

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, January 25, 2017, 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 25, 2017 at 444 River Valley Ranch Drive, Carbondale, Colorado, CO 81623 with the following people present:

Executive Board of Directors

Ron Rouse, President
Yvonne Perry, Secretary
Todd Richmond, Treasurer
Scott Darling, Director-at-Large
Jack Gausnell, Director-at-Large

Management Representatives

Lani Kitching, Interim General Manager
Suzie Matthews, Finance and Fitness
Brenda Bamford, Member Services
Jessica Hennessey, Hospitality Services
Pamela Britton, Governance and DRC

Homeowner Attendees

None

Call to Order

RVR Executive Board President, Ron Rouse called the meeting to order at 5:30 pm. A quorum was established with five Board Members in attendance and Board Member Jim Noyes by Proxy.

Approval of Agenda

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

Consent Agenda

Directors Perry and Richmond moved and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of December 14, 2016. The motion passed unanimously.

Directors Perry and Richmond moved and seconded the adoption of the meeting's consent agenda and to approve the Annual Meeting minutes of December 14, 2016. The motion passed unanimously.

Public Comment

- None

Announcements

- **January/February Art Installation** – Marcie Reed, Cheryl Bumgarner, Isa House
- **DRC Meetings** – January 5th and January 19th
- **Executive Board Meeting** – January 25th, 5:30pm
- **Ranch House Maintenance Closure** – January 27 – February 6, 2017
- **DRC Meetings** – February 9th and February 16th
- **Executive Board Meeting** – February 22nd, 5:30pm

Committee Reports

- DRC Meeting – January 5, 2017
- DRC Meeting – January 19, 2017

There were no comments on the committee reports.

Staff Report

General Update

Finance

- **Budget** –See budget to actual notes.
- **Financial Reports/Capital Reserve** – Enclosed

DRC/Governance

- **DRC** – DRC new home construction applications have slowed down.
 - New home construction –
 - 7 new homes are under construction; 4 are approaching completion
 - 4 proposed new homes have received Final DRC approval and are pursuing Building permits
 - 7 new home applications are under review.
 - Remodels – 2 significant remodels are underway; 2 additional remodels are pending.
 - Certificate of Completion and Compliance – none were issued since the last report
 - Administrative Reviews – Administrative requests primarily for maintenance activities (gutter installation, tree management, window replacement) are still being received.

- Digital DRC Database – Preliminary work on a digital DRC database has begun. This database will be an extension of the existing Access database and will allow easier and more complete tracking of DRC activity.
- DRC – The Bi-annual DRC satisfaction survey was issued.
- **Governance**
 - The Design Review Committee has reviewed and revised the Design Guideline regulations related to fences at RVR. The proposed revised version of the Fence guidelines will be reviewed in work session with Board President Ron Rouse and Interim General Manager Lani Kitching at the February 9th DRC meeting.

Human Resources

- **Staffing** – Contingency plans are being explored as a means to backfill Jessica Hennessey’s upcoming June through August maternity leave. Several scenarios have been discussed which include looking outside the organization at different options.
- As a step towards covering Jessica’s seasonal lifeguard management responsibility the Red Cross Aquatics Examiner Service program has been engaged to provide on-site safety and lifeguard proficiency oversight.
- Year-end performance reviews of Maintenance and Housekeeping personnel are in process of being conducted by direct supervisor, Interim GM Lani Kitching.
- 2017 Employee healthcare benefits were selected and presented to eligible staff with a high degree of acceptance. As 2017 plan configurations have changed the closest to the 2016 RMHP model was chosen which came at an employee shared cost of 25%.

Member Services

- **Art** –Marcie Reed, Isa House, and Cheryl Bumgarner are the featured artists 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 along with select Public Service Announcements of topical importance.
- **Programming** – We are looking at doing a fitness survey at the beginning of the year.
- **Events** – There are no events scheduled for February or March.
- **Guest Pass Program** - Staff is working on final recommendations for revising the current Guest Pass program for 2017.

Operations

- **Seasonal Work Orders** – Are being prepared and will provide a more detailed look at the nature of day-to-day Maintenance calls. The input will show us where the calls are coming from and what they are regarding as background to potentially support the addition of a Maintenance staff member and to ensure that the cost associated with calls for repeated or custom work on private property is borne by the requestor and not unfairly subsidized by the Association.
- **Snow Removal Program** – to date has been successful with the exception of the sleet and icing situations created by an unusually wet series of Pacific Storms. Ice mitigation was not a service elected to be included in this season's Settlement or Old Town contract. It's been recommended that if these services have become ones the Neighborhoods wish to add next year, agreement should be reached at each of their next Advisory Committee meetings.

Facilities

- **Ranch House maintenance closure** – will commence on schedule beginning Friday, January 27th. WestCo sand filters and PVC domestic water re-pipe materials will be delivered on January 24th for staging. Weight room re-carpeting will begin on Friday the 27th along with sanding of the Yoga Room floor. A new commode will be installed in the middle stall of the Ladies Locker Room Restroom, a replacement swimsuit spinner will go into the Men's Locker Room and a new pool and hot tub salt generator will replace a failed one among a number of other maintenance projects not possible to undertake when the building is heavily trafficked.
- **Fire Sprinkler Inspection** - State inspection of the interior fire sprinkler system was done on January 23rd.
- **Clothes dryer vent blowout** – was completed on January 18th to remedy a substantial multi-year lint accumulation located in the ductwork that vents through the roof.
- **Service elevator maintenance** – to meet State inspection requirements was completed
- **Apex Security Alarm service** – Faulty alarms were being generated by failing smoke detectors throughout the Ranch House. These have been replaced with a new "On-Call" protocol being established with the IGM as the first responder. Two calls were received in January, one in response to loitering teenage girls at the Ranch House and another for delayed disarming of the security system upon entering the building.
- **Great Room Fireplace** – The persistent outages have been re-evaluated by The Fireplace Company with permanent repairs scheduled to be made on February 6th.

Crystal River Initiative

- On January 23rd, a Crystal River community update was hosted at the Carbondale Library by the Roaring Fork Conservancy. Details to follow in the next newsletter.

Old Business

- **Reallocation of Settlement Funds**

The following **Draft Motion A** was moved and seconded by Directors Gausnell and Perry. Discussion was held. The motion passed with an affirmative vote of five (including Director Jim Noyes' affirmative Proxy Vote registered by Board President Ron Rouse) and one abstention.

Draft Motion A: Resolved that the RVRMA Executive Board hereby approves reallocation of (\$5,171.77) from the Settlement Painting Reserve Fund to the 2016 Settlement Operating Budget to offset the operating loss in that amount.

- **Reallocation of Old Town Funds**

The following **Draft Motion B** was moved and seconded by Directors Gausnell and Perry. Discussion was held. The motion passed with an affirmative vote of five (including Director Jim Noyes' affirmative Proxy Vote registered by Board President Ron Rouse) and one abstention.

Draft Motion B: Resolved that the RVRMA Executive Board hereby approves reallocation of \$568.62 in excess funds from the 2016 Old Town Operating Budget to the Old Town Painting Reserve Fund.

- **Reallocation of RVR Master Association Funds**

The following **Draft Motion C** was moved and seconded by Directors Gausnell and Perry. Discussion was held. The motion passed with an affirmative vote of five (including Director Jim Noyes' affirmative Proxy Vote registered by Board President Ron Rouse) and one abstention.

Draft Motion C: Resolved that the RVRMA Executive Board hereby approves reallocation of \$72,036.40 in excess funds from the 2016 RVR Master Association Operating Budget to the RVR Master Association Reserve Fund.

- **RVR Membership Program Discussion**

Member Services manager Brenda Bamford presented the staff's research and recommendations for adjustments to the current RVR Membership and Facilities access practices. There was Board discussion. Staff will incorporate the changes discussed and provide an updated proposal to the Board by February 15, 2017.

New Business

- **Proposed Administrative Design Review Fee and Process**

DRC Administrator Pamela Britton presented the staff's recommendations for adjustments to the current RVR Administrative Design Review Fee and Process.

The following amended **Draft Motion E** was moved and seconded by Directors Gausnell and Perry. Discussion was held.

Draft Motion E: Resolved, that the RVRMA Executive Board approves the Proposed Administrative Design Review Fee and Process as with the following amendments:

- The words "diseased/at-risk" to be added before the words "tree removal"
- The Proposed Fee for Ordinary and Customary Improvements amended to read "\$0 - \$250"

The motion passed with a vote of five in favor and none opposed. (**Note:** The amended Administrative Design Review Fee and Process is attached to these meeting minutes.)

Executive Session

The Board entered Executive Session at 7:03 to discuss Master Association maintenance contracts and personal updates. The Board returned from Executive Session at 8:30pm.

- **Tree Maintenance Contract**

The following **Draft Motion F** was moved and seconded by Directors Perry and Gausnell. Discussion was held. The motion passed unanimously with Director Jim Noyes' general Proxy Vote registered by Board President Ron Rouse.

Draft Motion F: Resolved, that the RVRMA Executive Board approves the Proposed Tree Maintenance Contract as presented.

- **Trash Collection Contract**

The following ***Draft Motion G*** was moved and seconded by Directors Perry and Gausnell. Discussion was held. The motion passed unanimously with Director Jim Noyes' general Proxy Vote registered in the affirmative by Board President Ron Rouse.

Draft Motion G: Resolved, that the RVRMA Executive Board approves the Proposed Trash Collection Contract as presented.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 8:35pm.