



**RVRMA EXECUTIVE BOARD
MONTHLY MEETING
Wednesday, March 29, 2017, 5:30pm
The Ranch House Meeting Room**

Executive Board of Directors

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

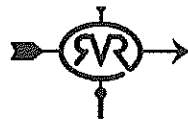
Management Attendees

Lani Kitching, Interim General Manager
Suzie Matthews, Finance and Fitness
Pamela Britton, Governance and DRC
Brenda Boas, Member Services

Homeowner Attendees

Agenda

Time	Agenda Item	Page(s)
I. 5:30	Call to Order – Establish Quorum	
II. 5:30	Approval of Agenda	
III. 5:30	Consent Agenda <ul style="list-style-type: none">• Approval of Meeting Minutes of the Regular Board Meeting, held on February 22, 2017.	pp. 1 – 5
IV. 5:35	Public Comment	
V. 5:40	Announcements <ul style="list-style-type: none">• March/April Art Installation – Pam Porter• DRC Meetings – March 2nd and 23rd• Executive Board Meeting – March 29th, 5:30pm• Easter Event – April 16th• Executive Board Meeting – April 26th, 5:30pm	
VI. 5:40	Committee Reports <ul style="list-style-type: none">• <u>Design Review Committee Meeting</u><ul style="list-style-type: none">○ DRC Meeting – March 2nd○ DRC Meeting – March 23rd	p. 6 pp. 7-8
VII. 5:40	Management Update <ul style="list-style-type: none">• Staff Report	pp. 9 - 11



VIII. 5:45 Old Business

- **Membership Access Program**

Discussion: Discussion of comments received at the RVR Community meetings on the Membership Access program, including the open meetings held February 28th and March 22nd, and whether any further revisions of the program are warranted at this time.

IX. 6:00 New Business

- **RVRMA Executive Board Vice-President**

Draft Motion A: Resolved, that the RVRMA Executive Board hereby elects Board Member Scott Darling to the office of RVRMA Executive Board Vice-President.

- **Pool Deck Furniture Purchase**

Draft Motion B: Resolved, that the RVRMA Executive Board authorizes the planned capital replacement of pool deck furniture at the best available cost, but not to exceed \$12,500.

Informational
materials
provided at the
meeting

- **Reserve Study**

Discussion: Discussion regarding proceeding with a new or updated Capital Reserve study.

- **Board Candidate Evaluation and Selection Process**

Discussion: Discussion of the RVRMA Executive Board member interview/evaluation process, with a view toward appointing a replacement to serve out Jim Noyes term expiring July of 2018.

X. 6:30 Executive Session

XI. 6:30 Adjourn

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, February 22, 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, February 22, 2016 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 (by phone)

Management Representatives

Lani Kitching, Interim General Manager
Suzie Matthews, Finance and Fitness
Pamela Britton, Governance and DRC
Brenda Boas, Member Services

Homeowner Attendees

Stan Kleban
Cynthia Siomiak

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

Consent Agenda

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

Public Comment

- Cynthia Siomiak asked about individuals renting out rooms in their homes. Ron Rouse indicated that is prohibited by our covenants and if that practice comes to the attention of a community member, they should advise DRC Administrator, Pam Britton.

Announcements

- **March/April Art Installation** – Pam Porter
- **DRC Meetings** – February 9th and 16th

- **Executive Board Meeting** – March 29th, 5:30pm
- **Easter Event** – April 16th

Committee Reports

- **DRC Meeting** – February 9th
- **DRC Meeting** – February 16th

There were no comments on the committee reports.

Staff Report

General Update

Operations are proceeding smoothly. Scheduled replacement, preventative and requested repairs and maintenance were accomplished during the Ranch House closure on time and on budget. With these projects now completed we can begin to formalize a Facilities Management Maintenance Program from which we can more effectively manage our Ranch House assets.

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 (*DehanA08, DehanAA09, Dlouhy, Fulton, Galli, Kennedy, Warren*) and 2 remodels (*Bennas, Simmons*) are under construction; all are proceeding toward completion
 - 4 proposed new homes (*DehanAA21, Garrett, Greenwood, Kaegebein*) and 1 significant remodel (*Poncelet*) have received Final DRC approval and are pursuing Building Permits
 - 1 new home application is currently under review (*Dora*); 3 are expected to begin review soon (*Cole, Lesser, Miller*)
 - Certificate of Completion and Compliance – Hugh and Peggy Sontag (KK-14) finished their home construction and received their CO from the Town of Carbondale and their CC from RVR
 - Administrative Reviews – Administrative requests are minimal at this point. A house repainting request was processed. The revised Administrative review process that was approved at the January Board meeting has been posted on the DRC page of the website.

- Digital DRC Database – Approval was received to launch the first phase of development of the digital DRC Database. The Consultant has begun work and anticipates doing a Beta test of the database this in March.
- DRC – The Bi-annual DRC satisfaction survey was issued. Results were positive.

- **Governance**

- The proposed revisions to the current Fence regulations in the Design Guidelines were reviewed by the DRC with Board President Ron Rouse and Interim General Manager Lani Kitching at the February 9th DRC meeting. Additional revisions were incorporated.

Human Resources

- **Staffing** – Contingency plans continue to be explored as a means to backfill Jessica Hennessey's upcoming June through August maternity leave. Additional scenarios have been discussed which include looking outside the organization at alternatives to include the scope of the role.
- **Irrigation Tech** – We are currently seeking a full-time seasonal irrigation tech to replace the position held by Larsen Close. Larsen recently completed the necessary coursework to launch a career in Social Services and we proudly wish him all the best.

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** – The fitness schedule has been modified for the New 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.
- **Tennis Courts** – Lani has been in conversation with the Town of Carbondale about putting the tennis nets up on the hard courts. They will do so with the agreement that RVR will lock the gates to the hard courts if it snows so individuals don't attempt to snow shovel the courts and damage them with metal shovels.

Operations

- **Street and Traffic sign replacement** – Is underway. Many of our traffic signs, in particular, have become badly faded over time with equally worn wooden backing. These are being rebuilt one by one with new signage affixed. On average, we can create and install 2 or 3 signs per day.
- **Outdoor Landscaping** – Flowering plants have been custom ordered to grace the Ranch House entryway and RVR street entrance islands. These will be locally grown from seed to ensure environmental compatibility. Planting will commence at the appropriate time in late May.
- **Neighborhood Home Painting bids** – are in the process of being prepared. This year's work will include 11 Settlement and 8 Old Town homes.
- **Triangle Park** – The unseasonably warm weather has enticed Carbondale locals to begin to recreate in the public parks. We have been asked by our City officials to assist with deterring entry to these areas as their early use has been seen to cause damage to still fragile grass.

Facilities

- **Ranch House scheduled maintenance** – included the well documented sand filter replacement and domestic hot water repipe, isolation valves were installed in strategic locations along the domestic water lines to avoid having to shut off the water supply to the entire facility in the event of a future failure.
- **Ranch House requested maintenance** – included refreshing the Weight Room/Gym with new carpet and paint which, overall, has been well received. Hardwood floor refinishing in the Yoga Room, Great Room and stairways has also produced a favorable result. Care and maintenance of these areas has been adjusted to apply only hardwood specific products. Additional floor mats and runners will be placed in strategic locations to prevent repeat damage during the open pool season. The Great Room fireplace was also repaired to ensure its seasonal use.
- **Ranch House preventative maintenance** – to date has included the procurement of 2 new pumps to drive our water delivery and filtration systems. The 3 pumps in service are all original equipment, one of which was recently rebuilt. Due to their age and slowing performance it was recommended by the professionals to have spare pumps on hand in preparation for any sudden failure. The entire air duct system was also blown as a last step of the renovation to remove any new construction dust and past residual debris.
- **Routine property maintenance** – will commence in mid to late April when the Grounds Maintenance and Lawn Care contract comes into effect. As has been the common practice, these services will consist of basic grass mowing, border edging and in some areas, grass clipping removal.

- **Annual Pool Deck resurfacing** – is once again needed to repair recurring divots and cracks. We will evaluate the best solution to meet our particular needs with reputable local contractors. Timeframe TBD.

Old Business

- **Ranch House Rules and Regulations**

The following **Draft Motion A** was moved and seconded by Directors Perry and Richmond. The motion passed unanimously. Scott Darling's affirmative proxy vote was registered by Board President Ron Rouse. Jack Gausnell's affirmative Proxy vote was registered by Board President Ron Rouse.

Draft Motion A: Resolved, that the RVRMA Executive Board approves the revised Ranch House Rules and Regulations as presented.

New Business

- **Proposed Revisions to RVRMA Design Guidelines - Fences**

The following **Draft Motion B** was moved and seconded by Directors Richmond and Perry. The motion passed unanimously. Scott Darling's affirmative proxy vote was registered by Board President Ron Rouse. Jack Gausnell's affirmative Proxy vote was registered by Board President Ron Rouse.

Draft Motion B: Resolved, that the RVRMA Executive Board approves the proposed changes to the RVR Design Guidelines, Sections 6.57 – 6.57.4, as unanimously recommended by the members of the RVR Design Review Committee.

Executive Session

The Board entered Executive Session at 6:38pm. The Board returned from Executive Session at 7:35pm.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 7:35pm.

River Valley Ranch Master Association
DRC Meeting Minutes: Wednesday, March 1, 2017, 8:30am
Ranch House Conference Room

Attending: Management Representative: Pamela Britton
DRC Members: Kevin Kreuz
Applicant Guests:

Design Reviews:

8:30 -9:00 **KK-17 Kennedy Progress Review**

9:00 -9:30 **Lot: A-62**
Owner: Wolff/Feigenbaum
Review Type: Roof replacement

Address: 606 North Bridge
Builder: Umbrella Roofing

Decisions: Settlement roofing standards as recorded in the Second Amendment to the Design Guidelines are being rewritten by DRC and will be presented to the Board for review.

9:30 - 10:00 **Lot: K-12**
Owner: Poncelet
Review Type: Paint color

Address: 77 Crystal Canyon
Architect: Brad Jordan
Builder: Bobby Almazan

Decisions: Paint color approved

River Valley Ranch Master Association
DRC Meeting Agenda: Thursday, March 23, 2017, 8:30am
Ranch House Conference Room

Attending: Management Representative: Pamela Britton

DRC Members: Aimee Conrardy, Kevin Kreuz

Applicant Guests: Bob and Mimi Dora; Travis Green; Nate Kaegebein (by phone)

Design Reviews:

Design Reviews:

8:30 – 9:00 **KK-17 Kennedy Progress Review**

Decisions: Project is progressing; CO inspection anticipated the third week of April

9:00 – 10:00 **Lot: EE-07**
Owner: Bob and Mimi Dora
Review Type: Final Design Submittal

Address: 875 Perry Ridge
Architect: Land + Shelter
Builder:

Decisions: Final approval granted

10:00 – 10:30 **Lot: M-25**
Owner: John Murphy
Review Type: Outdoor living space

Address: 1112 Heritage
Landscape Designer: Travis Green
Installer: Travis Green

Decisions: Resubmittal required with compliant submittal materials

10:30 – 11:00 **Lot: A-42**
Owner: Nate and Mindy Kaegebein
Review Type: Additional Final Review

Address: 437 Settlement Lane
Architect: Aimee Conrardy
Builder: Kaegebein Fine Home Construction

Decisions: Final approval granted

11:00 - 11:30

Lot: EE-12

Owner: Dan and Candace Dixon

Review Type: Pre-Design Conference

Address: 850 Perry Ridge

Architect:

Builder:

Decisions: No decisions required

11:30 - 12:00

Administrative Business

RVR Senior Staff Report

March 29th, 2017

General Update

Preparations are underway on all fronts for the approaching 'high season'. Maintenance is preparing for charging the irrigation system, hiring has begun for summer seasonal positions. DRC applications for construction and home improvement activity continue to increase as the spring construction and home repair season approaches. The Community is operating within budget. Member services is preparing for summertime activities and events.

Finance

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

DRC/Governance

- **DRC** – DRC new home construction applications have slowed down.
 - Under Construction –
 - 7 new homes (*Dehan AA08, Dehan AA09, Dehan AA21, Dlouhy Y13, Fulton B01, Kennedy KK17, Garrett EE13*); all are under construction
 - 1 significant remodel (*Poncelet K12*) is under construction
 - 3 proposed new homes (*Greenwood Z07, Kaegebein A42, Dora EE07*) have received Final DRC approval and are pursuing Building Permits
 - 4 new home applications are expected to begin review soon (*Cole, Lesser, Miller, Dixon*)
 - 2 significant backyard remodels (*Murphy M35, Blackwell KK02*) are under DRC review
 - Certificate of Completion and Compliance – Rick and Joyce Galli (Z-10) and Bruce and Jane Warren have received their CO from the Town of Carbondale and their CC from RVR.
 - Jesse and Katherine Bennas (F14) and Nate and Karyn HH20) completed their home remodels and have received their CO from the Town of Carbondale and their CC from RVR.
 - Administrative Reviews – Administrative requests are increasing as we approach springtime.
 - Digital DRC Database – The Digital DRC Database has been Beta tested; minor revisions are underway.
 - TOC/RVR Mapping – Town of Carbondale and RVR are doing some collaborative sharing of digital mapping resources.

- **Governance**

- The revised Fence regulations adopted by the Board at the February 22nd Board meeting have been posted to the Website.
- A 'Call for Candidates' to fill the Board vacancy created by Jim Noyes' resignation was announced in the Weekly news.

Human Resources

- **Irrigation Tech** – We are currently seeking a full-time seasonal irrigation tech to replace the position held by Larsen Close. Larsen recently completed the necessary coursework to launch a career in Social Services and we proudly wish him all the best.

Member Services

- **Art** – Pam Porter is the featured artist for March and April. Her display features a variety of clay printing images in a refreshing springtime palette!
- **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 Spring fitness schedule reflects some exciting new additions including 'Yoga for Athletes', the very popular 'Barre' class, Aroma Pilates, Apres Ski Yoga, Rise-Up Yoga, and the very popular HIT (High Intensity Training) class.
- **Events** – The next event coming up is the Easter Holiday event! Plans are underway, but the event will definitely include the legendary Easter-Egg Hunt!! Cheyene Booher who recently joined the Front Desk team and has a degree in event management is now leading our event efforts!

Operations

- **Neighborhood Home Painting bids** – are beginning to come in. This year's work will include 11 Settlement and 8 Old Town homes.
- **Tree Spraying** – Aspen Tree Service completed spraying of ROW/common area pine weevils.
- **Lawn Aeration** – The process of law aeration is slated to being shortly.

- **Irrigation** – The RVR irrigation staff is preparing the irrigation system for the season. Start is anticipated for mid-April.

Facilities

- **Tennis Courts** – RVR maintenance staff has begun the process of preparing the tennis courts for the upcoming season, including rolling the court surface, charging the underground water system, applying fresh clay top dressing, and installing the court lines and nets.
- **Annual Pool Deck resurfacing** – is once again needed to repair recurring divots and cracks. We will evaluate the best solution to meet our needs with reputable local contractors.