

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, April 22, 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, April 22, 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
Lani Kitching, Director-at-Large
Jack Gausnell, Director-at-Large
Ron Rouse, Director-at-Large

Management Representatives

Ian Hause, Executive Director
Pamela Britton, DRC Administrator
Brenda Bamford, Member Services
Patrick Boas, Special Services

Homeowner Attendees

Ashley Weitzel

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

Consent Agenda

Directors Kitching and Schoofs and seconded the adoption of the meeting's Consent Agenda. The motion passed unanimously.

There was no March Board meeting, therefore no minutes to be approved.

Public Comment

- None

Announcements

- **Ranch House Art Display – Pam Porter and Rosemarr Greathouse – March and April**
- **Deer Fencing Deadline Extended – May 1st**
- **DRC Meeting – April 15th**
- **Habitat for Humanity Recognition Event – April 17th**
- **Tennis Season Starts – April 20th**
- **Board Meeting – April 22nd, 6:00pm**
- **Children's Book Reading – April 25th, 1:30pm**
- **DRC Meeting – May 7th**

- **Forest Conservancy Presentation** – May 7th, 5:30pm
- **DRC Meeting** – May 21st
- **Habitat for Humanity** – May 21st
- **Pool Opens** – May 22nd
- **Annual Hot Dog Give Away** – May 23rd
- **Board Meeting** – May 27th, 6:00pm

Committee Reports

- There were no comments on the DRC minutes for April 15th.

Executive Director's Report

- **General Update** – The organization is operating within the Board adopted, Member ratified 2015 Operations Budget and Capital Expense budgets. However, we are still very early in the RVRMA fiscal year. It should also be noted that 5 outside seasonal staff were brought on a month early due to hot and dry conditions. This additional labor cost was not budgeted.

The RVR Trash and Recycling program is underway with same day, single provider service that commenced April 1st. Management of the 'self-service' and 'temporary-holds' has gone smoothly. Distribution of the trash barrels and recycling tubs has gone smoothly. All trash barrels are grey in color; we are working to get all recycling in the grey color as well, or if grey and blue, place all blues on west and all greys on east, or by neighborhood. The goal is a consistent streetscape aesthetic.

Patrick Boas, Special Services, is handling all special requests on a case-by-case basis. Comments regarding the program as almost universally positive.

We are fully involved in Summer Camp preparations. Please see the Member Services section for details for activities, functions, and events.

Tennis Director, Cristina Sirianni's is scheduled to arrive the third week of April. Lone Wolf has commenced contractual services commencing March 1st. Hindeman-Sanchez is on retainer for 2015. Four Seasons is under contract for the 2015 mow and blow. Aspen Grove Property Management has completed contractual services for snow removal for winter 2014/15.

John Gonzales Painting completed the ranch House re-stain on Friday, March 20th. 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 19th 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 April meeting.

On Friday, March 6th, 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 has commenced.

- **RVR Irrigation H2O** – RVR Irrigation H2O is operating per plan and budget to date.

We have completed 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 and Town Ditch are now operational.

All Irrigation Systems are fully operational.

The limited snowpack suggests this could be a very challenging irrigation season.

- **Member Services, Hospitality, Media and Public Relations** –Ken Krehbiel will be the featured artist May and June. A wine tasting is TBD.

There will be a children's book reading on April 25th 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.

Dr. Greg Feinsinger's "Heart Smart" health and lifestyle presentation was well-attended for that type of topic.

The kids Easter Event on April 4th was hugely successful. About 50 kids and their parents enjoyed hunting for 600 (!) eggs hidden all around the RVR grounds. The Energy Smart presentation was hosted by LEER on Thursday, April 9th and provided very interesting and valuable information.

A Habitat for Humanity Recognition night, celebrating the contributions of the RVR community and the Carbondale Rotary will be held on Friday, April 17th at 6:00pm.

Member Services Director, Brenda Bamford will be on vacation May 1st thru May 6th. The Executive Director will be on vacation May 13th thru May 19th.

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

- **Operational Refinement** – At the request of a few owners, we are placing additional grab bars in the ladies shower area. We have obtained 150 new, padded event chairs for the cost of delivery, \$85. The market value of the chairs is approximately \$12,000. We now have the ability to seat 250 people. The folding whites are uncomfortable for longer events and presentations. The whites are the only ones available for rental.
- **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 nine 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 receive significant use by our members. The system permits us to track what areas are being accessed both on the Website and in the Weekly News. This provides valuable information that helps guide our communication efforts. The service provider directory has expanded and is going through a restructuring of the index to be more user friendly and to reflect new service provider categories.
- **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 moved the Allerton HVAC Control software from the 2003 server which is being de-commissioned.
- **Ranch House Pool** - The Lap Pool was closed on March 19th and 20th for annual cleaning. Annual Deck repairs/sealing will be conducted over the next three weeks in preparation for the pool opening.
- **Tennis facility and Programming** – Staff is making significant progress, subject to weather, with preparation of the courts for the 2015 season. All courts are expected to be playable shortly after Christina arrival on April 20th. Tennis Center exterior painting is complete.
- **Ranch House Building** – The tile of 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 all 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**

Snow Removal- Services are completed for the season.

Turf Grass – We have completed clean-up and aeration in all pf our mow areas. Seasonal irrigation crews have commenced services 1 month earlier than budgeted. We will likely incur unbudgeted additional costs due to an accelerated MOW SCHEDULE

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. We have commenced pest control throughout RVR.

Flowers – Services have commenced. Annuals will be placed the first week of June. 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. The opt-out has been noticed in the Weekly News and will continue to be until the deadline.

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.

We have also obtained at no cost several large boulders from a Town project that will be used for various landscape and river restoration projects over time.

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 and is now complete.

Infrastructure – 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 have repaired 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.

- **Settlement and Old Town 2014 Paint Program** – Painting services have commenced in both The Settlement and Old Town. Work is anticipated to be complete by July 1st.
- **Budget and Finance** –April 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.

- **Licensing and Registration** – Ian, Suzie, Pam, and Brenda have each passed the State of Colorado HOA licensure exam (and all the preliminary requirements including the M-100 exam, CMCA certification exam, fingerprinting/background check) and their applications for HOA Manager License have been submitted and are pending State approval.
- **Continuing Education and Training** – 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. We continue to take the monthly HS webinars which count towards our CMCA continuing education requirements. We have also completed the Kiplinger webinar “Improved Morale and Banish Negativity in Your Workplace” program.

Pam and Brenda are heading up an integrated staff training and development effort that will include hospitality education, and skills-related training. Pam and Brenda have completed training on Studio 13 software which will enable them to create ‘stand-alone, on-demand’ learning modules that use power point, video, interactive elements, and skills/knowledge testing to train staff on all aspects of their jobs. Modules will be brief (3 – 10 minutes). They will be archived and will be accessible at any time by staff.

- **Notary Services** – Pam and Brenda continue to offer Notary services regularly, without charge, to RVR Members and Residents. Nearly 50 notarizations have been completed and community members seem to genuinely appreciate this additional service.

Ian provided some additional updates to his Executive Report including:

- **Tennis** – The tennis for the season officially started on April 21st. Two courts are currently in operation; a third will be ready tomorrow; and by Friday, we anticipate four courts will be open. Court One generally takes more time to prepare, due to the fact that it is a ‘sunken’ court, and will be ready in the near future.
- **Weed Control** – We will start the seasonal weed control procedure this coming Monday.
- **Thompson Park** – It is likely that within the next 30 days the development process for Thompson Park and the Montessori School will be fully underway.
- **Pool Sequence** – Pool deck repair work will begin shortly followed by Ranch House window cleaning in preparation for the start of the summer pool season.
- **Memorial Day Hot Dog and Tennis Round Robin** – Staff is excited about and preparing for the traditional Memorial Day Hot Dog Give-Away and Tennis Round Robin.
- **Election Process** – The Summer Election will kick-off with a request for statements of interest that will be announced on May 21st. The deadline for candidates to throw their hats in the ring will be June 12th. If the number of candidates exceeds the number of available seats, we will proceed with holding the

election. The three incumbent candidates, Jim Noyes, Bob Schoofs, and Ron Rouse have all indicated they plan to run for re-election.

- **Trash** – The roll-out of the single provider trash collection process has gone smoothly. Patrick reviewed details of the roll-out, service holds, opts outs and distribution of the trash receptacles.

Old Business

- None

New Business

- Appointment of Board Member Replacement

Directors Noyes and Schoofs moved and seconded the following **Draft Motion A**. The motion passed unanimously. Director Yvonne Perry's Proxy vote was cast on her behalf by Jim Noyes.

Draft Motion A: Resolved, that the RVRMA Executive Board hereby approves the appointment of Ron Rouse to complete the remaining term of Peter Frey's position as RVRMA Board Member.

- Proposed RVRMA By-Laws Amendment: Election by Acclamation

Directors Schoofs and Kitching moved and seconded the following **Draft Motion B**. The motion passed unanimously. Director Yvonne Perry's Proxy vote was cast on her behalf by Jim Noyes.

Draft Motion B: Resolved that the RVRMA Executive Board hereby approves the proposed RVRMA By-Laws Amendment addressing Election of Board Members by Acclamation as written.

- Proposed Eighth Amendment to the RVRMA Design Guidelines: Construction Fencing and Common Submittal Problems

Directors Noyes and Schoofs moved and seconded the following **Draft Motion C**. Discussion was held. The motion passed unanimously. Director Yvonne Perry's Proxy vote was cast on her behalf by Jim Noyes.

Draft Motion C: Resolved that the RVRMA Executive Board hereby approves the proposed Eighth Amendment to the Design Guidelines addressing Construction Fencing and Common Submittal Problems as written.

- Thompson Corner Easement

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

Draft Motion D: Resolved that the RVRMA Executive Board hereby approves the granting of an easement to the Town of Carbondale for use of an existing RVRMA easement at the northeastern corner of the RVRMA property, as per the Easement Agreement and Exhibits A and B.

Executive Session

The Board entered Executive Session at 6:30 pm. The Board returned from Executive Session at 6:36 pm.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 6:36.