

**RVRMA EXECUTIVE BOARD  
MONTHLY MEETING  
Wednesday, March 28, 2018, 5:30pm  
The Ranch House Meeting Room**

**Executive Board of Directors**

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

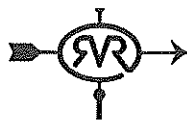
**Management Attendees**

Sterling Page, General Manager  
Kendra Ford, Community Services Manager  
Brenda Boas, Accounting

**Homeowner Attendees**

**Agenda**

<b>Time</b>	<b>Agenda Item</b>	<b>Page(s)</b>
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"><li>Approval of Meeting Minutes of the Regular Board Meeting, held on February 28, 2018.</li></ul>	pp. 1 – 6
IV. 5:35	Public Comment	
V. 5:40	Announcements <ul style="list-style-type: none"><li>Art Installation – Dave Clark</li><li>Easter Event- Sunday April 1<sup>st</sup></li><li>Tennis Program – April 16th</li><li>Trash Service – \$1.00 increase starts April 1<sup>st</sup></li><li>Executive Board Meeting- April 25th</li></ul>	
VI. 5:40	Committee Reports <ul style="list-style-type: none"><li><u>Design Review Committee Meeting</u><ul style="list-style-type: none"><li>DRC Meeting – April 5<sup>th</sup></li><li>DRC Meeting – April 19th</li></ul></li></ul>	



VII. 5:40 Management Update  
• Staff Report

pp. 7-9

VIII. 5:45 Old Business  
  
• 2018 Audit  
• Woodbridge Status  
• Thompson Park Update

IX. 6:00 New Business  
  
• RVR trees and forest approach

X. 6:30 Executive Session

XI. 6:30 Adjourn

**RVRMA EXECUTIVE BOARD**  
**Record of Proceedings**  
**Regular Monthly Meeting**  
**Wednesday, February 28, 2018, 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 28, 2018 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  
Lani Kitching, Director-at-Large

**Management Representatives**

Kendra Ford, Community Services Manager  
Brenda Boas, Accounting  
Pam Britton, DRC  
Cheyene Booher, Member Services

**Homeowner Attendees**

John and Caroline Moore  
Steve Laverty  
Richard Petri  
Steve and Lynn Wolff

**Call to Order**

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

Scott Darling recognized Pam Britton's value and contributions to River Valley Ranch. Pam has been with RVR for many years and has touched a lot of lives and has supported everyone in this most recent transition.

**Approval of Agenda**

Directors Leslie Marcus and Yvonne Perry moved and seconded to approve the agenda. The motion passed unanimously.

**Consent Agenda**

Directors Ron Rouse and Yvonne Perry moved and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of January 31, 2018. The motion passed unanimously.

**Public Comment**

- The owners in attendance all noted they were attending to listen and did not have specific comments or questions.

## Announcements

- **March and April art installation** – Dave Clark
- **DRC Meeting** -March 15<sup>th</sup>
- **Board Meeting** – March 28<sup>th</sup>

## Committee Reports

- Design Review Committee Meeting
    - **DRC Meeting – February 1<sup>st</sup>**  
1235 Heritage Drive, Lot HH-13  
Review Type: Preliminary Design Conference  
Next Scheduled Review is March 15<sup>th</sup>
    - **DRC Meeting – February 15<sup>th</sup>**  
36 Southbridge Court, Lot L-05  
Review Type: Major Landscape Additions and small building additions.  
Next Schedule Review is March 15<sup>th</sup>
  
    - 250 Crystal Canyon, Lot Z-07  
Review Type: Revisions to Approved Garage Door
- Final Inspection and Certificate of Completion:**  
Lot EE-13  
Lot AA-21

## Management Update

### Staff Report

### Finance Monthly Financial Reports/Capital Reserve

- No updates

### Human Resources

- Kendra announced Cheyene Booher's departure. She will be leaving the RVR team as of March 20<sup>th</sup>. This is a recent development due to a job opportunity for her husband in Ohio.

- Jessica and Kendra are creating the plan for summer hiring strategy, determining what positions and shifts need to be filled along with training and certification schedules for lifeguards and juice bar attendants.
- Jessica will start to work four days a week as of mid-March to prepare and be set up for the summer staff and programs.

### **Member Services**

- **Art** – Dave Clark is the artist for the months of March and April
- **Communication** – Footsteps Marketing did a website training with Jessica and Cheyene so they can update and manage the design and look of the website as well as some of the layout and formatting.
- **Programming** – Cheyene has reached out via the newsletter for members suggestions and request for events. To date she has not received any responses.
- **Events** - As a point of clarification, Cheyene stated that this year there will be a separate Holiday Party for children, however, this is not intended to preclude them from the annual Holiday party, they are still welcome to attend the kids portion of the annual Holiday Party as well.

### **Facilities**

- New Commercial Grade Ice Maker and Freezer have been ordered for the Ranch House both of which have three- year warranties. Lani noted that functionally the appliances were at the end of their life cycle.

### **Other**

- Kendra and Sterling will be doing an online course for the CAM Licensing.
- The insurance for the RVR maintenance vehicles is now managed by Neil Gearing. Neil Gearing was able to provide better coverage and pricing than Progressive who we had used in the past.
- Lani noted the seasonal outside staff will be returning on March 1<sup>st</sup>.
- With regard to the irrigation she has been going around with the crew identifying some of the issues which came up last year during the blow out. The kits for the clay valve repair are in shipment so as soon as they arrive they will be getting rebuilt and going on in the ground.
- Todd Richmond suggested we consider a limit on how many lockers we rent out or reconsider the layout of the reserved lockers and spread them out throughout the locker room and possibly cap the number of reserved lockers we offer.

## Operational Report (attached to minutes)

### Old Business

- **Braeburn Status Update**

The RVRMA Board continues to work with the current owner and potential buyers on possible sales. Lot 7 closed today, and the buyer intends to develop it as soon as possible. They will also be paying dues for the other lots starting March 1<sup>st</sup>.

- **Woodbridge Status Update**

The RVRMA Board continues to monitor their filing and bankruptcy process. As of last month, they were current with dues. The Board has approved a small group consisting of Scott Darling, Ron Rouse, Lani Kitching, and Sterling Page, to be tasked with monitoring this activity.

- **2018 Audit**

The approach which will be taken for the 2018 audit need to be confirmed. This will be decided with Todd, Scott and Sterling.

- **Proposed Revised Board Meeting Schedule (attached)**

The following **Draft Motion A** was moved and seconded by Directors Leslie Marcus and Lani Kitching. The motion passed unanimously.

**Draft Motion A:** Resolved that the RVRMA Executive Board hereby adopts the revised 2018 Executive Board Meeting Schedule, as presented.

- **Proposed 11<sup>th</sup> Amendment to the RVRMA Design Guidelines (attached)**

The following **Draft Motion B** was moved and seconded by Directors Ron Rouse and Leslie Marcus. The motion passed unanimously.

**Draft Motion B:** Resolved that the RVRMA Executive Board hereby approves the 11<sup>th</sup> Amendment to the RVRMA Design Guidelines as presented.

### New Business

- **DRC Fee Increase**

- Increase Design Review Fee for new home construction from \$4,500 to \$5,500.
- Increase Performance/Damage deposit from \$15,000 to \$20,000 for new home construction.
- Increase DRC member compensation from \$100/hour to \$125/hour.
- Increase hourly review rate from \$450/hour to \$550/hour, billed in 15 minute increments.
- Proposed increases to be effective as of April 1, 2018

Pam Britton presented a Design Review Fees and Deposits comparison chart to show all fees associated with building a home in RVR and how they compare with similar communities in our valley and surrounding areas.

- **Initiation of Short Term Rental Information Gathering**

Scott Darling presented that he would like to kick off a fact gathering session to start to collect information on what is going on in our community with these types of rentals, to gain a sense of the impact they have on the RVR community. The idea is to figure out how the Board can address it appropriately and yet not regulate what people do at their home.

Richard Petri asked if the dues can be increased for those who VRBO. Ron Rouse noted he sees having VRBO and/or AirBNB's as conducting commercial business in a residential community.

- **2018 Capital Reserve Priorities**

Scott Darling is going to request that General Manager, Sterling Page present a proposal to the Board of what Capital Reserve projects he would like to prioritize for 2018 and project out to 2019.

- **Thompson Park**

Thompson Park is a proposed development to go in on the northside of RVR adjacent to the Settlement neighborhood. Lani Kitching has suggested to the developer that they come to RVR to do an open house type presentation before they meet with the Town. The Thompson Park developers did agree that all construction access would take place from the northside on Highway 133 and the staging would be away from North Bridge Drive. Lani Kitching has also strongly recommended to the developers to talk to the Montessori school regarding the impact on the school as well. It was also acknowledged that the proposed development area is not part of RVR and therefore the homeowners will not have any access to the RVR amenities.

Steve Wolff expressed concern regarding the impact of the traffic especially because they have increased the density of the development abutting North Bridge from 4 single family to 7 single family and some additional multi-family units added to the project from the first presentation.

Steve Wolff stated that it was his understanding that a previous RVRMA General Manger, Ian Hause, had negotiated with the Thompson Park developer, Freida Wallis and Steve wants to know if these negotiations and letters are archived in the RVRMA records. Ron Rouse did note he was privy to those negotiations and everything that was decided is embedded already in the development.

Scott Darling recapped that the Board is keenly aware of this development possibility, however, this is primarily Town of Carbondale matter and any interested owners can attend the town's public P & Z meetings. The Board will do their best to accommodate residences who are concerned by this and have strongly encouraged the developer to do an open house forum as soon as possible.

### **Executive Session**

The Board entered Executive Session at 6:30. The Board returned from Executive Session at 7:15 p.m.

### **Adjourn**

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 6:45 pm.



# STAFF REPORT Template

## Staff Report

### General Update

The RVR Ranch house and maintenance teams are preparing for the summer season. Hiring has begun for the summer seasonal positions and orientations and trainings scheduled, maintenance is preparing the tennis courts and irrigation system and our landscaper contractors are starting up their work with the spring season. DRC applications for construction continue to increase. The next DRC meeting has three final reviews on the agenda and two preliminary reviews as well as potential for some to be added on in the interim. DRC has had two recent requests for pre-design conferences for lot owners who are starting the process and other similar inquires.

**Finance Monthly Financial Reports/Capital Reserve** – The Community is operating within budget with consideration of seasonal adjustments and early spring efforts.

### Human Resources

- Cheyene Booher's last day was March 20<sup>th</sup>. Cheyenne handled Member Services, Fitness and Events.
- Becky Denning will start as a full-time employee as of April 1<sup>st</sup> and will be with us Monday through Friday. She will be continuing here position at the Front Desk as Front Desk and Hospitality Supervisor as well as managing the Fitness programs, schedules and instructors.
- Jessica Hennessy is stepping into the Member Services role as well as keeping many of her current responsibilities.
- We have a desire to provide more regular organized activities and events to home owners so with that in mind we are still working on who will be manage the current and new events. The next upcoming Easter event is fully planned and organized, and Jessica, Becky and Ana will oversee it. We anticipate having an update on who will be our event planner in the next week.

### Member Services

- **Art** – Dave Clark is the artist for the months of March and April
- **Communication** – The weekly newsletter, Business Buzz and Tennis News continue to serve as important points of communications and go out as scheduled. Jessica Hennessey will now oversee all Ranch House communications.

- **Programming** – Two significant spring programs will be starting up in the next few weeks. Water Aerobics will launch on Monday April 2<sup>nd</sup> and is schedule for Monday, Wednesday and Fridays at 10 a.m. for the months of April and May and 9 a.m. for June through the summer. We began the roll out of the 6 -month and 3- month tennis memberships on March 9<sup>th</sup> and the season will officially open on April 16<sup>th</sup>.
- **Juice Bar**- We have made some changes to the coffee and tea service with improvements to the quality, eliminating surplus of waste along with significant cost savings. We are managing to meet these goals and upgrading to locally roasted coffee.

We are excited to be teaming up with Pan and Fork to provide fresh, affordable and healthy options for the summer both directly from them as well as through the food purveyor.

### **Design Review Committee Report**

The approved increase to the DRC Fees will be in effect April 1, 2018. All DRC forms with details , and requirements of related fees, have been updated as well as posted to the website.

- Lot: K-09  
Owner: Cole  
Review Type: Revision to Approved (repositioning house on lot)  
Address: 45 Crystal Canyon Drive
- Lot: L-05  
Owner: Rehl  
Review Type: Final Design Landscape/Remodel  
Address: 36 Southbridge Court
- Lot: K-10  
Owner: Cook  
Review Type: Preliminary Review  
Address: 36 Southbridge Court
- Lot: Boundary -7  
Owner: Stowell  
Review Type: 1<sup>st</sup> Final Review

### **Operations**

- **Irrigation** - Cla-Valves have been overhauled and re-installation is complete and main line leaks that were known at the end of last year are being repaired. Water is scheduled to be available starting the 2<sup>nd</sup> week of April. Maintenance on all fuel operated equipment has been completed and logs created for ongoing time and use based upkeep. Maintenance and irrigation sheds have been cleaned and inventoried. All work tasks are being entered and tracked in the RVR Maintenance calendar of Outlook.

- **Grounds** - Tree removal and replacement policies are being firmed up with TOC Public Works. Application has been sent to TOC for a cross walk at River Valley Ranch Dr. and Lamprecht Dr. for the safety of resident students catching the morning bus to school. Our spring/summer contractors are scheduled to begin their work appropriately. We are in the process of reviewing proposals by Aspen Tree Service for this season.
- **Facilities** - Har-Tru tennis materials have arrived, and courts are being prepped for the new season. Floats were installed under the lap pool cover to allow the front desk closers to more easily perform this task. The Conference room has become more multi-purpose with the spin bikes located here. All chairs and tables are stored in the closet. RFP for replacement of the out of code steps between court 1 and 2 has been sent out. This will need to be completed by April 15 to be ready for tennis season or wait for fall closing.

#### **Other**

- Kendra and Sterling are continuing online classes for CAM Licensing. A capital spending budget based on priorities listed in the June 2017 Full Reserve Study will be on next month's agenda. A full financial audit vs. financial review have been priced by Brian Smith CPA, who currently does our taxes and Corey Enloe, a financial advisor and former RVR Owner. A proposal has been made to us for the installation of Fiber Optics in the RVR community and an informational presentation will be scheduled for residents.