

**RVRMA EXECUTIVE BOARD  
MONTHLY MEETING  
Wednesday, March 25, 2015, 5:pm  
The Ranch House Meeting Room**

**Executive Board of Directors**

Jim Noyes, President  
Todd Richmond, Vice-President  
Bob Schoofs, Treasurer  
Yvonne Perry, Secretary  
Lani Kitching, Director-at-Large  
Peter Frey, Director-at-Large  
Jack Gausnell, Director-at-Large

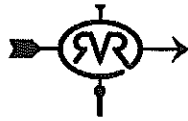
**Management Attendees**

Ian Hause, Executive Director  
Suzie Matthews, Director of Finance  
Pamela Britton, DRC Administrator

**Homeowner Attendees**

**Agenda**

<b>Time</b>	<b>Agenda Item</b>	<b>Page(s)</b>
I. 6:00	Call to Order – Establish Quorum	
II. 6:00	Approval of Agenda	
III. 6:00	Consent Agenda <ul style="list-style-type: none"><li>Approval of Meeting Minutes of the Regular Board Meeting, held on February 25, 2015</li></ul>	pp. 1 – 7
IV. 6:05	Public Comment <ul style="list-style-type: none"><li></li></ul>	
V. 6:10	Announcements <ul style="list-style-type: none"><li>Ranch House Art Display – Pam Porter and Rosemarr Greathouse – March and April</li><li>DRC Meeting – March 26<sup>th</sup></li><li>Heart Health –by Dr. Greg Feinsinger, March 26, 5:30pm</li><li>DRC Meeting – April 2<sup>nd</sup></li><li>Ducks, Eggs, and Candy – Easter Celebration for Kids! April 4<sup>th</sup> 10:00am</li><li>Being Energy Smart – Presentation by CLEER – Thursday, April 9<sup>th</sup></li><li>DRC Meeting – April 16<sup>th</sup></li><li>Habitat for Humanity – April 19<sup>th</sup></li></ul>	



- **Tennis Season Starts** – April 20<sup>th</sup>
- **Board Meeting** – April 22<sup>nd</sup>, 6:00pm
- **Children’s Book Reading** – April 25<sup>th</sup>, 1:30pm
- **DRC Meeting** – May 7<sup>th</sup>
- **DRC Meeting** – May 21<sup>st</sup>
- **Habitat for Humanity** – May 21<sup>st</sup>
- **Pool Opens** – May 22<sup>nd</sup>
- **Annual Hot Dog Give Away** – May 23<sup>rd</sup>
- **Board Meeting** – May 22<sup>nd</sup>, 6:00pm

VI. 6:15 **Committee Reports**

- None

VIII. 6:15 **Management Update**

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- Executive Director’s Report

IX. 6:25 **Old Business**

X. 6:40 **New Business**

- Thompson Park Update

XI. 6:55 **Executive Session**

XII. 7:00 **Adjourn**

Appendix A –Financial and Fitness Tracking Reports

**RVRMA EXECUTIVE BOARD**  
**Record of Proceedings**  
**Regular Monthly Meeting**  
**Wednesday, February 25, 2015, 6:00pm**  
**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 25, 2015 at 444 River Valley Ranch Drive, Carbondale, Colorado 81623 with the following people present:

**Executive Board of Directors**

Jim Noyes, President  
Bob Schoofs, Treasurer  
Yvonne Perry, Secretary  
Peter Frey, Director-at-Large (by phone)  
Jack Gausnell, Director-at-Large

**Management Representatives**

Ian Hause, Executive Director  
Suzie Matthews, Director of Finance  
Brenda Bamford, Member Services Manager  
Pamela Britton, DRC Administrator

**Homeowner Attendees**

**Call to Order**

RVR Executive Board President, Jim Noyes called the meeting to order at 6:00 pm. A quorum was established.

**Approval of Agenda**

Directors Perry and Schoofs moved and seconded to approve the agenda. The motion passed unanimously.

**Consent Agenda**

Directors Schoofs and Perry and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of January 28, 2015. The motion passed unanimously.

**Public Comment**

- None

**Announcements**

- **Game Night** – February 20<sup>th</sup> 7:00pm
- **Board Meeting** – February 25<sup>th</sup>
- **DRC Meeting** – March 5<sup>th</sup>
- **Crystal River Project** – presentation of the conceptual plan for the Crystal River restoration project by Dave Rosgen – March 6<sup>th</sup> 12:00 and/or 5:00pm
- **DRC Meeting** – March 19<sup>th</sup>
- **Habitat for Humanity** – March 19<sup>th</sup>

- **Heart Health** –by Dr. Greg Feinsinger, March 26, 5:30pm
- **Ducks, Eggs, and Candy** – Easter Celebration for Kids! April 4<sup>th</sup> 10:00am
- **Board Meeting Change** – April 22<sup>nd</sup>
- **Being Energy Smart Presentation by CLEER** – Thursday, April 9<sup>th</sup> at the Ranch House at 6:00pm (hosted by Roaring Fork Realty)

## Committee Reports

- Design Review Committee
  - February 5<sup>th</sup>
  - February 19<sup>th</sup>

We had two final submittals approved this month. We expect one new project to start the design review process in March.

## Executive Director's Report

- **General Update**–The RVRMA, The Settlement, Old Town and Master Association operations have all come in under budget for 2014. Operations excess funds were allocated to the Old Town and Settlement reserve funds at the January meeting. The excess operating funds for the Master Association will be allocated to the Master Reserve at the February meeting.

The organization is operating within the Board adopted, Member ratified 2015 Operations Budget and Capital Expense budgets. However, we are very early in the RVRMA fiscal year.

The RVR Trash and Recycling program is underway with same day, single provider service to commence April 1<sup>st</sup>. MRI offered the best package and pricing and was thereby awarded the bid.

Program Informational packets (and form documents if requested) will continue to be delivered by the Front Desk team until February 28th. Owners must acknowledge receipt by signature. The informational packet and form documents are also on the website. Those info packets which have not been picked up will then be mailed to the Owners address of record via US Mail.

Deferred Service Forms and self Service forms are being received.

With one minor exception, staff has received nothing but support for the program.

Please see the Member Services section for details for period functions and events. All functions and events were very well attended with a very high level of customer satisfaction.

Tennis Director, Cristina Sirianni's contract for the 2015 Tennis Season, she plans to arrive the third week of April. Lone Wolf will commence contractual services commencing March 1st. Hindeman-Sanchez is on retainer for 2015. 4S is under contract for the 2015 mow and blow. Aspen Grove Property Management is

under contract for snow removal for winter 2014/15. Aspen Tree Service has completed select winter tree pruning throughout RVR. All of the above contractual terms and conditions are per the Board adopted and member ratified 2015 operations budget.

A new employee handbook has been completed by Pam, Brenda, Counsel and an HR Consultant. The handbook was further reviewed by Lani Kitching, Jim Noyes and the ED. The handbook is now in effect and all existing staff have acknowledged receipt.

- **RVR Irrigation H2O** – RVR Irrigation H2O is operating per plan and budget to date. Monthly payments are being made as per the mutually agreed upon budget, less a Lone Wolf payment provided on their behalf to Rich Myers. The 2015 Reimbursement Assessment shall remain the same for the fourth consecutive year. Our pro-rata share should incrementally increase as more homes are completed and under irrigation. Accordingly, there will be more participants in the program keeping operational costs generally the same.

The Cla-valves have been serviced over the winter. Rich Myers has performed this service under a revised, inclusive 2015 ICA. They have been re-installed by Rich under his contract since we have had warmer temperatures.

Rich Myers will commence seasonal contract work beginning March 1<sup>st</sup>. Shortly thereafter, seasonal irrigation staffing will ramp up as we prepare for 2015 irrigation services.

First efforts will include cleaning of the sed basin, annual cleaning of the upper/upper Bowles and Holland Ditch, and relining the west side outfall at Heritage Drive.

We are hoping snowpack dramatically increases the next 60 days or this could be a very challenging irrigation season.

- **Member Services, Hospitality, Media and Public Relations** –Local wildlife photographer Dale Petefish, the featured artist, for RVaRT in November and December has been extended thru February due to the attractiveness and popularity of his work. He plans to place an entirely new show around the first of the year. RVR Owner Pam Porter will be presenting her print work and children's book during March and April.

There is an Adult game Night scheduled for Friday, February 20<sup>th</sup>.

Wildland Hydrology will be presenting the conceptual plan for Crystal River through RVR on March 6<sup>th</sup> at 12:00 pm at the Ranch House.

The 2015 Meeting, Event and Function Calendar is on the white board in the admin office. All dates are subject to change.

- **Operational Refinement** – All Owners and Members are having their check in pictures retaken so we have current digital images on the check in screen.

- **Special Services (FAC)** - The Friday Afternoon Crew (FAC) has performed numerous special services during the period including irrigation system replacement and sleaving on new builds and furniture moving. Staff is exploring expansion of special services in 2015.
- **Social Media (Website, Weekly News, Surveys, Facebook)** – The website continues to be updated. A winter/spring image loop is rotating in on the home page slideshow. This is refreshed at least twice each month. The service provider directory is being populated and invoiced.
- **Technical - Ranch House Mechanical** – The December utility charts and notes are included in the Board packet for the period. Costs and usage for the period are less than last year and within budget. We have had a minor failure of the small hot tub pump which was repaired by RVRMA staff.

We are moving the Allerton HVAC Control software from the 2003 server which is being de-commissioned. This will occur on Thursday, February 19<sup>th</sup> and will not interrupt services.

- **Ranch House Pool** - The rec and wade pool are closed and winterized for the season. The lap pool and spas will remain open thru the winter. We have replaced the auto-fill valve on the large spa.
- **Tennis Facility and Programming** – The Triangle park tennis Courts have been locked as folks were trying to shovel them off for early play. This could cause damage to our new surfaces. The Town has been informed. We have purchased a new ball machine for the tennis program as per the approved capital expense budget. Staff is currently pricing new logo'd wind screens for the east side of court 5. This expense is included in the approved capital expense budget. The Har-Tru Clay is on site for 2015 court refinish.
- **Ranch House Building** – The tile to the men's shower divider wall facing failed. This has been repaired but it should be noted that substantial moisture has gotten behind the wall tile as cementitious backing was not installed behind the tile at the time of original construction. All shower tile in both locker rooms will have to be demolished, re framed, re backed and re-tiled at some point in the next few years. We re-grouted the floors in 2012 and that repair is performing well.

The 2015 capital expense plan and budget includes re-painting of the Ranch House and Tennis Center. This matter will be before the Board at the February meeting.

- **Site work and Landscape**

Holiday Decorations- RVRMA crews have completed removal of most Holiday Decorations. The Ranch House and North Entry LED tree lights will remain functional until mid-March

Snow Removal- Services have commenced for the 2014/15 winter. We have switched providers for this service. Aspen Grove Property Services is under contract. The Snow Removal Protocol Document is on the website under "Living at RVR". So far in 2015 we are under budget for services.

Turf Grass – 4S and Lone Wolf are under contract for 2015. All RVRMA seasonal crews will be returning this spring. RVRMA Crews are removing snow plow damaged sod where it is thawed enough to remove.

Trees – Structural and aesthetic pruning of trees was completed in February to realize discounted services from Aspen Tree Service. We have now performed these services throughout RVR over the past four winters. The 2015 capital expense plan and budget includes placement of additional Aspen trees at the north entry.

Flowers – Services will re-commence in the spring of 2015. The 2015 capital expense plan and budget includes installation of flower beds at the south entry.

Noxious Weeds –2015 Noxious Weed control services on RVRMA Open Space will be performed in-house. Prima Plat Care will continue to do vacant lots.

Beautification and Mitigation – Pond 11, near the North Bridge, is undergoing repairs and enhancement. RVRMA Staff has placed a bentonite liner and re-established the water feature. Rock for the water feature has been procured at no charge as it was left over from a recent RVR private landscape project. This work is completed with the exception of fine grading and sod which will occur in 2015. The project looks great and provides much greater curb appeal to that MCA.

Special Projects – In partnership with the Town, the AVL and the RVRMA, Dave Rosgen with Wildland Hydrology has completed a preliminary conceptual plan and budget for a river and trout habitat enhancement project and program for the 1 and 1/4 mile of Crystal River which passes thru RVR. See Member Services.

Re-painting of the Triangle Park restrooms is included in the 2015 capital expense plan and budget.

Infrastructure – The CDOT/Town Highway 133 project effort is largely complete for this year. Some portions of the project had to be deferred to 2015 due to early cold weather. The north entry traffic signal is now functional. Minor site work and sod are all that remains.

We have placed CDOT Hwy 133 construction updates on the website and links to CDOT web portals for current construction updates. This information may be found in the Living at RVR section of the site. RVR Owners, Members and residents may directly sign up for updates by going to [SH133@PublicInfoTeam.com](mailto:SH133@PublicInfoTeam.com).

The Town of Carbondale performed significant crack sealing on Crystal Bridge Drive and Perry Ridge in anticipation of possible chip seal and fog coat of the upper bench in 2015 subject to funds availability and other priorities. As we move into summer, we will keep the community informed.

RVRMA Crews are repairing street signs in our shop during the winter.

- **Licensing and Registration** – All licensing, registrations and inspections are either complete for 2015 or to be renewed, with the exception of CCIOA HOA Manager Licensing. At least one Manager in the organization must be licensed by July 1<sup>st</sup>, 2015. The entire management team is pursuing the

certifications required and licensing. The Management Team has completed the M-100 24 hour course. Pam, Brenda and Ian have passed the CMCA Test and received the CMCA Certification. The management team took the State Licensure prep course in Fort Collins on February 16<sup>th</sup> and will take the State Licensure exam in Grand Junction on March 3<sup>rd</sup>. Fingerprints have been submitted for background checks to the CBI and FBI. Suzi will take the CMCA after the State exam. At that point, the team will apply for the State License.

- **Settlement and Old Town 2014 Paint Program** – All services in both neighborhoods are complete for 2014. 2015 planning and budgeting is complete. The intent is to commence 2015 services in April and be complete by July 1<sup>st</sup>. The scope of services will be verified in March and Contracts will be before the Board at the March meeting.
- **Budget and Finance** – 2014 Year End and January 2015 Financials are included in the Board books. The utility tracking sheet is under a rebuild by Mitchell and Company. Once that is complete, staff will take that process over from owner/volunteer Roy Davidson. We appreciate all of Roy's help over the years in our energy efficiency initiatives. It should be noted that all operational energy use nuisances remain tracked and costs are within budget for the year.
- **Continuing Education and Training** – Pam and Brenda have completed the State Certification for Notary Services. This service will be offered without charge to RVR Members and Residents. If an outside party requests Notary services there will be a five dollar fee for these services.

Once the State mandated licensing process is complete, the management team will then be required to perform 8 hours annually (each) for continued certifications and licensing. There may be some crossover CE but that is yet to be determined.

Staff has identified the Studio 13 training software as the appropriate training tool for all staff. This allows for power point, video, interactive and tested training for all aspects of the organization, especially customer service and hospitality.

The Management Team will commence on-the-job and cross training immediately after the licensing test is complete. We have identified several operational areas by which this can be accomplished.

#### Old Business

- None

#### New Business

- **Allocation of Excess Operating Funds - RVRMA**

Directors Schoofs and Perry moved and seconded the following **Draft Motion A**. Discussion was held. The motion passed unanimously.



**Draft Motion A:** Resolved that the RVRMA Executive Board hereby approves reallocation of \$3,982.48 in excess funds from the 2014 RVRMA Operating Budget to the RVRMA Reserve Fund.

- **Ranch House Exterior Painting Contract**

Directors Gausnell and Perry moved and seconded the following **Draft Motion B**. Discussion was held. The motion passed unanimously.

**Draft Motion B:** Resolved, that the RVRMA Executive Board hereby approves the proposed expense for painting the exterior of the Ranch House for \$24,000 provided by contractor Johnny Gonzales.

#### **Executive Session**

The Board entered Executive Session at 6:30 pm. The Board returned from Executive Session at 6:37pm.

#### **Adjourn**

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 6:38.

**Executive Director's Report**  
**March 26th, 2015**

- **General Update** – The organization is operating within the Board adopted, Member ratified 2015 Operations Budget and Capital Expense budgets. However, we are very early in the RVRMA fiscal year.

The RVR Trash and Recycling program is underway with same day, single provider service to commence April 1<sup>st</sup>. MRI offered the best package and pricing and was thereby awarded the bid.

Program Informational packets (and form documents if requested) were hand delivered by the Front Desk team until February 28th. This was a 5 week hand out window.

Owners were required to acknowledge receipt by signature. The informational packet and form documents are also on the website. Those info packets not picked up by the deadline were then mailed to the Owners address of record via US Mail.

The information has also been on the website and in the Weekly News now for 8 consecutive weeks.

We were able to obtain the addresses of all current customers by provider. These Owners were mailed the info packet and their specific provider transition instructions. Patrick Boas, Special Services, is now following up with each individual customer by telephone to confirm receipt of the packet and guide them through the transition, as well as answer any questions the customer might have. All processes have been and will continue to be thoroughly documented.

Deferred Service Forms and self Service forms are being received.

RVRMA and MRI Staff are now meeting on a regular basis to ensure a seamless transition and a high level of customer service now and going forward.

With one minor exception, staff has received nothing but support for the program.

Please see the Member Services section for details for period functions and events. All functions and events were very well attended with a very high level of customer satisfaction.

Tennis Director, Cristina Sirianni's contract for the 2015 Tennis Season, she plans to arrive the third week of April. Lone Wolf has commenced contractual services commencing March 1st. Hindeman-Sanchez is on retainer for 2015. 4S is under contract for the 2015 mow and

blow. Aspen Grove Property Management has completed contractual services for snow removal for winter 2014/15. Aspen Tree Service has completed select winter tree pruning throughout RVR. All of the above contractual terms and conditions are per the Board adopted and member ratified 2015 operations budget.

John Gonzales painting completed the ranch House re-stain on Friday, March 20<sup>th</sup>. The crews worked 23 consecutive days with a crew of 5-7 each day. Johnny's bid was 43% less than the next higher bid. He also included re-stain of the Tennis center and light bollards at no additional charge. The ED did a punch list walkthrough on Thursday, March 19<sup>th</sup> and those punch items were completed the next day. The Contractor has been paid in full.

The budget number for the original scope of work was \$25,000. The contract value was \$24,000. However, some of the windows on the south elevation had the clad clear coated at some point in the past, this clear coat has failed in exposed locations. As an extra, we are sanding those high profile areas, re-priming and then applying DTM paint to match the existing clad color. This extra will cost \$800 all in and we will still come in under budget.

The building looks fabulous and we have received very positive comments from members and guests.

The Thompson Park PUD has received Master Plat approval from the Town Trustees. There are several conditions for this approval. The ED will update the Board at the March meeting.

On Friday, March 6<sup>th</sup>, Dave Rosgen with Wildland Hydrology made three successful presentations to three specific audiences. The Concept Plan for the Crystal River Restoration Project was very well received and is moving forward as planned.

The Triangle Park Tennis Courts are open for the 2015 Season. Water Aerobics may commence on April 1<sup>st</sup> subject to weather.

The next RVR Third Thursday Habitat Work day will be held on April 19<sup>th</sup>.

- **RVR Irrigation H2O** – RVR Irrigation H2O is operating per plan and budget to date. Monthly payments are being made as per the mutually agreed upon budget, less a Lone Wolf payment provided on their behalf to Rich Myers. The 2015 Reimbursement Assessment shall remain the same for the fourth consecutive year. Our pro-rata share should incrementally increase as more homes are completed and under irrigation. Accordingly, there will be more participants in the program keeping operational costs generally the same.

The Cla-valves have been serviced over the winter. Rich Myers has performed this service under a revised, inclusive 2015 ICA. They have been re-installed by Rich under his contract since we have had warmer temperatures.

We have commenced cleaning of the sed basin and intake pond. Annual cleaning of the upper/upper Bowles and Holland Ditch and relining the west side outfall at Heritage Drive are complete. The Bowles and Holland Ditch could open as early as April 1<sup>st</sup>.

We are hoping snowpack dramatically increases the next 60 days or this could be a very challenging irrigation season.

- **Member Services, Hospitality, Media and Public Relations** –RVR Owners Pam Porter and Rosemarr Greathouse are presenting their work during March and April. The artists were featured at a wine tasting held on March 13<sup>th</sup>.

There was an Adult game night held Friday, February 20<sup>th</sup> was the best attended game night ever since this management team has been in place. We estimated 50 attendees! It was a huge success.

There will be a children's book reading on April 25<sup>th</sup> at 1:30 pm at the Ranch House. The book was written and illustrated by RVR Owner Pam Porter, she will read for the kids.

On March 26<sup>th</sup>, Dr. Greg Feinsinger will present his "Heart Smart" health and lifestyle presentation.

The kids Easter Event will be on April 4<sup>th</sup> at 10 am. The Energy Smart presentation will be hosted by LEER on Thursday, April 9<sup>th</sup>. Please see the Weekly News or website for additional information.

The 2015 Meeting, Event and Function Calendar is on the white board in the admin office. All dates are subject to change.

- **Operational Refinement** – All Owners and Members are having their check in pictures retaken so we have current digital images on the check in screen.

At the request of a few owners, we are placing additional grab bars in the ladies shower area.

The ED has procured 150 very nice bronze finish, padded Dacron event chairs at ZERO cost, delivered. To purchase these chairs on line would have cost at least \$10,000 plus shipping.

- **Special Services (FAC)** - The Friday Afternoon Crew (FAC) has performed numerous special services during the period including tree and shrub removal, irrigation system replacement and sleeving on new builds and furniture moving. We have also planted 9 trees for various Owners, primarily to buffer the new Thompson Park subdivision from adjacent Settlement Owners.
- **Social Media (Website, Weekly News, Surveys, Facebook)** – The website continues to be updated. A winter/spring image loop is rotating in on the home page slideshow. This is refreshed at least twice each month. The service provider directory is being populated and invoiced.
- **Technical - Ranch House Mechanical** – The current utility charts and notes are not included in the Board packet for the period. Costs and usage for the period are less than last year and within budget. We are updating the utility tracking chart and it will be included in next month's packet. We have had a minor failure of the small hot tub pump which was repaired by RVRMA staff.

We have moved the Allerton HVAC Control software from the 2003 server which is being de-commissioned.

- **Ranch House Pool-** The rec and wade pool are closed and winterized for the season. The lap pool and spas will remain open through the winter. We have replaced the auto-fill valve on the large spa. The Lap Pool was closed on March 19<sup>th</sup> and 20<sup>th</sup> for annual cleaning.
- **Tennis facility and Programming** – The Har-Tru Clay is on site for 2015 court refinish. The new ball machine is on site. We will commence court prep for the 2015 season the week of March 23<sup>rd</sup>. Tennis Center exterior painting is complete.
- **Ranch House Building** – The tile on the men's shower divider wall facing failed. This has been repaired but it should be noted that substantial moisture has gotten behind the wall tile as cementitious backing was not installed behind the tile at the time of original construction. All shower tile in both locker rooms will have to be demolished, re framed, re backed and re-tiled at some point in the next few years. We re-grouted the floors in 2012 and that repair is performing well.

- **Site work and Landscape**

Holiday Decorations- The Ranch House and North Entry LED tree lights have been deactivated.

Snow Removal- Services are completed for the season.

Turf Grass – 4S and Lone Wolf are under contract for 2015. All RVRMA seasonal crews will be returning this spring. RVRMA Crews have removed snow plow damaged sod.

Trees – Structural and aesthetic pruning of trees was completed in February to realize discounted services from Aspen Tree Service. We have now performed these services throughout RVR over the past four winters. The 2015 capital expense plan and budget includes placement of additional Aspen trees at the north entry. We will commence certain pest control services as temperatures climb.

Flowers – Services will re-commence in the spring of 2015. The 2015 capital expense plan and budget includes installation of flower beds at the south entry.

Noxious Weeds –2015 Noxious Weed control services on RVRMA Open Space will be performed in-house. Prima Plat Care will continue to do vacant lots.

Beautification and Mitigation – Pond 11, near the North Bridge, is undergoing repairs and enhancement. RVRMA Staff has placed a bentonite liner and re-established the water feature. Rock for the water feature has been procured at no charge as it was left over from a recent RVR private landscape project. This work is completed with the exception of fine grading and sod which will occur in 2015. A new 12 foot Spruce Tree has been placed at no cost to the RVRMA. The project looks great and provides much greater curb appeal to that MCA.

Special Projects – In partnership with the Town, the AVL and the RVRMA, Dave Rosgen with Wildland Hydrology has completed a preliminary conceptual plan and budget for a river and trout habitat enhancement project and program for the 1 and 1/4 mile of Crystal River which passes thru RVR. See Member Services.

Re-painting of the Triangle Park restrooms is included in the 2015 capital expense plan and budget.

Infrastructure – The CDOT/Town Highway 133 project effort is largely complete for this year. Some portions of the project had to be deferred to 2015 due to early cold weather. The north entry traffic signal is now functional. Minor site work and sod are

all that remains. We have formally requested a reduced wait time at the south traffic signal.

We have placed CDOT Hwy 133 construction updates on the website and links to CDOT web portals for current construction updates. This information may be found in the Living at RVR section of the site. RVR Owners, Members and residents may directly sign up for updates by going to [SH133@PublicInfoTeam.com](mailto:SH133@PublicInfoTeam.com).

The Town of Carbondale performed significant crack sealing on Crystal Bridge Drive and Perry Ridge in anticipation of possible chip seal and fog coat of the upper bench in 2015 subject to funds availability and other priorities. As we move into summer, we will keep the community informed.

RVRMA Crews are repairing street signs in our shop during the winter. We will also be placing cold rolled steel caps on the sign backing to prevent failure caused by poor original design with respect to moisture protection.

- **Licensing and Registration** – All licensing, registrations and inspections are either complete for 2015 or to be renewed, with the exception of CCIOA HOA Manager Licensing. At least one Manager in the organization must be licensed by July 1<sup>st</sup>, 2015. The entire management team is pursuing the certifications required and licensing. The Management Team has completed the M-100 24 hour course. Pam, Brenda, Suzie and Ian have passed the CMCA Test and received the CMCA Certification. The management team took the State Licensure prep course in Fort Collins on February 16<sup>th</sup> and successfully completed the State Licensure exam in Grand Junction on March 3<sup>rd</sup>. Fingerprints have been submitted for background checks to the CBI and FBI. The team will apply for the State License once the State makes the application available on April 1<sup>st</sup>.
- **Settlement and Old Town 2014 Paint Program** – All services in both neighborhoods are complete for 2014. 2015 planning and budgeting is complete. The intent is to commence 2015 services in April and be complete by July 1<sup>st</sup>. The scope of services have been verified in The Settlement. The Old Town scope will be confirmed the week of March 23<sup>rd</sup>. The goal is to have work underway by April 1<sup>st</sup>.
- **Budget and Finance** – 2014 Year End and January 2015 Financials are included in the Board books. The utility tracking sheet is under a rebuild by Lucks Digital. Once that is complete, staff will take that process over from owner/volunteer Roy Davidson. We appreciate all of Roy's help over the years in our energy efficiency initiatives. It should

be noted that all operational energy use nuisances remain tracked and costs are within budget for the year.

- **Continuing Education and Training** – Pam and Brenda have completed the State Certification for Notary Services. This service will be offered without charge to RVR Members and Residents. If an outside party requests Notary services there will be a five dollar fee for these services.

Once the State mandated licensing process is complete, the management team will then be required to perform 8 hours annually (each) for continued certifications and licensing. There may be some crossover CE but that is yet to be determined.

This month, Management staff has completed two webinars. One was on committees and the other was on boosting morale in the workplace.

Staff has identified the Studio 13 training software as the appropriate training tool for all staff. This allows for power point, video, interactive and tested training for all aspects of the organization, especially customer service and hospitality.

The Management Team will commence on-the-job and cross training immediately after the licensing test is complete. We have identified several operational areas by which this can be accomplished.