

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, November 29, 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, November 29, 2017 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
Ron Rouse, Director-at-Large

Management Representatives

Sterling Page, General Manager
Kendra Ford, Community Services Manager
Lani Kitching, Interim General Manager
Brenda Boas, Finance and Fitness
Pamela Britton, Governance and DRC

Homeowner Attendees

David Marcus

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

Consent Agenda

Directors Marcus and Rouse seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of October 25, 2017. The motion passed unanimously.

Public and Board Comment

- Homeowner David Marcus expressed his welcome to Sterling Page and Kendra Ford, our new General Manager and Community Services Manager.
- Since Scott will be traveling he suggested that at the upcoming holiday party a Board member make some welcome remarks. Director Ron Rouse volunteered to offer that welcome.

- Scott suggested that staff communicate again about the trash collections hours returning to ‘normal’ after the completion of the bridge project.
- Leslie Marcus provided observations about contractor parking along the active construction areas on Crystal Canyon. Pam will follow up with the site Project Managers and increase the drive-arounds in that area.

Announcements

- **December Art Installations** – Lisa Singer
- **Executive Board Meeting** – November 29th, 5:30pm
- **DRC Meetings** – December 7th, and 21st
- **Holiday Party** – December 9th, 6:00pm
- **Executive Board Meeting** – December 14th, 5:30pm
- **Annual Meeting** – December 14th, 6:00pm; **Reception** at 5:30pm

Committee Reports

- [DRC Meeting](#)
- [DRC Meeting](#)

Pam reported that Fairway Residences Lot JJ-10, the ‘open foundation’ lot is under review by the DRC for construction of two townhomes. Other construction updates were provided.

Staff Report

General Update

- Seasonal operations have turned to decorating the property with annual holiday lighting and festive displays. Master common area deer fencing is up, and the Crystal Bridge pond will soon be closed off.
- Plans are being made for another round of Ranch House maintenance to be done during the routine closure in early February.
- The 2018 RVRMA Budget has been Board adopted to come up for community ratification next month. Two key new hires in have been added to the staff to lead the organization into the future.

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

DRC/Governance

- **DRC** – Administrative review requests have slowed down. New home construction applications continue to come in.

Human Resources

- **New Hires Announced** – The current and upcoming vacancies of the Grounds Crew Supervisor and Governance & DRC Administrator have been filled. New roles have been created in each area to encompass broader accountability that will include direct oversight of all Ranch House internal operations by the new Community Services Manager and direct Maintenance and Grounds operational responsibility being absorbed by the new General Manager.
- **Employee Health Benefits** – The 2018 menu of Healthcare options have been received and are under review. And a pre-employment drug screening program has been newly subscribed.

Member Services

- **Art** – The art display by Lisa Singer has been extended through December.
- **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** – Adjustments to the Fitness program offerings have been well received.

Operations

- **Turf** – SiFi fertilizer has been applied with noticeable effects expected in April. Turf mowing and weed mitigation have been scheduled to begin earlier in 2018 given the current pattern of wetter, milder winters.
- **MCA Tree Maintenance** – Is also drawing to a close concluding with the installation of five Japanese Tree Lilacs on Harris Drive to replace the five failing Silver Maples that were removed earlier this month. The new trees are more appropriate in size and species for the narrow strip of turf along that easement. These come with a one-year guarantee.
- **Lakeside Ponds** – received a round of clean-up consisting primarily of the reduction in cattail overgrowth. In the process, an area of pond liner bubbling along the turfed SE corner of the West pond was noted. A similar more pronounced area of bubbling was also discovered along the same aspect of the adjacent #2 fairway golf course pond which, after draining, revealed puncture damage in 3 spots along it's northmost edge. It's highly unlikely these pond defects are related given their separation, but we'll of course continue to work closely with our golf course compatriots to, in both cases, investigate the cause.

- **Annual Irrigation CLA Valve Maintenance** – We'll be handling that in-house this year which we feel confident will be successful. This will be our first experience managing any associated outsourced expenses as we don't have the equipment to clean and mill the guts. In reviewing the year-over-year average annual cost of pipe and parts replacements which have hovered around \$2K and given that our labor cost will now be absorbed by our own staff, we expect the process to come in at or under the remaining \$11K allocation.
- **Ditch Management** – The lower Bowles & Holland ditch from the sedimentation pond on hole #16 to Crystal Bridge Drive was cleaned as well as a section of the Lowline Ditch. Golf course personnel will complete the East side of the sedimentation pond plus possibly one other project if the weather remains mild. All pump stations were serviced and winterized by Rocky Mountain Pump and our shared cost for that is expected soon. The year-end Golf Course water reconciliation meeting will be scheduled mid-December.

Facilities

- **Lap Pool temperature and hours** – Water temperature has been set at a constant 81 degrees in accordance with the professional data applicable to our environment. Throughout Ranch House winter hours, for employee safety, the Lap Pool cover will go on at 7:30PM with no lap swimmer reservations taken after that time.
- **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.
- **Barre Yoga bar** – As Barre Yoga has become a popular form of exercise that's currently in demand, the feasibility of adding another dual floor & wall mounted bar is being explored. To help offset the added expense associated with the membership's desire to expand fitness programming, a modest fee structure is being considered.
- **Pool Use Survey** – In response to its results that indicated a desire for a little broader F&B variety, we added 4 Juice Bar appliances to address that request.

Other

- **Insurance** – In working through the proforma, an opportunity to add E&O coverage in our D&O policy was noted as well as the opportunity to update the stated asset value. The 2018 proforma and renewal application have been submitted to the Hudson Insurance Company to continue our Directors and Officers policy. This is being done along with a review of our General Liability and Property coverages.
- **Snow removal** - Policy and procedures were reviewed with the Town. Plowing thresholds for city streets remains a universal 4" city-wide including all streets within RVR. Snow stakes marking curbside drains and gutters will be placed by Public Works and snow stakes marking driveway entrances in both Special Services neighborhoods will once again be placed by RVR crew.

- **Financials** – As part of streamlining the financials we’ve unpacked a few more bucketed functional area line items to further separate labor costs from supplies in the Housekeeping / Janitorial services.
- **Holiday Lighting** – Is going up slightly reconfigured. A test run was done the evening of 11/28 at the North Entrance to ensure no GFI (Ground Fault Interrupter) was tripped as was the case last season. We expect property-wide seasonal lighting to be fully in place by Monday, December 4th.

Old Business

- **Budget Ratification Update** – Brenda reported that the current vote count for the proposed 2018 budget 125 yes, and 1 abstention. For the budget to be rejected two-thirds of association members would need to vote against the budget. It appears that the budget is on track to be approved. A final announcement regarding the budget will be made at the upcoming Annual Meeting. The last day to cast a budget vote is December 11th at 5:00pm.
- **Settlement Neighborhood-** Brief discussion was held regarding the Settlement necrotic lawn issue. A homeowner suggested aeration process may spread the virus. The General Manager will look into this.

New Business

- **Introduction of new General Manager and Community Services Manager**
President Scott Darling welcomed RVR’s new General Manager, Sterling Page and our new Community Services Manager, Kendra Ford. The community is very happy to have these two new members of our staff.
- **Seating of New Board Member** – A number of individuals expressed interest in filling the remainder of Jack Gausnell’s board. After assessing the applications, homeowner Gary Schalla was selected. He will be seated in the December board meeting.

Draft Motion A: Vice-President Yvonne Perry, and Director Ron Rouse moved and seconded to appoint Gary Schalla a member of the Board, filling the remainder of Jack Gausnell’s term, which will end in 2019.

The motion passed unanimously.

- **Woodbridge Update** – President Scott Darling provided an update regarding the SEC investigation into Woodbridge Investment. They are current with their dues for the 55 properties that they own at RVR. The Board will continue to watch the situation and take appropriate action as needed.

Executive Session

The Board entered Executive Session at 6:10pm. The Board returned from Executive Session at 6:40pm.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 6:40pm.