of Settlement and Old Town Excess Operating Funds**

Directors Kitching and Richmond moved and seconded the following **Draft Motion C**. The motion passed unanimously.

Draft Motion C: Resolved that the RVRMA Executive Board hereby approves reallocation of \$489.33 in excess funds from the 2015 Settlement Operating Budget to The Settlement Painting Reserve Fund.

- Directors Kitching and Richmond moved and seconded the following **Draft Motion D**. The motion passed unanimously.

Draft Motion D: Resolved that the RVRMA Executive Board hereby approves reallocation of \$45.22 in excess funds from the 2015 Old Town Operating Budget to the Old Town Painting Reserve Fund.

- Bank Account Signers

Directors Kitching and Gausnell moved and seconded the following **Draft Motion E**. The motion passed unanimously.

Draft Motion E: Resolved that the RVRMA Executive Board hereby approves adding Ivan Perrin, RVRMA Executive Director as signatory on all RVRMA bank accounts and removing Susan Matthews as signatory on all RVRMA bank accounts.

Executive Session

The Board entered Executive Session at 5:36 pm. The Board returned from Executive Session at 6:30 pm. During the Executive Session staff salary, bonus, and health insurance issues were discussed.

The following **Motion F** was moved and seconded the following. The motion passed unanimously.

Draft Motion F: Resolved that the RVRMA Executive Board hereby approves the recommendations related to staff salary, bonus, and health insurance as presented.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 6:32.