

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, May 25, 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, May 25, 2016 at 444 River Valley Ranch Drive, Carbondale, Colorado 81623 with the following people present:

Executive Board of Directors

Ron Rouse, President
Jim Noyes, Vice-President
Yvonne Perry, Secretary
Todd Richmond, Treasurer
Lani Kitching, Director-at-Large
Scott Darling, Director-at-Large

Management Representatives

Ivan Perrin, Executive Director
Pamela Britton, Governance and DRC

Homeowner Attendees

Ruth Frey
Peter Frey
Howard Gunther
Stan Kleban
Dave Kolquist
Rob Whalen
Trish Chew

Call to Order

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

Approval of Agenda

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

Consent Agenda

Directors Kitching and Richmond moved and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of April 27, 2016. The motion passed unanimously.

Public, Board, Staff Comment

- Homeowner Stan Kleban pointed out that the Comcast has recently installed an unsightly pole at the junction boxes with a sign that says 'Do not dig here, underground cable'. He asked if we are required to let them put in that signage and whether all other utility companies allowed to do the same. Executive Director Ivan Perrin indicated that utility providers generally have an easement in which to place their equipment and that might include placing the type of signage described. Ivan stated that he will look into this.

- Stan also indicated that he tried to locate the actual-to-budget statement in the financial package. Pam Britton described how to locate the monthly financial package on the Finance page of the Library section of the RVR website. Ivan Perrin and Ron Rouse provided some information related to our current actual to budget status. Scott Darling shared that when he goes through the Financials, if he notices an area that seems high or low, he asks the Finance Director Suzie Matthews.
- Howard Gunther indicated that he walks the property a lot and one of his pet peeves is dog poop that is not picked up by other dog owners. He also stated that he noticed that the grass has not be mowed per schedule and that tall grass makes it difficult to pick up dog poop. Howard asked Ivan why we missed some weeks of mowing. Ivan indicated that the recent rain caused one typical mow day to be missed. The normal procedure would be for a rain-out day to be made up very shortly thereafter. In this case it did not happen as quickly as normally. Ivan went around with the mow crews on their next mow day to ensure that it was being handled properly.
- Howard also asked why in some areas the grass is not being mowed in an even pattern, i.e. 'at the same level'. He stated that in some areas the turf grass was mowed while adjacent grass of the same type was not mowed. Ivan indicated that was the way those areas were designed; it represents an intersection between the turf grass and the native grass planted on the island.
- Howard also stated that he got an email from another homeowner that described a reciprocal-benefits program whereby some members of the RVR staff receive discounts for rounds of golf and at the restaurant in exchange for some RVR Club memberships. Howard asked why this agreement was made and what benefit it represents to homeowners. Lani stated that our Association benefits from being in proximity to a thriving golf course and restaurant. Yvonne stated that this year we plan to determine exactly how much the RVR club memberships are used to determine how much real impact to RVR facilities occurs because of this agreement.
- Homeowner Dave Kolquist stated that he agreed with Ron that not having the golf course 'go dark' is important. That said, Dave said he spoke with Ivan about this issue and giving staff a freebie doesn't actually help the golf course produce more revenue. Dave indicate that it seemed this deal was established without homeowner input. Ron pointed out that this item was on the March 2016 agenda as a discussion item.

Dave suggested the Association purchase a number of rounds of golf and make that a marketing line item. Then use those rounds of golf as a tool to promote RVR. Howard asked how the suggestion could be made to the restaurant to offer discounts to RVR homeowners to patronize the Pan and Fork. Jim Noyes suggested that Howard, with his credibility as a restaurateur, might be the best person to make the suggestion. Howard was doubtful it would be well received. **Action Item:** This topic will be added to the next month's RVR Executive Board meeting.

- Rob Whalen asked what number of guest passes are distributed to homeowners each year. The answer is 20. There was concern about what impact that has on the utilization of RVR facilities.

- A question was asked about what a ‘Seasons’ membership is and how much it costs. The Board stated that there are 20 memberships available basically during the winter season that includes access to the lap pool and fitness areas. The cost of the membership is approximately \$135/month. A question was raised about whether this creates any capacity impacts for RVR. Jim Noyes stated that a few years ago there was concern about homeowner access to the lap pool and as a result the Seasons Memberships were reduced to 20. That seemed to have resolved the conflict.

Announcements

- **DRC Meeting** – May 5th
- **Board Election Call for Candidates** – May 19th
- **DRC Meeting** – May 26th
- **Board Meeting** – May 25th
- **Pool Opens** – May 27th
- **Annual Hot Dog Give-Away** – May 28th
- **Memorial Day** – May 30th
- **Last day of school** – June 2nd
- **Annual Garage Sale** – June 4th
- **Board Candidate Declaration Deadline** - June 10th
- **Organizing Clutter/Evan Zislis Presentation** – June 10th, 6:30 – 8:00pm
- **End of ‘Seasons’ Membership** – June 17th
- **18th Annual USTA Tennis Tournament** – June 24 – 26th
- **Annual Fourth of July Jubilee** – July 2nd

Committee Reports

- Design Review Committee Meeting
 - May 5th

There were no comments on the Committee reports.

Senior Staff Report

General Update from Executive Director, Ivan Perrin

During the last month Pam has been working on the Team Building Plan. Upon two revisions made during the Senior Staff meetings we have come up with the Standard Operating Procedure. We will wait until Brenda gets back to get her stamp of approval and finalize it for Board review next month.

Four Seasons Landscape company has had some challenges in the first few weeks of Lawn care. Rich Myers and I are working together with Ted to improve the quality and get all service areas properly manicured. The request for proposal from 2016 is currently getting updated to make up for the details that need to be corrected for 2017. Rich will also be providing his annual treatments for Nacroitic Weed Fungus which is prevalent throughout the property. The broadleaf weed control looks to have been successful with 80-90% effective.

The tennis program is in full swing with Nathan arriving this week. I've decided to try a Port-o-Pottie on the backside of the Tennis ball shed for a month. The cost seems minimal and Cristina will monitor the usage and see if it's a good idea.

The Administrative Review process is seemingly successful. The membership has been confused about the fact that regular maintenance items are not required to request an Administrative Approval in order to be addressed. I have been communicating this fact to the membership via the Weekly News.

Currently I am shopping banks to make sure we are getting the best deal for RVR with our checking account along with interest income of our reserve funds. Upon completion of this research I'll be making a recommendation to Todd Richmond for review.

The Settlement painting project came into a snag with the product specified over the last few years. The Porter Paint product is being discontinued. Mid Valley Painting has made a recommendation which I have approved to change to Benjamin Moore product stocked by the Paint Store in Carbondale. The warranty is just as good and JD Powers rated this product higher than the Porter product.

Respectfully Submitted,

Ivan Perrin, ED

Finance

- **Budget** –See budget to actual notes.
- **Financial Reports** – Enclosed
- **Capital Reserve** – Enclosed
- **RVR Property Sales and Closings** –After a frenzy of activity in the first two months of year the closing volume seems to be back to normal volume.

Governance

- **DRC** – There continues to be very brisk DRC activity including quite a few Administrative Approval applications. Current construction projects are generally proceeding on schedule. Final approval was granted for new home construction on Lot Y-13.

- **Election** – Directors Jack Gausnell and Lani Kitching are both running for another term on the Board. A ‘Call for Candidates’ announcement was published in the May 19th Weekly News. No responses have been received. A draft ‘Election Schedule’ is included in this Board Packet.

Human Resources

- **Continuing Education and Training** – Ivan took a webinar on “Tight Budgets, Reserve Responsibilities.” Ivan has also started his MC 100 course work. Juan Carols and Jaime attended Certified Pool Operator certification training and each passed their certification exam! Brenda is conducting regular In-Service training with Front desk.
- **HR Practices** – Nothing new to report.
- **Licensing and Registration** – Suzie, Pam, and Brenda are completing advanced coursework in finance, facilities management, risk management, and governance.
- **Professional Development** – Pam, Brenda, and Jessica presented at the Spring Showcase CAI conference on April 22nd in Denver on the topic of ‘Continuous Improvement’. Their presentation was well-attended and well-received.

Member Services

- **Art** - The May installation will feature the work of a local artist group, Alaprima, who work has been displayed recently at the Third Street Center, Town Hall, and the Village Smithy. A Children’s Art showing is scheduled for July with the theme of “Red, White, and Blue”. RVR youngsters are invited to prepare a piece of artwork in the red, white, and blue theme. All artwork will be displayed in the Ranch House during the month of July.
- **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** –The tennis season is underway with strong participation. Response to the new on-line court reservation system has been positive. Minor tweaks are being made to enhance the user experience. Participation in fitness programming is steady.
- **Events** – The staff is gearing up for the May 27th pool opening and the May 28th Hot Dog Give Away.

Operations

- **Site/Landscape** – Four Seasons was awarded the Lawn Contracts for RVRMA and Old Town. Valley Lawn was awarded Lawn Contract for Settlement.

- **Settlement Painting** – Mid Valley Painting is preparing schedule.
- **RVR Irrigation H2O** – An analysis of unallocated cost was prepared for informational board purposes. The analysis shows an expected increase in order to recover unallocated cost for the year of 2017.
- **Orchard Park**- The monkey bars at Orchard Park have been removed for safety reasons. The replacement piece has been requested to the Town of Carbondale to be a picnic table with a trash can.

Organizational Systems and Tools

- **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.

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

Todd Richmond indicated that last year when Four Season did lawn aeration, many valve box covers were damaged. Todd asked that someone contact Four Seasons about replacing/repairing those covers.
Ivan

Jim pointed out that even though we might message the heck out of trash pickup day changes, there will still be some folks who put out their trash on the wrong day. He suggested that staff be prepared to tag those trash cans and move them from the curb to the garage door area.

Old Business

- None

New Business

- **Board Election Schedule**

Director Noyes moved and Director Perry the following Draft Motion A. Discussion was held.

Draft Motion A: Resolved that the RVRMA Executive Board hereby approves the proposed 2016 Summer Board Election Schedule as presented.

The motion passed unanimously.

- **Community Survey Discussion**

The Board members discussed conducting a community survey. Some of the items to consider including in this effort:

- Gather 'census data' including number of occupants per household and utilization of the facilities
- How do people feel about our facilities: Are they adequate in size and accessibility? Are they maintained at appropriate levels?
- How do people feel about our programming? Are we meeting community wants and needs? Do we have the right equipment? What is the cost-to-participation ratio of the programming? (Include data on tennis, pool, group fitness, and workout room programming.)
- How do people feel about our 'events'? Do we have the too much/too little? Do we offer the right type of events/topics?
- Are people interested in activities that are for the community members but that take place outside of the Ranch House, e.g. hiking groups.
- The Board suggest staff assemble the 'real-time usage data' to get a sense of how much, when and by whom the facilities are being used. In particular, it would be useful to understand peak usage times.
- How do people feel about enforcement practices....adequate/not adequate? Lani suggested that we use the survey as an opportunity to restate what the philosophy of enforcement is here.
- In what areas are we performing well? What areas of improvement exist?
- How effective is our communication to community members?

Yvonne suggested that we consider providing an incentive for participating in the survey.

Executive Session

The Board entered Executive Session at 6:34 pm. The Board returned from Executive Session at 7:21 pm.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 7:22.