

**RVRMA EXECUTIVE BOARD  
MONTHLY MEETING  
Wednesday, January 31, 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  
Pamela Britton, DRC

**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	
	• Approval of Meeting Minutes of the Regular Board Meeting, held on December 3, 2017.	1-4
	• Approval of Annual Meeting Minutes held on December 3, 2017	5-9
IV. 5:35	Public Comment	
V. 5:40	Announcements	
	• Art Installation – DJ Johnson-Hill	
	• Ranch House Closure – January 31 <sup>st</sup> – February 9 <sup>th</sup>	
	• DRC Meeting – February 1 <sup>st</sup>	
	• DRC Meeting – February 15 <sup>th</sup>	
	• Board Meeting – February 28	
VI. 5:45	Committee Reports	
	• <u>Design Review Committee Meeting</u>	
	o DRC Meeting – January 4 <sup>th</sup>	
	o DRC Meeting – January 18 <sup>th</sup>	



VII.	5:50	<b>Management Update</b>	
		<ul style="list-style-type: none"><li>• Staff Report</li></ul>	10-12
VIII.	6:00	<b>Old Business</b>	
		<ul style="list-style-type: none"><li>• Woodbridge Status</li><li>• Reallocation of Settlement Funds</li></ul>	
		<p><i>Draft Motion A:</i> Resolved that the RVRMA Executive Board hereby approves reallocation of \$2,073.23 from the Settlement Operating Budget to the 2017 Settlement Painting Reserve Fund.</p>	
		<ul style="list-style-type: none"><li>• Reallocation of Old Town Funds</li></ul>	
		<p><i>Draft Motion B:</i> Resolved that the RVRMA Executive Board hereby approves reallocation of \$1,121.35 in excess funds from the 2017 Old Town Operating Budget to the Old Town Painting Reserve Fund.</p>	
		<ul style="list-style-type: none"><li>• Reallocation of RVR Master Association Funds</li></ul>	
		<p><i>Draft Motion C:</i> Resolved that the RVRMA Executive Board hereby approves reallocation of \$86,313.74 in excess funds from the 2017 RVR Master Association Operating Budget to the RVR Master Association Reserve Fund.</p>	
IX.	6:10	<b>New Business</b>	
		<ul style="list-style-type: none"><li>• Braeburn Update</li><li>• DRC Fee Review</li><li>• Eleventh Amendment to Design Guidelines – Landscape Architect</li><li>• Proposed Change to Board Meeting Schedule</li><li>• Proposed change to Annual Meeting date</li></ul>	Spreadsheet provided at meeting 13-14 15
X.	6:20	<b>Executive Session</b>	

**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 of 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.



## RIVER VALLEY RANCH

### 2017 RVRMA ANNUAL MEETING MINUTES

December 14, 2017

The Ranch House Great Room

#### Executive Board of Directors

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

#### RVR Staff

Sterling Page- General Manager  
Kendra Ford – Community Services Manager  
Brenda Bamford –Accounting

#### Welcome and Introduction of Board Members – Scott Darling

Scott gave recognition to the staff who were involved with the setting up and running of the Annual Meeting, Cheyene Booher, Brenda Boas and Heather Slomiak.

Scott recognized the Board Members for their specific involvement and contributions to the Board and the Community.

**Leslie Marcus** – Has been assisting with communications. She has been directly involved in the redesign of the weekly newsletter as well as editing other notices and communications going out from the Ranch House and the Board.

**Yvonne Perry** – Involvement with events and the running and managing of the front desk

**Lani Kitching** – Interim GM and assisting in the transition for Sterling Page and Kendra Ford

**Ron Rouse**- assist with the legal aspects and understanding of the governing documents and real estate

**Todd Richmond**- is tasked with working through the budget

#### Budget Ratification Results – Scott Darling

The deadline to return ballots for the 2018 budget was December 13, 2017.

The final vote count was:

199 – In Favor

1 – Against

1 – Abstain

The 2018 Budget as presented was passed.

#### Community Update – Scott Darling



## **RIVER VALLEY RANCH**

The new General Manager, Sterling Page and new Community Services Manager, Kendra Ford have been on board for about three weeks.

### **Sterling Page addressed the Homeowners**

Sterling commented on how during his Interview process and interactions with the Board it came to his attention how happy the Board members seemed to be. He expressed what a pleasure it has been the past three weeks and that he and Kendra have spent a lot of time working together to get a handle on "what is RVR". He acknowledges the tremendous support from the Board and the staff in this transition and training.

### **Kendra Ford addressed the Homeowners**

Kendra shared her history with RVR. She lived in RVR from 2000-2010. She has a unique insight to the history and culture of RVR having started out with living in the Settlement neighborhood, then built a custom home on the golf course. She also raised her three children at RVR which gives her the perspective of the young mom and family. She also taught some of her first yoga classes upstairs in the studio. She expressed her love for the community of Carbondale and enthusiasm to be back and involved both with the many familiar and new faces in RVR as well as Carbondale.

Scott Darling introduced the newest Board Member, Garry Schalla who comes from Mountain Family Health and has also done some work with land trust in the Northwest.

Scott noted there were many extremely qualified people who submitted applications to be on the Board.

Scott gave acknowledgement of Lani Kitching. She has stepped into the Interim GM position about a year and half ago and has done this with a steady hand, she righted the ship when we needed it to be righted. Her commitment to RVR community is second to none.

The new Organizational Structure was presented in Power Point. Scott emphasized this new structure is focused on what are the two critical assets of River Valley Ranch, the Outside Services and the Ranch House. It is now designed where there are two points of contact and accountability for these two assets.

Scott explained to the Homeowners that there is a well-designed transition plan fully in effect. Pam Britton has developed an amazing plan to transition both Sterling and Kendra into their roles.

### **Summary of Operations and Budget**

- The 2018 Budget was ratified
- We continue to get line item visibility in the budget so there is more transparency about where the money is being spent
- 2017 was under budget by \$75,000 and so that money has gone into reserve
- The reserve balance is well over \$900,000
- Dues remain flat





## RIVER VALLEY RANCH

Scott acknowledge the general concern around the loss of Rich Myers and how this will impact our outside services, however with Sterling on board and the history of the current outside crew, he is confident we will be well positioned moving forward.

The Guest access program was well received, although a difficult process to go through it was by and large supported and it has created some space for Owners and has streamlined things for the Front Desk.

Scott stated he has been very personally involved in the hiring process this year and the recruiting of Sterling Page and Kendra Ford.

### State of the Real Estate Market -Brian Leasure from Destination Holdings

- The market is continuing to improve. There are currently 26 homesites on market.
- There were 59 that sold in 2016 but the figures were somewhat skewed because of the fire sale by Tasker the bulk owner of most of the lots. The average price of those lots was about \$145,000.
- In 2017 the average price of a lot was \$213,000.
- There are currently several sales around the \$300,000. The homesites closer to Sopris are getting sold out and getting a premium price.
- The residential market is showing an improvement. There are currently only 15 homes available.
- In 2016 -25 homes closed with average price of \$1,017,00.
- In 2017 about 26 will close and \$1, 035,000 will be the average.
- The interest and demand is good and the supply is low and it does not look like there is anything out there in 2018 to change things at this point.

### The 2018 Goals

- Defining the road map on assessing the capital requirements
- Planning around managing the "community forest"
- Determine an approach to deal with golf course future challenges
- Assess options for Airbnb and VRBO within the parameters of the CC&R's, being respectful to our neighbors and therefore determine if adjustments need to be made to governing policies.
- As we grow in our community how do we manager the facilities and if expansion is needed.
- Development of a yearly Master Plan
- Continued improvements to budget line items and visibility.
- Assess and relook at key expense items
- Improving operational proficiencies and procedures
- Developing a more robust HR system

Scott thanked the Community for their words and feedback which has been remarkable.

### Questions and Comments

Q: Barbara Grant suggested the Board look at building Pickleball courts. She expressed she thought this would be an enormous value.



## RIVER VALLEY RANCH

Q: Anne Hilmith asked about the policy regarding short term renters?

A: Ron Rouse noted that in 2001 an amendment was passed which removed any restriction on the amount of time you could rent your house. So essentially, we have no limitation on the length of rentals. Part of the membership changes last year did extend the period for when someone can obtain a membership to the ranch house for renters which is 90 days. The CCR's also have a prohibition against sub-letting so a homeowner, while they can rent out their house for any duration at all, they are not entitled to have sub-tenants. The town of Carbondale is also dealing with how to address these issues and RVR is subject to whatever rules and regulations are adopted by the Town. In short, right now there is no limitation to when you rent out the entirety of your home. Ron acknowledged this will continue to be a challenge for our community, however it is something that has been thrust upon not just ours but many communities.

Q: Sandy Kister asked for summary of our relationship with the golf course

A: Scott Darling addressed this and explained this is just a business relationship. The only issue they need to jointly deal with is shared water and that goes smoothly.

Q: John Real questioned about what the zoning is for golf course long term.

A: Ron Rouse explained the original master zoning as required by the town is it must be a public course. It does not mean it has to always be operating but without going back to the town and amending it will always be a public course.

Q: Holly Glassier expressed dislike for the guest policy change and felt the decision was arbitrary and not brought before the homeowners.

A: Scott expressed understanding for her concerns and acknowledged the Board had some lessons learned in this process.

A: Leslie Marcus commented to this and explained the Board sent out a survey after the change was made to gather feedback. She noted 85 responded and 25 expressed discontent with it. The Board was hoping for a larger response as they surveyed all owners and wanted to know how it impacted everyone. She did say that this winter the Board is going to take the feedback from the 25 owners and look closely at what they had to say and consider making changes where it makes sense.

A: Yvonne Perry added it has been shared on many occasions that most of the home owners did love the fact that they knew the people around the pool and there were spaces for their families.

A: Lani Kitching noted that part of the duty of care that is one of the biggest challenges of managing an HOA, is that it is very difficult to yield to the wants of the individual over the welfare of the other 539. So those are the considerations that go into every recommendation that comes to the Board that gets discussed.

Q: Pat Renkel asked if guest pass policy would be same for 2018. This year during the summer went very smooth it was very nice and comfortable and there was an extreme amount of people. In her opinion it was better than what it has been. Her feedback is she really loved the results.

Q: Frosty Merriott appealed to the owners for someone at RVR to run for the town council positions that are opening this year. He also commented on his confidence in the operations at RVR and gave kudos to the Board and Staff.



## RIVER VALLEY RANCH

Q: Sandy Kister asked what the infrastructure items are that they will be using the reserve money towards?

A: Scott Darling explained the Board will have a much better feel and road map for that as they move into 2018.

### Adjourn and Refreshments

The Annual meeting adjourned at 7:00 pm.

## Operational and Staff Report

### Finance Monthly Financial Reports/Capital Reserve

- A purchase order system is being developed and will be implemented soon. Purchasing access has been limited to Sterling, Kendra, Jessica and Cheyene.
- Water meeting with Golf -we were credited \$11,879 for overpayment in 2017. That credit will be applied throughout 2018.
- Estimates are being gathered for an Audit of 2017 books.

### DRC/Governance

- Kendra Ford has become the lead contact for DRC issues, request and all communications.
- The website has been updated to reflect Kendra as the DRC contact in any area where DRC information is provided.
- Pam Britton has reached out via an email announcement to all active contractors, architects, builders and landscapers to inform them in detail of the transition, making a more official introduction of Kendra to the outside community.
- Since the last Board Meeting, Sterling and Kendra have actively participated in building close out inspections, all DRC meetings, all Pre-Design meetings and Administrative approvals.
- A database for DRC tracking and billing has been created and Pam and Kendra have been working together on the historical data entry and roll out.

### Human Resources

- **Hiring** – Jules King was hired to join the Front Desk team for the shifts which opened upon Diana Flores departure.
- **Employee Health Benefits** – The 2018 Healthcare provider has been changed from Rocky Mountain Health to United Health. Our insurance representative Andre Cheney from Neil Garing did a presentation to all staff who will be under this coverage to explain the 2018 benefits, cost and answer questions regarding individual coverage
- **Staff Meetings**- Staff meetings are taking place weekly on Friday mornings. A Front Desk team meeting was held on Saturday, January 13<sup>th</sup> for Sterling and Kendra to connect with all front desk personnel as well as to review all updated procedures and policies, the ranch house closure, and goals moving forward into the new year.
- **Trainings**- Juice Bar attendants will be attending a Garfield County Health and Human Services training for food and drink preparation.

### Member Services

**Art** – The artist for the month of January and February is DJ Hill

### Communication :

- The hours of the Ranch House are now displayed at the top of the landing page of the website. These will be updated when there is a change in the seasonal hours as well as during all holiday adjustments and closures to make this information easily accessible to owners.

- The weekly newsletter is now published and circulated on Friday afternoon
- Biz Buzz is being published and circulated on Monday
- Sterling and Kendra will be sending out a notice to the Community for once a month coffee and happy hour get togethers for an opportunity to come meet with them.
- Monthly communications and updates will be going out alternately from Sterling and Kendra to the community
- A Newsletter submission form has been created and is due on by the Tuesday prior to the desired publish date.

### Programming

- Cheyene sent a fitness Survey out to the RVR community to assess needs for different classes, changes to the schedule and programming.
- Events which have been schedule to date -for 2018 are as follows
  - April 1<sup>st</sup> – Easter
  - May 26<sup>th</sup> – Memorial Day Holiday
  - Movie Night – June 16<sup>th</sup>
  - Jubilee – July 4<sup>th</sup>
  - Community Gathering -July 25<sup>th</sup>
  - Dive in Movie -August 18<sup>th</sup>
  - Halloween – Wednesday October 31<sup>st</sup> -Trunk or Treat
  - Kids Thanksgiving Gathering – November 17<sup>th</sup>
  - Kids Holiday Party – December 8<sup>th</sup>
  - RVR Holiday Party – December 15<sup>th</sup>

### Facilities

#### Ranch House Upgrades and Repairs- 2018

- New Carpet in admin. offices, conference room, upper hallway
- Paint in admin. offices, conference room, upper hallway, locker room corners and back stairs.
- Maintenance staff will paint basement.
- Maintenance staff will repair plastic sheeting above T-Grid ceiling of upper level.
- Repair of heating and cooling duct work.
- Move of DRC records to lower level office with locked door
- Move of Maintenance work station – computer and phone southwest corner of basement.
- Drain and clean both spas and lap pool.
- Staff will apply Olde English Wood Finish Restorer to all stained wood trim and lockers.
- Staff will apply RESERVED stickers to all rented lockers. Daily lockers will remain unlocked for use by all members.
- Lap pool cover will be repaired in Glenwood.
- Sump pump will be drained and cleaned out with new cover installed.
- Ice Maker to be repaired to stop leaks.
- New electrical service installed in Exercise Studio for ceiling fans and dimmable lights.
- Install new Barre on South Wall.
- Install new Sound Bar in Exercise Studio.
- Install new rail in hallway to store balls.
- Move all soft equipment to closet in Ex studio.

- Place all hard equipment on rolling dollies.

#### **Other**

#### **Licensing**

Kendra Ford will be participating in the 24 credit hour- M-100 CAM Licensing Course in February

#### **Mail Room**

- Audit of all boxes for multi-lot owners & ADU's.

#### **Insurance**

Insurance from Progressive is being reviewed by Neil-Garing for necessity.

- Replacement cost of Facility will be estimated.

# Eleventh Amendment

## To the RVR Master Design Guidelines

Seventh Edition, Revised March 8, 2010

*The following amendment, relevant to Section 7.10 – Professionals of the March, 2010 edition of the RVR Master Design Guidelines, was reviewed and unanimously approved by the RVR Design Review Committee on August 17, 2017.*

### Section 7.10 – Professionals

#### 7.10 – Professionals

- a. **(Current)** “It is required that the Owner retain competent assistance from an architect, surveyor licensed in Colorado, and a landscape professional. All plans submitted for DRC Final Approval shall be stamped and signed by the Architect. A Lot topographical survey shall be signed and stamped by the surveyor. Additional assistance from other licensed design professionals such as a civil engineer is also recommended. The Owners and their consultant(s) should also carefully review the Covenants as well as these Guidelines, prior to commencing the design review process.”
- a. **(Proposed:)** “It is required that the Owner retain competent assistance from an architect licensed in the state of Colorado, surveyor licensed in Colorado, and a professional landscape architect. All plans submitted for DRC Final Approval shall be stamped and signed by the Architect. A Lot topographical survey shall be signed and stamped by the surveyor. Additional assistance from other licensed design professionals such as a civil engineer is also recommended.
- b. All new residential projects shall require landscape drawings prepared by a professional landscape architect, using an up-to-date survey showing existing and proposed contours and improvements. Existing residences proposing to revise previously approved landscape plans are subject to the same requirement, except that, on a case-by-case basis, the DRC may waive this requirement for small landscaping projects.
- c. Any existing residence proposing to revise their previously approved grading plans (including the use of concrete, timber, or boulder retaining walls), shall provide drawings prepared by either an architect, civil engineer or professional landscape architect, showing both existing and proposed contours and improvements, using an up-to-date survey showing both existing contours and improvements, as well as proposed contours and improvements.

- d. The Owners and their consultant(s) should also carefully review the Covenants as well as these Guidelines, prior to commencing the design review process

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The RVR Design Guidelines may be amended from time to time by the Board of Directors.

**PRESIDENT'S CERTIFICATION:**

The undersigned, being the President of the RVRMA certifies that the foregoing amendment was adopted by the Board of Directors of the RVRMA at a duly called and noticed meeting of the Board of Directors held on this date 31st<sup>th</sup> day of January, in the year 2018 and in witness thereof, the undersigned has subscribed his/her name.

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**RVRMA President**

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**Date adopted**



2018

RVRMA Executive Board Meeting Schedule  
PROPOSED

All regular Executive Board Meetings will begin at 5:30pm.

February 21, 2018

March 21, 2018

April 25, 2018

May 23, 2018

June 27, 2018

July 25, 2018

(Board Meeting and Community Gathering)

August 23, 2018

September 26, 2018

October 24, 2018

(Board Meeting and Budget Approval)

November 21, 2018

December 12, 2018

(Board Meeting and Annual Meeting)