

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

Executive Board of Directors

Scott Darling, President
Yvonne Perry, Vice-President
Leslie Marcus, Secretary
Todd Richmond, Treasurer
Ron Rouse, Director-at-Large

Management Representatives

Lani Kitching, Interim General Manager
Brenda Boas, Accountant
Pamela Britton, Governance and DRC
Cheyene Booher, Membership and Programming

Homeowner Attendees

Bill Grant
Stephen Laverty
Gary Lesser
Sarah Murr

Call to Order

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

Approval of Agenda

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

Consent Agenda

Directors Marcus and Perry seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of September 27, 2017. The motion passed unanimously.

Public Comment

- None

Announcements

- **September/October/November Art Installations** – Lisa Singer
- **Bridge Closure** – Continues, is expected to complete early

- **Executive Board Meeting** – October 25th, 5:30pm
- **DRC Meetings** – October 26th, November 2nd, November 16th
- **Halloween Trunk-or-Treat** – October 31st, 5:00pm
- **Ask an Arborist** - November 9th, 5:30 – 7:30pm
- **Executive Board Meeting** – November 29th, 5:30pm

Committee Reports

- Design Review Committee Meetings
 - **DRC Meeting** – September 28th
 - **DRC Meeting** – October 12th

There were no comments on the committee reports.

Staff Report

General Update

Seasonal operations are winding down with the primary focus having been on timely winterization of our aging irrigation infrastructure. Leaf removals to maintain property cosmetics have been set around the most predictably productive collections. The 2018 budget process is underway concluding with the October 16th Old Town Advisory Committee meeting. Ranch House and Grounds Maintenance staffing have been appropriately scaled for the off season. The Tennis Program enjoyed a successful conclusion and several topical informational gatherings are being scheduled along with our annual social events.

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

DRC/Governance

- **DRC** – DRC activity continues to be robust. Two new home constructions have been completed. Three have received final approval to proceed. Two new home construction applications are currently being reviewed. Projects under construction are proceeding per plan.

Abundant administrative applications are being received for tree removals, landscape remodels, gutter installations, and similar projects.

Other DRC related activities include:

- Digital DRC Database – Loading data into the Digital DRC Database
- Plats – Organizing our expanded library of recorded Plats.
- Transition Plan – The Transition plan for the DRC replacement has been completed.

Human Resources

- **Recruitment** – Interviews to fill the roles that the Grounds Crew Supervisor and Governance & DRC Administrator will be vacating have continued with new applications still being reviewed.
- **Interoffice Transitions** - Brenda Boas has formally accepted the role of RVR Accountant and Cheyene Booher stepped into the Memberships and Programming Coordinator position. Both are making remarkable contributions with their newly assumed roles and responsibilities.
- **Employee Health Benefits** – We are expecting the publication of the 2018 Health Plans in the first week of November. At that time the most comparable version of the 2017 plan being eliminated will be reviewed.

Member Services

- **Art** – The art display by Lisa Singer has been extended through November.
- **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** – Seasonal adjustments have been made to the Fitness program offerings. The tennis programming has ended for the 2017 season.
- **Events** – The next event will be the Halloween Trunk or Treat on October 31st around 5:00pm. Homeowners are encouraged to bring their decorated to the RVR parking lot with goodies to distribute to the trick-or-treaters!

Operations

- **Turf Fertilization** – The fertilizer product has been delivered for the annual winterization of our MCA turf. The Grounds crew will begin the application later this month, weather permitting. Notice will be sent out prior.
- **MCA Tree Maintenance** – Pruning and health-related removal of trees and shrubs located in the Master Common Areas, utility easements and Town right-of-ways has been undertaken by a combination of the RVR Grounds crew and Aspen Tree Service as determined by the skill, scope of work and heavy equipment requirements.

Facilities

- **Ranch House Parking Lot Directional Arrows** – Parking stall restriping will be done in sections after Spring thaw. As an accident prevention measure directional arrows have been painted on the parking lot surface to keep traffic flowing in a one-way fashion. Several near misses were reported during peak parking lot times this summer from cars coming in both directions behind vehicles backing out of a stall.

- **Deferred and preventative maintenance** – Outdoor venting of the Men’s Locker Room and Laundry Room towel dryer are being considered as planned improvements for the upcoming winter. If the budget allows, carpeting and interior painting of certain areas will be considered along with the purchase of the remaining 20 replacement patio chairs.
- **Ranch House Lighting** – As dim light complaints have continued we’ve investigated brighter incandescent bulbs for the 6 small Great Room wall fixtures. Lighter colored lamp shades for the lamps above the Juice Bar have been installed which produce a cheerier atmosphere in that area. Better light emitting ceiling fixtures remains tabled due to the considerable expense.

Other

- As Lone Wolf Irrigation will no longer be bearing the responsibility for the function and integrity of our irrigation system, the RVR insurance policy will be reviewed to ensure that our water delivery infrastructure is adequately covered for damage and malfunction.
- The maturation and overgrowth of the community forest has led to an increasing maintenance expense. Encroaching root systems, unbalanced structures and the abundant foliage produced by our shade producing trees has led to the need for end of tree lifecycle replacements, larger quantities of insecticides, fertilizers and rounds of pruning plus massive autumn leaf removals.
- The Tennis Program concluded an active season on October 15th following court closures due to unsafe frost. We look forward to Cristina Sirianni’s return next Spring. She will be bringing with her some exciting and refreshed tennis programming for 2018.

Additional Items

- Lani mentioned that she and Cheyene are doing a deep dive into the fitness programming and what it will look like going forward. They are educating users what the financial basis of our program is which is different than the typical ‘for profit’ model in other fitness facilities.
- In addition, they have been evaluating the status of the fitness equipment and considering the options for addressing failing equipment including repair, replacement, eliminating the failing equipment.
- Lani reported on the on-going interaction related to the Heritage/Lakeside Drive pond and cattails. The cattails have proliferated; some resident like and some do not like the cattails. The cattails present some concerns related to environmental and maintenance issues. Scott, Lani, and DRC member, Landscape Architect Jennifer DiCuollo, met the Homeowners and did a walk around. It appears a consensus is nearing on the approach to take. The next step is to finalize which cattail areas will be kept and which will be eliminated.
- Blow-outs were completed on October 21st. Rich Myers has now officially left the RVR staff.

- Scott asked for an update on the leaf collection. Lani indicated that, using a new piece of equipment, the contractor's staff is proceeding rapidly with the leaf collection. Ron asked if homeowners who have been blowing/raking their leave onto the common area have been notified that practice was not acceptable.

Old Business

- **Old Town Meeting Update** – Lani provided an update on the Old Town meeting that occurred on October 16th. The current status of maintenance and traffic was discussed and proposed actions reviewed.
- **Member Survey Update** – Board Secretary Leslie Marcus provided an update on the recent 2017 Recreational Pool and Guest Policy Survey. She felt there was some good information in the survey and many very good comments. More time will be spent to analyze and digest the information and another report will be provided at the November Board meeting.
- **2018 RVRMA Budget Process** – The Board Treasurer Todd Richmond provided an overview of our budget status. We are likely to come in under budget (excess funds from this year will go into the Reserve Fund) and as a result the Board is looking at leaving the dues line flat for next year.

In a variety of revenue areas including concessions, tennis, etc., we anticipate those remaining substantially the same. Consideration has been given to increase funds for Ranch House maintenance. A COL factor has been included in the expense items over which we do not have direct control (e.g. things like contractor expenses.)

Scott and Todd have gone through the budget line items and some tweaks are being considered but Todd recommended that the Board ratify the budget as currently proposed.

Lani provided a reminder that the Trash Collection fee will increase by one dollar per user in April 2018.

The following **Motion A** was moved and seconded by Directors and Rouse and Marcus. The motion passed unanimously.

Draft Motion A: Resolved, that the RVRMA Executive Board hereby ratifies the proposed 2018 River Valley Ranch Master Association Budget as presented, with the 2018 Assessments remaining the same as 2017 and authorizes the Board President and Treasurer to make the necessary minor adjustments required to balance the final numbers.

Brenda reviewed the schedule for the Budget mailing and the inclusions in the mailing packet. The 2017 Annual Meeting will be held on December 14, 2017.

New Business

- **Open Executive Board Seat**

Scott directed staff to start the process of announcing the vacant seat on the Board with a target of having the seat filled sometime between the November Board meeting and the Annual Meeting in mid-December.

Homeowner Bill Grant asked if the Board had considered amending the Bylaws to reduce the number of Board seats to five instead of the current seven. Scott stated that it might be something to consider in the future but given our charter and workload, it may not be a realistic option.

Executive Session

The Board entered Executive Session at 6:19 pm to discuss personnel issues. The Board returned from Executive Session at 7:47pm.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 7:48 pm.