

**RVRMA EXECUTIVE BOARD**  
**Record of Proceedings**  
**Regular Monthly Meeting**  
**Thursday, December 14<sup>th</sup>, 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 Thursday, December 14, 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  
Todd Richmond, Treasurer  
Ron Rouse, Director-at-Large  
Gary Schalla, Director-at-Large  
Lani Kitching, Director-at Large

**Management Representatives**

Sterling Page, General Manager  
Kendra Ford, Community Services Manager  
Brenda Boas, Finance and Fitness

**Homeowner Attendees**

None in attendance

**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 Yvonne Perry and Ron Rouse moved and seconded to approve the agenda. The motion passed unanimously.

**Consent Agenda**

Directors Leslie Marcus and Yvonne Perry moved and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of November 29, 2017. The motion passed unanimously.

**Public and Board Comment**

Scott Darling, Board President, commented on the Holiday Party. Although he was not in attendance this year the feedback was it was incredibly well attended and a truly enjoyable time for home owners.

**Announcements**

- December Art Installations – Lisa Singer is the artist again for the month of December
- Executive Board Meeting – December 14<sup>th</sup>, 5:30pm

- Annual Meeting – December 14<sup>th</sup>, 6:00pm; **Reception** at 5:30pm
- DRC Meeting – December 21<sup>st</sup>
- Ranch House will be closed on Christmas Day-December 25<sup>th</sup>
- Ranch House hours for the New Year holiday will be as follows: New Year’s Eve 8 a.m. to 1 p.m. and New Year’s Day 8 a.m. to 6 p.m.
- Signage will go up on the doors to the Ranch House to let everyone know of the adjustments to the holiday hours.

## Committee Reports

### Design Review Committee

DRC Meeting – December 7<sup>th</sup> - There were no comments on the DRC meeting minutes of December 7<sup>th</sup>. Community Services Manager, Kendra Ford reported that the development of Block JJ-10 (Fairway Residence) is under final review and should be approved at the December 21<sup>st</sup> DRC meeting. She also reported that a new home construction on Lot Z-11 has received a Pre-Design Conference and will start through the Preliminary Submittal process at the December 21<sup>st</sup> DRC meeting.

## Staff Report

### Overview from Sterling Page and Kendra Ford:

As new hires we appreciate the warm welcome from the community, Board and staff. The focus of our first few weeks has been orientation, training and getting to know many of those who have taken the time to stop by to introduce themselves.

- a. We are currently reviewing vendor services, fees, and performance for opportunities to improve service to our community members and work on tightening up some budget items.
- b. Using the 2017 Reserve Study, we have been identifying short and long term needs and goals for improvements and projects. Results of our review will be presented to the Board as allowed for in the budget.
- c. The resignation of a part time Hospitality Staff member was accepted. We are in the process of hiring for a Front Desk position. We have some qualified candidates have been interviewed. We anticipate making a decision in the next week.
- d. Some changes to our Juice Bar are under consideration. The goal is to respond to the community request for more ‘healthy’ options, manage the cost effectively and maximize the use of our current space and appliances. The goal is to make the juice bar appealing to everyone who may want to take advantage of its offerings during the summer.

- e. We have both worked closely with Pam Britton on the Design Review Process and Procedures. We have been involved in site visits at properties that are in various stages or design review. We sat in on the DRC December 7<sup>th</sup> DRC meeting as well as a recent pre -design conference.
- f. The Ranch House will be closed from January 29<sup>th</sup> -February 9<sup>th</sup> for paint, carpet, electrical work, gym and yoga equipment upgrades, mechanical improvements in the men's locker room and laundry area. We have postponed the shut -down of the boiler system until warmer weather.
- g. Proposals for 2018 grounds maintenance have been received and will be reviewed in the next week to select a contractor.
- h. The USPS Western Slope Supervisor has agreed to rearrange the route line order to make RVR first on the daily delivery. They are asking for parcel delivery concessions that will be defined next Tuesday and implemented in January.

## Old Business

- **2018 Budget Ratification**

Brenda Boas, Accounting, provided an update on the status of the 2018 Budget ratification. The budget will be formally ratified at the 2017 RVRMA Annual meeting, following the close of this Executive Board meeting.

**Directors Ron Rouse and Leslie Marcus moved and seconded to adopt the 2018 Budget. The motion passed unanimously.**

## New Business

- **Proposed 2018 Executive Board Meeting Schedule**

The following ***Draft Motion A*** was moved and seconded by Directors Ron Rouse and Yvonne Perry. The motion passed unanimously.

***Draft Motion A:*** Resolved, that the RVRMA Executive Board approves the proposed 2018 Executive Board Meeting Schedule as presented

- **Proposed 2018 DRC Meeting Schedule**

**Draft Motion B** was moved and seconded by Directors Ron Rouse and Todd Richmond. The motion passed unanimously.

**Draft Motion B:** Resolved, that the RVRMA Executive Board approves the proposed 2018 DRC Meeting Schedule as presented.

#### **Executive Session**

There was no Executive Session.

#### **Adjourn**

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 6:00 pm.