



**AGENDA**  
**RVRMA EXECUTIVE BOARD**  
**MONTHLY MEETING**  
**Wednesday, April 25 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

## Agenda

Time	Agenda Item	Page(s)
I. 5:30	Call to Order – Establish Quorum	
II. 5:30	Approval of Agenda	
III. 5:30	Consent Agenda	
	<ul style="list-style-type: none"><li>Approval of Meeting Minutes of the Regular Board Meeting, held on March 28, 2018.</li></ul>	pp. 1 – 5
IV. 5:35	Public Comment	
V. 5:40	Announcements	
	<ul style="list-style-type: none"><li>Art Installation – Dave Durrance is featured artist for May and June</li><li>Tennis Kick Off Event – May 5<sup>th</sup></li><li>Art Opening – May 12<sup>th</sup></li><li>Happy Hour with Sterling and Kendra – May 15<sup>th</sup></li><li>Executive Board Meeting – May 23<sup>rd</sup></li><li>Memorial Day Party - May 26<sup>th</sup></li></ul>	



- VI. 5:40 **Committee Reports**
- Design Review Committee Meeting
    - DRC Meeting – May 3<sup>rd</sup>
    - DRC Meeting – May 17<sup>th</sup>
- VII. 5:45 **Management Update**
- **Staff and Operational Report**
- VIII. 6:00 **Old Business**
- **Woodbridge Status**
  - **Thompson Park Status**
- IX. 6:15 **New Business**
- **Capital Improvement Projects**
- XI. 6:30 **Adjourn**

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**RVRMA EXECUTIVE BOARD**  
**Record of Proceedings**  
**Regular Monthly Meeting**  
**Wednesday, March 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, March 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  
Lani Kitching, Director-at-Large  
Gary Schalla, Director-at-Large

**Management Representatives**

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

**Homeowner Attendees**

Gary Murr  
Sarah Lesser  
Christi Small  
Sandy Kister

**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 Lani Kitching moved and seconded to approve the agenda. The motion passed unanimously.

**Consent Agenda**

Directors Lani Kitching and Gary Schalla moved and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of February 2018. The motion passed unanimously.

**Public Comment**

- The Owners in attendance all stated they were there to listen and did not have any specific items to bring to the Board.

## Announcements

- Art Installation – Dave Clark
- Easter Event- Sunday April 1<sup>st</sup>
- Tennis Program – April 16th
- Trash Service – \$1.00 increase starts April 1<sup>st</sup>
- Executive Board Meeting- April 25th

## Committee Reports

- Design Review Committee Meeting
  - DRC Meeting – April 5<sup>th</sup>
  - DRC Meeting – April 19th

## 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 looking to team up with Pan and Fork to provide fresh, affordable and healthy options for the summer both directly from them.

## 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: 53 Crystal Canyon
- 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.

Scott Darling commented that RVR is going to be working with the Town of Carbondale on a long-term plan for how to handle the tree removal replacement process to satisfy their requirements without further contributing to areas in RVR already too dense with trees.

Christi Small mentioned that years ago there were trees in Orchard Park which were all cut down and she was wondering if there was a plan to replant at some point, some orchard style type trees. She suggested that if it is required by the Town when certain trees are cut down to possibly use Orchard Park as an option for somewhere to replace them in the community.

- 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.

Lani Kitching mentioned that Garfield County recently completed a broadband analysis and strategic plan and allocated \$200,000 to a capital budget for equipment for rural areas and applied for a DOLA grant to assist with the core equipment cost. Under this program Garfield County would buy the equipment and be the network owner, like Pitkin County. There is current discussion about wireless network for the Colorado River Valley as well as the Roaring Fork Valley in consideration of non-competition for overlapping service areas. She was noting this at this time as we are looking to go through the private sector for broadband and the community that the County is also on this and looks like something will go forward-just as information to have as part of the research.

#### Old Business

- **2018 Audit**

This was discussed during the operational report.

- **Woodbridge Status**

Scott Darling addressed this and explained that everything is status quo as Woodbridge remains current and we continue to monitor the situation with their holdings in RVR.

- **Thompson Park Update**

Scott Darling noted that the developers did come in and did an hour presentation and some RVR Owners also attended the P&Z. The outcome of the P&Z meeting was the Thompson Corner developers did get a continuation along with a laundry list of items which they need to address, such as traffic issues, density, building, streets and infrastructures. They will be back in front of P&Z on April 12<sup>th</sup>.

#### New Business

- **RVR trees and forest approach**

Scott reminded that this was also covered during Sterling's Operational Report and the primary goal is to start to map out policies and procedures around trees and how this will be handled long term.

#### Adjourn

The meeting was adjourned at 6:22 pm.

### **General Update**

All summer staff has been hired and the month of May will be spent focusing on trainings, orientations and some staff get togethers. The tennis program is under way and we have had a robust amount of seasonal tennis memberships. The irrigation system is up and running. DRC applications for new construction are steady. The next DRC meeting has two final reviews on the agenda and two preliminary reviews with more applicants pending to present in May. The month of May will have new fitness programs including a Wednesday afternoon kids swim club as well as quite a few events, and with the longer day light hours we are extending the Ranch house hours until 9 p.m. starting Monday, April 30<sup>th</sup>.

**Finance Monthly Financial Reports/Capital Reserve** – The Community is operating within budget with consideration of seasonal adjustment.

### **Human Resources**

- We are fully staffed for summer positions and are excited that many of the seasonal staff from past summers are returning for another season with RVR. We had a significant number of applicants for few open positions which we feel speaks to what a welcoming community and environment the clubhouse is for teens to work in.
- Jules King is taking on the role of the RVR Event Coordinator and is tasked with managing all currently published events as well as bringing at least two additional small monthly events to the Ranch House. She has started to create her own list of excellent social mixer ideas but is very open to all suggestions and request. She will continue to be a welcoming face at the front desk so feel free to chat with her about this when you come in!
- Emily Page will be the juice bar lead/manager for the summer season bringing with her the experience of two summers of full time work at the RVR Juice Bar. She has looked closely at the historical sales of all our juice bar items, our cost and profit margins and is working closely with Kendra on coming up with a new look to the juice bar offerings for this summer.
- Lindsey Busk will be the head lifeguard/manager for the summer now heading into her fifth year as a lifeguard with RVR and she will be taking the lead on the staff scheduling, conducting in services (on going trainings) and anything pool related.

### **Member Services**

- **Art** – RVR resident Dave Durrance is the artist for the months of April and May and will be doing an art opening on Saturday May 12<sup>th</sup>.



- **Programming** – Becky is working closely with the fitness instructors as well as spending time talking with our members about new programs to add to the regular calendar as well as requested workshops. We do have a Wednesday afternoon Kids Swim Club starting up as of May 2<sup>nd</sup> and the first offering was so popular we were grateful our instructors were willing to add a second session, so we have two times available each Wednesday.

May 5<sup>th</sup> – Tennis Kick Off Round Robin Event

May 12<sup>th</sup> -Will be Dave Durrance’s Art Opening. We will be doing one with each new featured ranch house artist.

May 15<sup>th</sup> - Kendra and Sterling will be hosting Happy Hour Conversations with our Owners. This will take place once a month on a Tuesday evening to be sure there is dedicated time for open discussions and request. Announcements about this will go out n the newsletter as well as be posted around the ranch house.

May 26<sup>th</sup> – Memorial Day Pool Opening Party.

- **Juice Bar**- We will be changing out the regularly offered peanuts and chocolate covered pretzels for some new offerings at the bar. Stay tuned!

We are teaming up with Pan and Fork for our own specialized “Ranch House Menu” and have been working closely with Philip on a simple, delicious, healthy offering which will be made fresh daily specifically for us and available every day at the juice bar We will also have our own great new selection of drinks and quick easy healthy snack options.

### **Design Review Committee Report**

Lot: Q-02

Owner: Pirzadeh

Review Type: Preliminary Design Review

Address: 969 Cedar Creek Drive

Lot: Z-11

Owner: Kasper

Review Type: Preliminary Design Review

Address: 280 Crystal Canyon Drive

Lot: HH-13

Owner: Lawrenz

Review Type: Final Design Review

Address: 1241 Heritage

Lot: Boundary 7  
Owner: Stowell  
Review Type: Final Design Review

Lot: B-05  
Owner: Benis  
Review Type: Preliminary Design Review  
Address: 653 Northbridge Drive

Lot: K-10  
Owner: Cook  
Review Type: Preliminary Design Review  
Address: 53 Crystal Canyon

## Operations

- **Irrigation** – Our ditch water was turned on April 16, and all lines pressured up. We have had 2 main line leaks at 1235 Heritage and another at 70.Old Barn Lane. These result in 2 day shut downs of those Cla-Valve Zones. We have our stock of seasonal sprinkler parts and are working on replacement of broken heads and clogged filters. We will start this season watering the Ranch House side of the river on a M-W-F and T-Th-S schedule. This will allow our irrigation and landscape crews to do repairs, filter cleaning and lawn care with less interference. We are adding a spring application of organic humates to help with necrotic fungal ring environmental conditions and water penetration.
- **Grounds** – Aspen Tree Service has removed 11 diseased trees and ground the stumps around the Ranch House. They also have pruned the drive areas of the community and completed White Pine Weevil of Spruce trees and dormant oil spray of Aspens. Rocky Mountain Landscape crews are prepping lawns by thatching and aerating prior to the start of mowing. Green Landscapes has prepared our flower beds for annuals next month. Pre-emergent and broadleaf weed control will happen in May. All deer fencing has been cleared from common areas.
- **Facilities** – Courts 2,3 and 4 are open for play. The Conference room has become more multi-purpose with the spin bikes located here and removed only for meetings scheduled in this room. All chairs and tables are stored in the closet. The step between tennis courts 1 & 2 have been replaced with concrete and are beautiful. Many thanks to Bill Barham of Architectural Concrete Finishes for their professional work on this capital improvement. The Suitmate water extractor in the women's locker room was removed, cleaned and re-installed. The call list with APEX Security has been updated removing Lani as lead contact. Sorry for the late-night call. An emergency call cell phone has been established for after hours and weekend needs. This will be rotated among system knowledge technicians.

**FYI**

- Kendra and Sterling are continuing online classes for CAM Licensing even though this qualification standard will be sunset in June of 2019. 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 has been priced by Brian Smith CPA, who currently does our taxes. A mixed group of leaders from Aspen Valley Land Trust, Town of Carbondale, American Rivers, Colorado Parks and Wildlife, Trout Unlimited and River Valley Ranch met to begin the communication and planning of a new head gate for the Weaver Ditch inflow. Further information will be available to the community as well as public input as plans are solidified on the project.