

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, June 28, 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, June 28, 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
Scott Darling, Director-at-Large
Leslie Marcus, Director-at-Large

Management Representatives

Lani Kitching, Interim General Manager
Suzie Matthews, Finance and Fitness
Pamela Britton, Governance and DRC

Homeowner Attendees

Sue Evanoff

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

Consent Agenda

Directors Perry and Darling seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of May 31, 2017. The motion passed unanimously.

Public Comment

- Settlement homeowner Sue Evanoff raised issues related to the quality of maintenance service in the Settlement. She relayed a recent incident when a neighbor's irrigation system broke and was spraying water through a vent into the Evanoff basement. Since they live part time at RVR, they were not aware right away that this had occurred. Sue felt that the Association should have been aware and addressed this problem.

In addition, Sue stated that she and her husband shovel their own driveway instead of using the provided service because they had sustained damage from previous contractor snow removal.

She stated that she had raised these concerns with RVR leadership and was told she needed to work directly with the contractor on any resolution or restitution. Sue felt that there should be conditions in service contracts that allow for recourse in the event of damage while providing the service.

Sue asked if in the future it might be an option for Settlement residents to opt out of the services and take care of them on their own maintenance with a reduction in their dues.

Board President Ron Rouse offered that the CC&R's required the RVRMA contract for the services on behalf of the Settlement and Old Town. If the Settlement owners wanted to come together and agree to some change to Settlement services, they would have to formally amend the CC&R's. He stated that the problem with individual Settlement owners opting out of the service package means that the remaining Settlement owners would have a proportional increase in the dues they must pay for services and it would be contrary to the CC&R's obligations.

Scott Darling offered that there is a Settlement Advisory committee, and all Settlement owners are welcome to participate in those meetings and contribute to future decisions about Settlement services. He expressed that it is a fine line to balance the quality of service and the cost of delivery of those services.

Announcements

- **May/June Art Installation** – Sheryl Bogatz
- **June/July Art Installation** – Frosty Merriott
- **July/August Art Installations** – Brooke Coon
- **USTA Tennis Tournament** – June 23rd – 25th
- **Executive Board Meeting** – June 28th, 5:30pm
- **Fourth of July 'Star-Spangled** – July 4th
- **DRC Meetings** – July 6th and 20th
- **Executive Board Meeting** – July 26th, 5:30pm

Committee Reports

- DRC Meeting – June 1, 2017

There were no comments on the committee reports.

General Update

The summer pool season is in full swing having been launched by a successful Memorial Day Opening that was enjoyed by approximately 135 Ranch House members and their guests.

Grounds maintenance continues to improve each week with the ongoing contractor orientation to our 900 acre property. Landscaping of our Ranch House entry flower beds, potted plants and hanging baskets continue to receive glowing commentary.

Irrigation has been challenged in June by the effects of a relatively dry winter that produced little ground water in combination with the unseasonably warm temps and heightened Golf Course demand. Midday golf course watering of the greens reduces pressure to the Association's lines impacting primarily the Southside residential irrigation system.

Additionally, the continued unauthorized enhancement and enlargement of private planting beds leading to the demand for added drip lines in the Northside residences is showing signs of reduced flow through that half of the system. The current infrastructure is designed to handle a maximum of 6 irrigation zones per residence at a flow of 8 GPM over a 15-minute watering cycle which cannot be augmented.

To illustrate the demand on the irrigation system's infrastructure, our maximum capacity allows for 2,200 GPM and today our Pump Stations were stressed at 3,000 GPM which verges on the tolerance that will shut the system down.

This, in part, is the result of private irrigation contractors who service the Custom Homes having installed non-compliant irrigation heads that produce over 8GPM at the homeowner's behest. This is an issue that merits ongoing diligence prior to the next irrigation season.

Member services has continued to successfully address property owner questions in follow-up to the launch of the 2017 Guest Access Program.

Finance Monthly Financial Reports/Capital Reserve – The Community is operating within budget.

DRC/Governance

- **DRC** – DRC new home construction applications have jumped in volume. The majority of new home applications under review at this time are for Spec homes.
 - Under Construction –
 - 4 new home constructions completed: **Fulton B01, Warren L04, Galli Z10, Dlouhy**
 - 1 significant remodel completed: **Simmons HH20**
 - 7 new homes under construction: **(A42Kaegebein, Dehan AA08, Dehan AA09, Dehan AA21, Kennedy KK17, Garrett EE13, Greenwood Z07)**
 - 1 new home will start construction soon: **(Y14 Lesser Murr)**

- 1 significant remodel (***Poncelet K12***) is under construction
 - 1 proposed new home (***Dora EE07***) has received Final DRC approval and is pursuing a Building Permit
 - 5 new home applications are under DRC review (***Miller M36, Eshelman EE14, Eshelman EE15, Aspen Development J02, Aspen Development Q02***)
 - 2 significant backyard remodels (***Murphy M35, Johnson-Hill FF-***) have been completed
- Administrative Reviews – Administrative requests are at a steady rate of approximately 3 per week.
 - Digital DRC Database – The Digital DRC Database has completed Phase One.
 - Plats – We have significantly expanded/upgraded our library of recorded Plats by sharing plat maps with both Town of Carbondale and Destination Holdings.

Human Resources

- **Hiring** – We have started to identify candidates and industries from which qualified individuals might be recruited to fill the roles Rich Myers and Pam Britton will be vacating by or before the end of this year.
- **Mid-term Performance Evaluations** – organization-wide have been ongoing beginning with each of our contracted service providers.

Member Services

- **Art** – The schedule of guest artists for 2017 has been filled! Upcoming artists include: Brooke Coone and several other unique art displays by RVR residents and local artists. We are currently enjoying a display of photographs from Frosty and Shiloh Merriott’s father/daughter trip to Africa. Frosty’s installation will be up through mid-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 along with select Public Service Announcements of topical importance.
- **Programming** – The Tennis and Fitness, and swim programs are in full swing! The Fitness schedule has some new additions: Foam Rolling and Insight Meditation.
- **Events** – The Star-Spangled Ranch is coming up on Tuesday, July 4th. This event includes food catered by Slow Groovin’ BBQ, live music by Spaghetti Western Band, a mechanical bull, laser tag and a kid’s craft.

Operations

- **The Special Services Neighborhood Home Painting Program** – has completed 5 of 11 Settlement residences with all owners reporting satisfactory results at the time of final inspection. As of this year it's been determined that the GM will be responsible for managing this and future painting programs to include contracting, homeowner interface, repairs, paint color selection and all approvals as this activity falls outside the scope of the new construction Design Review process.
- **Vacant lot and native grass weed mitigation** – Our professional contractor completed the noxious weed abatement in the vacant lots and native grass areas on June 19 & 20. Tree ring weed treatment will be handled by our own Grounds Maintenance crew this Fall in preparation for the bi-annual tree ring mulch replacement.
- **Aspen tree poplar bore spraying** – was also addressed during the week of June 19th which completes the annual community forest health protocol.
- **Preventative mosquito abatement** – in all RVR ponds has been addressed by our Grounds crew with the insertion of approved mosquito rings.

Facilities

- **As reflected in the Finance Report**, facility expenditures have exceeded funds budgeted for 2017 seasonal start-up and general repairs and maintenance. This is due in part to strict adherence to line item allocation for accurate tracking and forecasting, addressing deferred maintenance on a priority basis and ensuring best practices are executed for each job done. We expect the ongoing Reserve analysis to provide us with a realistic outlook of the future financial needs to properly maintain the property's assets.
- **The Cincinnati Insurance Risk Management** representative was on-site June 7th to inspect our Ranch House and Maintenance facilities. Excellent marks were received in all mechanical areas thanks to the diligence of our Lead Facilities Maintenance specialist. Only 3 minor improvements were called for. The final report will be forthcoming within the next two weeks. ***Of note** was the Insurance Inspector's impression of the condition of the Ranch House roof.
- **An updated Reserve Study**, contracted with Reserve Advisors, took place on-site with a visit from the facilities engineer on June 23rd and 24th. Results TBD. A 5-year Capital Reserve Plan draft has been submitted as a starting point with edits and alterations expected post the engineer's thorough inspection.
- It was timely for the Reserve consultant to be here during the Tennis Tournament and hot weather pool weekend to see how highly utilized our facility can be. He commented on how active the facility was compared to some much larger HOAs with the same scale of amenities.
- A Red Cross pop pool safety inspection also occurred last weekend with only a few corrective items needing to be addressed. These were primarily to do with Lifeguard scheduling around open pool hours and some general practical improvements.

Other

- **Our working relationship with the Town of Carbondale** remains solid
- **The unstable Triangle Park swing set** - was partially excavated and rebuilt in partnership with Town of Carbondale staff doing the first stage heavy lifting of removing two 3ft deep large diameter concrete footers. Our crew handled construction and clean-up. This was a 10 day project completed on June 22nd.
- **A successful Garage Sale** – in which our own facility participated helped to clear much needed storage space in both the Ranch House basement and Maintenance Yard. Net yield was approximately \$158.00 in gross sales.

Finance

- We continue to operate under budget for the months of January through May. Guest fee income is above budgeted amount but below 2016 actuals. Thompson Corner and ADU memberships are above budgeted and 2016 actuals. Tennis memberships are above budget and 2016 actuals. DRC income is up about 10k from budget and 2016 income.
- Website advertising income will exceed budget by 7k-9k by year end. We did not budget any income for this category.
- Fitness programming expense is above budget but will stabilize over the summer months.
- Wages are under budget by 74k, with contract labor over budget by 25k.
- Grounds maintenance exceeds the budget by 3k, mostly due to temporary labor. Part of the reason payroll is down being that we do not have another full-time maintenance person this summer compared to last summer.
- Tree maintenance exceeds the budget by 4.5k, due to additional Pruning that needed to be completed.
- Equipment repair exceeds the budget due to aging equipment and new transmission for Brutus Roller (1.7k)
- Pool R&M exceeds budget by 18k. Pool deck repairs were more extensive with a better material and the pump for the wader pool needed replacement.
- Ranch House R&M exceeds the budget by 6k due to many needed repairs completed that were not budgeted for.
- Weight room R&M exceeds the budget by 1.6k. This may work itself out by year end. Aging treadmill repair was 1.5k.

- Savings on utilities except for electricity is due to lower costs of gas and water.
- Software & system maintenance exceeds budget by 6.6k.

Old Business

- **Guest Access**

Board President Ron Rouse asked staff how the new Guest Access practices are going. Pam and Suzie stated that in general things seem to be going smoothly. Leslie indicated that she had heard that some families with babysitters/nannies were concerned that their sitters couldn't attend their children to the pool. Yvonne and Lani both indicated that babysitters/nannies can come to the pool as the child's guest.

New Business

- **Board Election**

Board President Ron Rouse announced that the three sitting Board members, Yvonne Perry, Todd Richmond, and Scott Darling, who ran for re-election were all re-elected by acclamation as there were no other declared candidates.

Executive Session

The Board entered Executive Session at 5:59 pm. The Board returned from Executive Session at 7:06 pm.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 7:06 pm.