

**RVRMA EXECUTIVE BOARD**  
**Record of Proceedings**  
**Regular Monthly Meeting**  
**Wednesday, August 26, 2015, 5:00pm**  
**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, August 26, 2015 at 444 River Valley Ranch Drive, Carbondale, Colorado 81623 with the following people present:

**Executive Board of Directors**

Jim Noyes, President  
Ron Rouse, Vice-President  
Bob Schoofs, Treasurer  
Yvonne Perry, Secretary  
Lani Kitching, Director-at-Large  
Jack Gausnell, Director-at-Large

**Management Representatives**

Suzie Matthews, Director of Finance  
Pamela Britton, DRC Administrator  
Brenda Bamford, Member Services Manager  
Patrick Boas, Special Services

**Homeowner Attendees**

Ted Stude  
Peter Frey

**Call to Order**

RVR Executive Board President, Jim Noyes called the meeting to order at 5:00 pm. A quorum was established.

**Approval of Agenda**

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

**Consent Agenda**

Directors Schoofs and Rouse moved and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of July 29, 2015. The motion passed unanimously.

Directors Schoofs and Rouse moved and seconded to approve the 2015 Community Gathering minutes of July 29, 2015. The motion passed unanimously.

**Public Comment**

- Homeowner Peter Frey was interested in finding out some details of what was going on with the Thompson Park project. Ron Rouse stated that some of the discrepancies that existing pre-construction were identified and corrected prior to the start of construction. Ron indicated that the zoning approval for lots adjacent to RVR is for single family, detached homes. There is no approval for multi-family dwellings adjacent to RVR. In addition, Ron stated that the only access points to Thompson Park are from Hwy 133.
- Homeowner Ted Stude indicated that he is disappointed with the progress that has been made to date regarding proposed modifications to the Crystal River. His understanding is that RVR has collaborated

with AVLT and the Town of Carbondale to develop a plan to execute modifications to the Crystal River and that a consultant (Dave Rosgen) was hired to develop a conceptual plan for the restoration of the Crystal River. Ted indicated that he attended one of the public meetings that was held related to this project.

Ted expressed his dissatisfaction with the plan. He felt it would be important to 'go back to the drawing board' to create at least one alternative plan that is both less expensive and less intrusive to the environment.

Board President Jim Noyes indicated that this is not an agenda item and we have not allotted time to go in depth on this topic. He pointed out that this is not an RVR project, it is an AVLT project. RVR is not funding this project, it is an AVLT decision. We have supported this choice as being ultimately a benefit to the resident of River Valley Ranch.

Ron Rouse indicated that Town of Carbondale is the applicant for this project. RVR does not own the land/river involved in this project. The plan that has been developed to date is a 'concept' plan; at this point there are no final decisions related to the project. Ron stated that there is much more vetting that is required and planned for this project.

## Announcements

- **Artists of the Month for September/October** – George Hendrix and Joyce Galli
- **Habitat Workday** – August 20<sup>th</sup>
- **DRC Meeting** – August 20<sup>th</sup>
- **RVRMA Board Meeting** – August 26<sup>th</sup>, 5:00pm
- **The Boundary Board Meeting** – August 27<sup>th</sup> 3:00 – 5:00pm
- **DRC Meeting** – September 10<sup>th</sup>
- **CAI Mountain Conference** – September 14<sup>th</sup>
- **The Settlement Board Meeting** – September 16<sup>th</sup>
- **Old Town Annual Meeting** – September 17<sup>th</sup>
- **The Settlement Annual Meeting** – September 17<sup>th</sup>
- **Third Thursday with Habitat** – September 17<sup>th</sup>
- **DRC Meeting** – September 24<sup>th</sup>
- **Wine Tasting** – September 25<sup>th</sup>, 5:30pm
- **RVRMA Board Meeting** – September 30<sup>th</sup>, 5:00pm

## Committee Reports

There were no comments on the DRC minutes. Pam Britton reported that RVR resident and architect Kevin Kreuz will be the newest DRC member, filling the place vacated by architect John Baker

- **General Update** – The organization is operating within the Board adopted, Member ratified 2015 Operations Budget and Capital Expense budgets.

Tennis, swim, fitness and soft programming are all running smoothly; customer participation and satisfaction is high. As of August 31<sup>st</sup> the pool slide and soft serve ice cream will be discontinued for the season. The pool will remain open subject to weather conditions and usage. We anticipate a pool closing date around sometime September 8<sup>th</sup>.

Despite very unusual weather, irrigation operations are running smoothly. The Irrigation Reimbursement Assessment, which has remained the same for the fourth consecutive year, is at a 99% collection rate.

The Thompson Park PUD continues to be monitored by the ED to insure the terms of our agreement with the developer are honored. The Bike Trail Easement agreement has been reviewed by Board Member Ron Rouse; construction related to the installation of the bike path will begin shortly. There will be a small road closure for a short period of time on North Bridge Drive, just north of the intersection of North Bridge Drive and Settlement Lane, near the tennis courts. All community members will still have access to North Bridge Drive through Settlement Lane. There will be construction in the area for the entire week of August 24<sup>th</sup>, however, the road closure is anticipate to be just Monday, and Tuesday, August 24<sup>th</sup> and 25<sup>th</sup>.

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

All Community, Old Town, Settlement and Private Irrigation Systems are fully operational. System blow out will commence October 8<sup>th</sup>.

RVRMA Crews have commenced replacing 4" pop-up heads with 6" pop-up heads along North Bridge drive as planned in the 2015 Capital Expense Budget.

In partnership with golf, we have received a new computer as the existing machine continues to kick out and not re-set. It turns out this was a warranted item so there was no charge to the RVRMA.

Our budgeted use of water is per plan and budget. The rains have certainly helped.

- **Member Services, Hospitality, Media and Public Relations** –RVR Homeowner Joyce Galli and Photo journalist George Hendrix will be the featured artists for September and October.

The Fishing derby was held on August 1<sup>st</sup> and despite the fact that the fish were not biting very well, it was a lot of fun and a great success. The Dive-In Movie was held on August 14<sup>th</sup>. There

was tremendous participation. Brenda and Patrick knocked themselves out with fun kid games prior to the movie. Brenda also secured a higher quality screen for the movie. There were a number of comments about the improved viewing quality.

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

#### **Operational Refinement –**

- **Special Services (FAC)** - The Friday Afternoon Crew (FAC) has performed numerous special services during the period. We now have several projects in the hopper and will complete as time and resources allow. There is a very high level of customer satisfaction with this program.
- **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 within budget. We are updating the utility tracking chart and the document has been taken out of the Excel format into Access and will be much easier to track and manage when it is complete. The plan, once again, is to have the report in next month's packet. We had to switch consultants' mid-stream in the process due to non-performance of the original consultant.

In the Capital Expense Budget for this year we had budgeted for replacement of the Juice Bar reach in coolers due to three failures last year. We have had no failures to date this year so that project will likely be deferred.

- **Ranch House Pool** – The annual deck repairs are complete. The deck has been sealed and furnished. Life Guards are staffed. Attendance has been down for the period due to the rainy weather. Safety improvements are either in place or underway.
- **Tennis facility and Programming** – All hard courts and all clay courts are open for play. The tennis staff is providing a full menu of professional services. There is a very high level of customer satisfaction. The 18<sup>th</sup> Annual RVR USTA Tennis Tournament was the best attended in 18 years. The event resulted in approximately \$6000 in excess revenue.

- **Ranch House Building** –We have replaced many veneer stones that had failed over the winter and tuckered all compromised masonry joints. We had stone failure in all RVR masonry locations. It is the ED opinion that this is due to the very odd winter we experienced with extreme wet/cold and hot/dry conditions have caused these numerous, unanticipated failures.

- **Site work and Landscape**

Snow Removal- Services are completed for the season.

Turf Grass –The turf grass is in the best condition it has been according to Owner comments and tenured employees. Broadleaf spraying is complete. We have incurred additional, unbudgeted costs due to having to bag clippings in common areas which historically have not required bagging.

Trees – Aesthetic and functional pruning to all R.O.W. Trees has been completed. Removal of dead and diseased right-of-way (ROW) trees will commence shortly.

Flowers – The beds are serviced weekly each Thursday. The 2015 capital expense plan and budget includes installation of flower beds at the south entry. This project may be commenced this fall with creation of the beds and irrigation and placement of bulbs. The balance of the plantings would be deferred to 2016.

Noxious Weeds –2015 Noxious Weed control services on RVRMA Open Space and vacant lots has been completed. There may be additional services required due to the odd weather we have had.

Beautification and Mitigation – Nothing new to report.

Special Projects – Nothing new to report during this period other than what was previously stated.

Infrastructure – Nothing new to report.

- **Settlement and Old Town 2014 Paint Program** – Painting services have commenced in both The Settlement and Old Town. Both neighborhoods are 75% complete. The target completion date will likely be August 1<sup>st</sup> instead of the contractual date of July 1<sup>st</sup> due to heavy rains.
- **Budget and Finance** –July 2015 Financials are included in the Board packet.
- **Capital Reserve Expenses** - We are on track and within budget for planned and completed capital expenses. There are two planned projects that will not occur this year or at all. The

Reach-In Cooler Replacement has been deferred and the East End Tennis Court Fence and Screen has been determined as no added value and will not happen. The ED suggests that going forward we simply place an allowance in the annual capital expense budget for unanticipated projects. Please see the 2015 RESERVE SPENDING TRACKING SHEET in the Financials for the detail.

- **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). We all have received State Certifications from DORA via an email copy. Once the frame ready certificates are delivered, they will be placed on the wall as one enters the admin office.
- **Continuing Education and Training** – Now that 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. The management team will be both attending and presenting at the upcoming CAI Mountain Conference in Vail. Our presentation will be based on our selection as the 2014 HOA of the year. The program title is: 'Building Community'.

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 can be accessed at any time by staff and from remote locations via the internet.

- **Notary Services** – Pam and Brenda continue to offer Notary services regularly, without charge, to RVR Members and Residents. Over 100 notarizations have been completed and community members seem to genuinely appreciate this additional service.

#### Old Business

- None

#### New Business

- IRS Rev/ Rul. 70-604

Directors Rouse and Kitching 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 adopts IRS Rev.Rul 70-604 related to the application of excess membership income to subsequent tax year member assessments.

- Board Vacancy

Board President Jim Noyes announced that Board Treasurer, Bob Schoofs is resigning his position on the RVRMA Board; his last Board meeting will be in September. Jim indicated that efforts are being made to identify someone to fill the remainder of Bob's term.

#### **Executive Session**

The Board entered Executive Session at 5:38 pm. The Board returned from Executive Session at 5:53 pm.

#### **Adjourn**

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 5:54.