



**RVRMA EXECUTIVE BOARD
MONTHLY MEETING
Wednesday, September 27, 2017, 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

Management Attendees

Lani Kitching, Interim General Manager
Brenda Boas, Finance
Pamela Britton, Governance and DRC

Homeowner Attendees

Agenda

<u>Time</u>	<u>Agenda Item</u>	<u>Page(s)</u>
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 August 30, 2017.	pp. 1 – 8
IV. 5:35	Public Comment	
V. 5:40	Announcements <ul style="list-style-type: none">• September/October Art Installations – Lisa Singer• Bridge Closure - Continues• Settlement Annual Meeting – September 26th, 5:30pm• Executive Board Meeting – September 27th, 5:30pm• DRC Meetings – September 28th, October 5th and October 19th• Executive Board Meeting – October 25th, 5:30pm• Halloween Trunk-or-Treat – October 31st, 5:00pm	
VI. 5:45	Committee Reports <ul style="list-style-type: none">• <u>Design Review Committee Meeting</u><ul style="list-style-type: none">○ DRC Meeting – September 14th	p. 9-10



VII. 5:50 Management Update
• Staff Report

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VIII. 5:55 Old Business

IX. 6:00 New Business

- Update on Old Town and Settlement Neighborhood Annual Meetings

X. 6:30 Executive Session

XI. 6:30 Adjourn

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, August 30, 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, August 30, 2016 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

Management Representatives

Lani Kitching, Interim General Manager
Suzie Matthews, Finance and Fitness
Pamela Britton, Governance and DRC

Homeowner Attendees

Doug and Nina Factor
Bill Grant
Dave Kolhquist and Karen Harvey
Todd Nero
Pat Rangel
Dick and Marcie Reed

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

Consent Agenda

Directors Rouse and Perry seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of July 26, 2017 and minutes of the RVR Community Gathering also held on July 26, 2017. The motion passed unanimously.

Board President Scott Darling expressed the Board and Community's appreciation to Suzie Matthews, the outgoing Director of Finance.

Public Comment

- Homeowner Nina Factor asked how the Board is planning to go forward with the staff departures including Suzie Matthews, and Rich Myers. And in addition, what the plans are to fill the vacant

Executive Director position. Nina expressed that she and the community feel they would like to have someone who is on-site more and able to communicate more with community members.

- Karen Harvey stated that we have a lot of expertise in the community and now might be the time to get community input on some of these important decisions. We are interested in your ideas but we sometimes feel left in the dark.
- Homeowner Bill Grant stated that, having gone through this process before as a Board member, that it is important to look at this effort broadly. He stated that there are search firms that can assist with this type of search. He also stated that in his management experience it often worked best to hire the top position and let that individuals hire their team.
- Scott thanked the attendees for their input. In all honestly, the Board feels that Lani has done a tremendous job. We know that you might come into the Ranch House and feel like she was not there, however that was a strategic decision. We want Lani to be in the field with the maintenance crew given that our long-term Irrigation Specialist, Rich Myers, will be leaving soon.

We are still in the process of interviewing individuals to fill the available positions. We have been busy with the process of developing an approach to filling these positions and considering the best organizational structure for us, going forward.

We are making some pretty good progress on some organizational change. We appreciate the comments about community input and search firms. We have taken into consideration the additional time that those kinds of processes require.

- Homeowner Nina Factor asked Scott to provide some clarification about what he means when he says the Board has been talking with many people and considering organizational design. Can you be more specific about when there might be new individuals hired and what type of organizational structure is being considered. The community members are interested in more specifics.
- Interim General Manager Lani Kitching expressed that part of the hiring process is driven by the available talent. And while the Executive Director position is important some of the other positions are more specific and operationally crucial. Lani asked what 'gaps' the community members feel exist.
- Homeowner Nina Factor stated, "I think we are trying to avoid gaps."
- President Scott Darling stated that while we are negotiating with individuals, we do have to be discreet in what we say. Until things are in place and solid, we have to be a bit circumspect.
- Nina said, "We know the Board works hard and we thank you for that, but there seems to be a lack of transparency. When we directly ask questions, why can we not get some answers."

- Board member Todd Richmond stated that he really appreciates the comments of the community members, and that if he was sitting in their chairs he might feel the same way. One of the things we learned from our last Executive Director search is that it is a very big job. There is talent in this Valley but it sometimes takes time to find the right people. What we are trying to do is to figure out all the job responsibilities and how to organize those into staff positions. While things are not likely to change radically, the organizational structure may be slightly different than what exists.
- Homeowner Dave Kolhquist stated that he appreciates all the Todd said, there is still a lack of communication about where we are at in this process. It doesn't have to be filled with specifics, but some idea. This is a unique community in that nearly everyone here has been successful in their lives and may have something to contribute.
- Board President Darling thanked Dave for his comments and said that he and Board Secretary Leslie Marcus had just been in the process of drafting a communication about where we stand with departures and the process of filling those vacancies.
- Dave said we all care about RVR and it seems to be that a communication piece has been lacking.
- Yvonne said that all members of the Board have been working hard, much more than any of us expected. Todd Richmond added that he thinks that this process has taken longer than any of them thought. He asked that the community give Scott and the Board a couple of weeks to get caught up with communication.
- Dave said, I agree with what you are saying, but the 'we' who is involved in the decisions that affect our community should include the Board and the community members.
- Nina asked whether there have been interview for candidates and the Board responded that there has been. A lot of people just don't know if anything is being done.
- Scott stated, fair enough, we have been working to get good leads from our colleagues, friends, and other sources. I have been focusing a lot on the immediate need to fill Suzie's position. One of my top goals is to increase the communication and interaction with the members of our community.
- Marcie Reed said it is fair to give you some time to into the position.
- Bill said, professionals that do something all the time, might be able to avoid some of the pitfalls in this kind of process.

Announcements

- **September/October Art Installations** – Lisa Singer
- **Bridge Closure** - August 14th
- **Dive-in Movie** – August 19th, starting at sundown

- **Executive Board Meeting** – August 30th, 5:30pm
- **Labor Day** – September 4th
- **Back to School** – September 5th
- **Settlement Planning Meeting** – September 6th, 5:00pm
- **DRC Meetings** – September 14th and 28th
- **Executive Board Meeting** – September 27th, 5:30pm
- **Settlement Annual Meeting** – September 26th, 5:30pm

Committee Reports

- DRC Meeting – August 17th

There were no comments on the committee reports.

Staff Report

General Update

A more congenial pool deck ambiance brought about by the 2017 Guest Access Program has received positive homeowner feedback. Summer social events have continued with well-attended and successful WW2 Presentation and Dive-In Movie evenings.

Focused attention has been placed on the recruitment process for three key functional area roles being vacated by current staff. Recruitment and interview processes have been underway with various organizational design options and potential operational impacts being carefully considered.

The 2018 Budgeting process has commenced with Special Services Neighborhood Advisory Committee meetings in process of being scheduled. The updated Reserve Study results have been received and are currently under review. 2018 service provider contracts will be scrutinized for renewal or refreshed Bid processing.

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

DRC/Governance

- **DRC** – Most new home construction projects are moving toward completion in a timely manner. New home construction applications continue to come in as do home improvement project applications.
 - Under Construction –
 - 8 new homes under construction: (*A42Kaegebein, Dehan AA08, Dehan AA09, Dehan AA21, Kennedy KK17, Garrett EE13, Greenwood Z07, Y13 Lesser-Murr*)
 - 7 new home applications are under DRC review (*Miller M36, Eshelman EE14, Eshelman EE15, Aspen Development J02, Aspen Development Q02; Cole K09, Natal, K05*)

- Administrative Reviews – Administrative requests are at a steady rate of approximately 3 per week.
- Digital DRC Database – The Digital DRC Database has completed Phase One.
- Plats – We have significantly expanded/upgraded our library of recorded Plats by sharing plat maps with both Town of Carbondale and Destination Holdings.

Human Resources

- **Recruitment** – Interviews to fill the roles that the Grounds Crew Supervisor and Governance & DRC Administrator will be vacating have continued with the role of Finance Director recently added to the effort.
- **Seasonal and Part-time Staff** – Seasonal Pool and Ranch House summer employees have begun to vacate their assignments as they're heading back to school. We thank them for their dedication to enhancing the enjoyment of our outdoor amenities. Our Hospitality Supervisor will be returning from Maternity Leave on Friday, September 8th.
- **Community Association Management Licensing** – Pre-licensing requirements continue to be fulfilled by the Interim General Manager.
- **Employee Manual** – To be updated with professional assistance from the Karp, Neu, Hanlon PC, Law Firm.

Member Services

- **Art** – The schedule of guest artists for 2017 has been filled. Upcoming artists include: Lisa Singer, Erin Rigney and Dave Clark. We are currently enjoying a display of paintings from Brooke Coon. Brooke's installation will be up through August.
- **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 Tennis and Fitness programs are in full swing. Tennis programming will shift into the lighter, fall schedule on Monday, August 28th. The swim programming will conclude when the recreation pool closes on September 5th.
- **Events** – The WWII talk was well attended. The Dive in movie featuring *The Sandlot* and baseball themed snacks was a hit. Upcoming events include the Halloween Trunk or Treat and the Holiday Event in December.

Operations

- **The Special Services Neighborhood Home Painting Program** – has successfully completed all The Settlement 11 residences. The Old Town painting program has commenced with one home completed and 2 of the remaining 7 underway. Barring weather related disruption the expected program conclusion will be met as projected by the end of September.
- **Noxious weed spot spraying** – Has been undertaken by our Grounds Maintenance crew to address the reemergence of thistles in specific locations of the Master Common Areas.
- **Turf Fertilization** – The fertilizer product has been ordered to be delivered in time for the annual Fall fertilization by our Grounds crew with the timing to be determined as it is weather dependent. Notice will be sent out prior.
- **Irrigation End Date** – The HOA’s irrigation water will be turned off on **Sunday, October 8th** to prepare the system for winterization. Master Common Area and private property irrigation line blow outs will commence by irrigation zone as has been the repeated practice every year.
- **MCA Tree Maintenance** – Pruning and health-related removal of trees and shrubs located in the Master Common Area and Utility Easement is ongoing. Larger projects requiring more skill and expertise will be undertaken by a combination of the RVR Grounds crew and Aspen Tree Service depending upon the scope of work.
- **Town Owned Right-of-Way Trees** - An increasing number of property owner calls with questions about the Town of Carbondale’s right-of-way trees have been received. In a recent property tour with the Town’s arborist it was confirmed that only structurally impaired or significantly diseased trees would be considered by the Town for treatment or possible removal. the HOA has no jurisdiction over these trees which are Town property. Neither the Town of Carbondale or the Master Association covenants make any provisions for view improvements or sight line protections when visibility to Mt. Sopris has been the basis of a homeowner request.
- **Contracted Grounds Maintenance** - Continues to demonstrate incremental improvement. Time management and workflow direction to include bi-annual Common Area native grass control, grounds upkeep of the 3 adjoining public parks, Town of Carbondale’s interior ROWs and utility easements in addition to the 3 RVR sub-associations has presented a steep learning curve requiring continuous RVR staff oversight.

Facilities

- **Ranch House Energy Consumption** – Historical trend data beginning in 2010 as been reviewed. A 2017 cost and consumption increase in the June and July timeframe, based on the seasonal *estimates* provided by the Utility Company, is consistent with all prior years.
- **Ranch House Parking Lot Restriping** – Will be done in sections after pool closing. As an accident prevention measure, striping will be done at an angle to keep our markedly increased summer traffic

flowing in a one-way fashion. Several near misses were reported during peak parking times this season due to cars coming from both directions behind vehicles backing out of a stall.

- **Attention to deferred and preventative maintenance** has been beneficial as noted by the uninterrupted peak season operation of the Ranch House and associated outdoor amenities. Minor expenditures such as replacement of broken poolside umbrellas have been made but no major defects or repairs have surfaced thus far.
- **The Recreational Pool** – will need to be completely drained at the end of this season to repair an area of plaster at the bottom of the pool near the slide and water feature that was chipped due to landscape rocks thrown or taken into the pool by users after Lifeguard hours.

Other

- **The Grant Funded Trail at Triangle Park** – has been completed. This project produced a small connector trail at the north end of the parking lot in triangle park. The trail will take the users out to the bike path on the south west side of Highway 133 from the north end of the parking lot. This is funded by the Garfield County Health Communities Coalition Built Environment Grants. Town has covered construction costs to be reimbursed by the grantors. The trail is approximately 300 ft. long and will be 8 ft. wide, asphalt.
- **Crystal River Management Plan** - The latest activity occurred on Friday on August 4th, when two national organizations, The Nature Conservancy and River Network, hosted a technical meeting that brought 25 water professionals from around the state to RVR's local watershed along Riverfront Park to synthesize support for the ongoing Crystal River stream management planning efforts. Roaring Fork Conservancy's Watershed Action Director, Heather Lewin, presented updated projects from the Crystal River Stream Management Plan during the workshop's Field Study attended by representatives of RVR and the Town of Carbondale.
- **The Settlement Advisory Committee Meeting** – has been scheduled by committee president Bill Brown on September 26th with new committee member Larry Bogatz joining the group.
- **The Old Town Advisory Committee Meeting** – will be scheduled by Board liaison Todd Richmond with three new committee members expected to attend. These are Michelle Lazar, Charles Lozner and Steven Laverty.

Old Business

- **Reserve Study Discussion and Next Steps**

Interim General Manager Lani provided an overview of the Reserve Study report that was solicited by the Board. There are no real surprises in the report and likely would not require any uptick in dues.

New Business

- **Proposed Tenth Amendment to the RVRMA Design Guidelines: Metal Stair Treads/Exterior Stairs**

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

Draft Motion A: Resolved, that the RVRMA Executive Board approves the proposed Tenth Amendment to the RVRMA Design Guidelines: **Metal Stair Treads/Exterior Stairs** as presented.

- **Proposed Purchase of Pool Deck Tables**

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

Draft Motion B: Resolved, that the RVRMA Executive Board approves the funding to purchase 14 pool deck tables not to exceed \$4,500.

Executive Session

The Board entered Executive Session at 6:22pm to discuss personnel issues. The Board returned from Executive Session at 7:12pm.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 7:14.

River Valley Ranch Master Association
DRC Meeting Minutes: Thursday, September 14, 2017, 8:30am
Ranch House Conference Room

Attending: Management Representative: Pamela Britton
DRC Members: Kevin Kreuz, Jennifer DiCuollo, Kelleigh Condon
Applicant Guests:

Design Reviews:

8:30 -8:45 **K-17 Kennedy Progress Review**

8:45 -9:00 **DRC Coordination**

9:00 - 10:00 **Lot: EE-14**
Owner: Thad Eshelman
Review Type: Final Submittal - New Home Construction

Address: 842 Perry Ridge
Architect: Brian Golden
Builder: Thad Eshelman

Decisions: The DRC provided some direction for a revised Final Submittal

10:00 - 11:00 **Lot: K-09**
Owner: Alan and Robin Cole
Review Type: Final Submittal - New Home Construction

Address: 45 Crystal Canyon
Architect: Aimee Conrardy
Builder: Kaegebein Fine Home Construction

Decisions: The DRC provided some direction for a revised Final Submittal

11:00 - 12:00 **Lot: K-05**
Owner: Dan and Cecelia Natal
Review Type: Preliminary Submittal

Address: 70 Old Barn Lane
Design/Builder: Dan Gruenfeldt/Joanne Opella

Decisions: The DRC provided some direction for a Final Submittal

12:00 – 1230

Lot: M-26

Owner: Nate and Karyn Simmons

Review: Development of Lot M-26

Address: 817 Lakeside Drive.

Decisions: Karyn presented her request for landscaping of an undeveloped lot that she and her husband own.

12:30 – 1:00

Lot: S16

Owner: Stan and Carolyn Kleban

Review: Roof Extension

Address: 110 Shadowood Lane

Architect: Brad Jordan

Decisions: The DRC approved the extension of a roof line on the Kleban's existing home.

RVR Senior Staff Report

September 27th, 2017

General Update

Seasonal operations are underway to include the recreational and wading pool closures, complete pool deck resealing, a recreational pool circulation pump rebuild and pool drain blow outs and closure. The traditional autumn social events are being planned and the Fitness Program is under review.

Focused attention has been placed on the recruitment process for three key functional area roles being vacated by current staff. Recruitment and interview processes have been underway with various organizational design options and potential operational impacts carefully considered.

The 2018 Budgeting process has commenced with Special Services Neighborhood Advisory Committee now scheduled. The updated Reserve Study results have been received and are currently under review. 2018 service provider contracts are being scrutinized for renewal or a refreshed Bid process.

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

DRC/Governance

- **DRC** – Two new home construction projects finalized this month. Three new home construction applications received final approval this month. Other construction projects are generally proceeding on schedule. Home improvement project applications ranging from tree removals to backyard remodels continue to come in.
 - Under Construction –
 - 7 new homes under construction: (*A42Kaegebein, Dehan AA08, Dehan AA21, Kennedy KK17, Garrett EE13, Greenwood Z07, Y13 Lesser-Murr*)
 - 3 new home applications received final approval (*Eshelman EE14; Cole K09, Natal, K05*)
 - Administrative Reviews – Administrative requests are at a steady rate of approximately 3 per week.
 - Digital DRC Database – The Digital DRC Database has completed Phase One.
 - Plats – We have significantly expanded/upgraded our library of recorded Plats by sharing plat maps with both Town of Carbondale and Destination Holdings.
 - Transition Plan – The Transition plan for the new Community Services Manager, who will assume DRC and Governance duties as February 1, 2018, is under development.

Human Resources

- **Recruitment** – Interviews to fill the roles that the Grounds Crew Supervisor and Governance & DRC Administrator will be vacating have continued.
- **The Accounting Department** - Brenda Boas is in training with Suzie Matthews to assume the accounting position on a 4 day per week basis.
- **Community Association Management Licensing** – Pre-licensing requirements have been fulfilled by the Interim General Manager.
- **Employee Manual** – Has been vetted with professional assistance from the Karp, Neu, Hanlon PC, Law Firm and will be finalized when the 2018 Health Plans have been released and selected.

Member Services

- **Art** – We are currently enjoying a display of paintings by Lisa Singer. Erin Rigney and Dave Clark will round out this year's schedule of guest artists.
- **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** – Seasonal adjustments are being made to the Fitness program offerings. Tennis has shifted into the lighter, fall schedule as of Monday, August 28th.
- **Events** – The next event will be the Halloween Trunk or Treat on October 31st around 5:00pm. Homeowners are encouraged to bring their decorated to the RVR parking lot with goodies to distribute to the trick-or-treaters!

Operations

- **The Special Services Neighborhood Home Painting Program** – has successfully completed all The Settlement 11 residences. The Old Town painting program is underway with 4 homes completed and 3 of the remaining. Barring weather related disruption the expected program conclusion will be met as projected by the end of September.
- **Turf Fertilization** – The fertilizer product will be delivered in time for the annual winterization by our Grounds crew with application to occur in the late October timeframe weather permitting. Notice will be sent out prior.
- **Irrigation End Date** – The HOA's irrigation water will be turned off on **Sunday, October 8th** to prepare the system for winterization. Master Common Area and private property irrigation line

blow outs will commence on Monday October 9th by irrigation zone as has been the annual practice.

- **MCA Tree Maintenance** – Pruning and health-related removal of trees and shrubs located in the Master Common Areas, utility easements and Town right-of-ways is being undertaken by a combination of RVR Grounds crew and Aspen Tree Service depending upon skill, scope and heavy equipment requirements.

Facilities

- **Ranch House Parking Lot Restriping** – Will be done in sections after Spring thaw. As an accident prevention measure, striping will be done at an angle to keep our markedly increased summer traffic flowing in a one-way fashion. Several near misses were reported during peak parking times this season due to cars coming from both directions behind vehicles backing out of a stall.
- **Deferred and preventative maintenance** – Outdoor venting of the Men’s Locker Room and Laundry Room towel dryer are being considered as planned improvements for the upcoming winter. If the budget allows, carpeting and interior painting of certain areas will be considered.
- **Pool Deck tables**– Fourteen one-piece metal tables have been received and put in storage for next year’s pool season. The glass top tables being replaced will be offered for sale at next year’s Community Yard Sale.
- **Great Room Lighting** – A number of complaints have been received concerning the dim lighting. Lighter colored lamp shades for the lights above the Juice Bar have been tested and will be installed. Updating the ceiling fixtures has been tabled at this time due to the considerable expense.

Other

- The acquisition of a used Skid loader instead of updating one or more service vehicles is being investigated. The skid loader previously stored on-site is no longer available to use making equipment rental the only option. A skid loader is used frequently to off-load 10,000 lb. pallets of clay, pool filtration material, fertilizer and other recurring bulk materials. A skid loader can also be fitted with a blade for effective snow removal which would reduce the scope and cost of the contracted service.