

**RVRMA EXECUTIVE BOARD**  
**Record of Proceedings**  
**Regular Monthly Meeting**  
**Wednesday, February 24, 2016, 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, February 24, 2016 at 444 River Valley Ranch Drive, Carbondale, Colorado 81623 with the following people present:

**Executive Board of Directors**

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

**Management Representatives**

Ivan Perrin, Executive Director  
Suzie Matthews, Finance  
Pamela Britton, HR, Governance and DRC  
Brenda Bamford, Member Services and IT

**Homeowner Attendees**

Peggy Corcillo  
Dave Peach  
Karen Pierson

**Call to Order**

RVR Executive Board President, Ron Rouse called the meeting to order at 5:30 pm. A quorum was established.

**Approval of Agenda**

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

**Consent Agenda**

Directors Kitching and Perry moved and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of January 27, 2015. The motion passed unanimously.

**Public Comment**

- Peggy Corcillo and Dave Peach, who have Lot GG-02 under contract asked the Board to research and provide them some information about how the Common Area adjacent to their lot has been and may be used.

**Board Comment**

- Board scheduled a Board work session for Wednesday, May 4<sup>th</sup> .

## Announcements

- **DRC Meeting** – February 18<sup>th</sup>
- **Board Meeting** – February 24<sup>th</sup>
- **DRC Meeting** – March 3<sup>rd</sup>
- **DRC Meeting** – March 24<sup>th</sup>
- **Easter Party** – March 27<sup>th</sup>
- **Board Meeting** – March 30<sup>th</sup>

## Committee Reports

- Design Review Committee Meeting
  - February 4, 2016
  - February 18, 2016

Final approvals were granted to Lot KK-14 Hugh and Peggy Sontag; and GG 13 and 15 Springvale LLC spec homes.

- Projects under construction: Waski, Alamazan, Murphy, Galli, Kennedy,
- Projected to start construction: GG 13 and 15, L-04 Warren, KK-14 Sontag
- Projects under review: HH20 Simmons, home remodel
- Lots recently closed or under contract: 10 Lots

## Senior Staff Report

### General Update from Executive Director, Ivan Perrin

A change in the procedure in which Real Estate sales signs are install has occurred. The previous method was for the Agent to call RVR and RVR maintenance staff would install signs at no charge. Now, RVR will charge \$60.00 per lot (materials and installation labor provided) to install signs per governance regulations. Since this will discourage RVR staff from performing this service, we decided to put information on the web site for agents to print and give to their prospective person who installs the signs. This matter was discussed with Brian Leasure and has his blessing.

Ron and I will be meeting with Clean Energy Collective in order to understand the process and see if the plan they offer could be beneficial to RVR.

On February 18, Ivan, Alden, Chad, and Philip met to review winter and summer operations and how to successfully support each other. The meeting was a success and positive relations between RVRMA and Golf will continue.

I requested and was granted an extension from the USTA to April 15, 2016 to submit the plan which will eliminate the “other than tennis” permanent lines on the Triangle Park Tennis courts. We have been working on a solution that is still in process at this time. I have been placed on the agenda of the March 3, 2016 meeting of the Park and Rec, TOC, to present recommendations to resolve the USTA problem with the Triangle Park tennis courts. If there is no resolution then those two tennis courts will not be usable for either league play or our USTA Tournament.

A RVR long range planning work session will be scheduled for Tuesday, May 4<sup>th</sup>, 4:00 -6:00pm in the RVR conference room. Please send any recommendations of topic or idea to be included on the agenda to me via email. IP

## **Finance**

- **Budget** – The 2015 financial books are complete. The 2016 budget has been ratified.
- **Financial Reports** – Board member Todd Richmond, in January, requested estimate of 2016 General Ledger number 60000, Personnel, as known to Finance at this time. That report was reviewed in Executive Session.
- **Capital Reserve** – Currently Suzie and Ivan are following all previously made decisions for 2016. The purchase of Spin Bikes and New Server install came in over the projected budget for those two items.
- **Operating Expenses** – It seems as though Ivan has a more conservative approach to spending. There is nothing extraordinary known for 2016 at this time.
- **RVR Property Sales and Closings** – Two home (one custom, one Old Town) sold in January. There are five homes under contract and four lot scheduled for February closings.

## **Governance**

- **DRC** – There are currently six homes under construction at RVR. Three applicants received their Final Approval in February; one on the south/west side of Crystal Bridge Drive and two spec homes in the ‘Bowles Gulch’ area where Crystal Bridge and Perry Ridge meet. Other construction projects are generally proceeding on schedule.

With the sale of a number of the Tasker lots, there have been a lot of inquiries related to building at RVR. A significant remodel project is in the pre-design stage of development.

## **Human Resources**

- **Continuing Education and Training** – 2016 training programs are being scheduled: Certified Pool Operator certification for Juan Carlos and Jaime First Aid/CPR certification for 12 key staff members; CPR, fire, and safety training for all staff, including seasonal staff; WSI/Swim Instructor certification for seasonal swim instructors. Other job specific training is also being delivered to Front desk and maintenance staff.

- **HR Practices** – Staff is completing the process of reviewing, updating and putting job descriptions into a consistent and compliant format.

A performance review process and form has been developed. Ivan plans to conduct 90-day reviews for senior and other designated staff.

Policies on PTO and Flex time have been prepared, reviewed by Ivan and presented to Ron Rouse for decisions on the review process to come.

Pam and Brenda are identifying updates to the Employee handbook to reflect any additions or changes. As directed by Ivan, Pam is preparing a Standard Operating Procedures (SOP) Draft handbook. The approval of this SOP to likely follow review process that comes from PTO as mentioned above.

- **Licensing and Registration** – Ivan has submitted his application for an Apprentice License from DORA. Suzie, Pam, and Brenda are completing advanced coursework in finance, facilities management, risk management, and governance.
- **Professional Development** – Pam and Brenda have been invited to present at the upcoming Spring Showcase CAI conference on April 22<sup>nd</sup> in Denver on the topic of ‘Continuous Improvement’.

### Member Services

- **Art** - Photographer Kaelin Bamford is the featured artist for January and February.
- **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.
- **Programming** – Participation in winter programming is steady. Staff is gearing up for summer programming including preparing for pool and tennis court conditioning and maintenance.

Ivan is working to resolve the ‘pickleball’ issue that has arisen from the striping of pickleball lines on the Triangle Park hardcourts last year.

- **Events** – Game Night was held on January 15<sup>th</sup> with a small but enthusiastic group. The English in Action tutoring program presentation held on January 29<sup>th</sup> was very well attended. The Fat Tuesday/Welcome to Ivan event was very fun and well-attended.
- **Notary Services** – Pam and Brenda continue to offer Notary services regularly, without charge, to RVR Members and Residents. This is a very popular service that community members seem to genuinely appreciate.

### Operations

- **Site/Landscape** – The Request For Bid (RFB) for Landscaping and Settlement Painting is in the Questions Stage at the time of this meeting.
- **RVR Irrigation H2O** – The water reconciliation has been completed and a 2016 budget has been approved.

- **Snow Removal** - Ivan has been working with our snow removal contractor, Aspen Grove, to mitigate driveway damage from their removal operations as well as preferred snow storage locations.

### Organizational Systems and Tools

- **RFB and Contract Templates** –Pam has completed draft standardized RFB/RFQ template and bid tools and process. Standardized draft contract templates have also been created. These will follow review process with Ron.
- **Server** – The installation of a new server was completed this month with virtually no hitches. Brenda and Pam have completed a restructure and clean-up of our server data to improve document archiving and access. They are also conducting a parallel process with organizing our image files.
- **Technology** – Brenda has assumed the role of ‘technology expert’ for the staff and is systematically providing technology-related support for the team.
- **Website** –The website has been updated for the New Year. A few more documents will be posted as we receive them from sub-associations and other information sources.

Brenda and Pam are leading the clean-up of the administrative side of our website to improve document and image archiving and access.

Sales for the Business Directory are starting to pick up again under the direction of Jessica Hennessey.

### Old Business

- Senior Staff has been working on a Staff HR Best Practices manual that includes draft policies related to Paid Time-Off (PTO), performance appraisal, Flex-Time. Ron requested that two Board members volunteer to be part of a review process of these HR best practices as a sub-committee of the Board. Lani and Todd agreed to be Board representatives of this review process.
- Lani Kitching and Jack Gausnell’s seats are up for election in May 2016. An election schedule will be provided to the Board members at the next Board meeting.

### New Business

- **2016 Aspen Tree Service Contract**

The following **Draft Motion A** was moved and seconded by Directors Noyes and Kitching. Discussion was held. The motion passed unanimously.

**Draft Motion A:** Resolved that the RVRMA Executive Board hereby ratifies the 2016 Aspen Tree Service contract for \$24,026.00.

- **Allocation of RVRMA Operating Fund Loss to Reserve**

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

**Draft Motion B:** Resolved that the RVRMA Executive Board hereby approves reallocation of \$41,343.14 of 2015 Operating fund loss to the RVRMA Capital Reserve Account.

- **Authorized Bank Account Signers**

The following **Draft Motion C** was moved and seconded by Directors Noyes and Gausnell. Discussion was held. The motion passed unanimously.

**Draft Motion C:** Resolved that the RVRMA Executive Board hereby approves adding Yvonne Perry, RVRMA Executive Board Secretary as signatory on all RVRMA bank accounts.

- **Authorization to Identify Qualified Lawn and Maintenance Bidders**

The following **Draft Motion D** was moved and seconded by Directors Noyes and Perry. Discussion was held. The motion passed unanimously.

**Draft Motion D:** Resolved that the RVRMA Executive Board hereby authorizes Executive Director Ivan Perrin and Executive Board President Ron Rouse to identify qualified Lawn and Maintenance Bidders to receive the RVRMA Request for Proposal #100 for Lawn and Maintenance Services at River Valley Ranch.

- **Authorization to Negotiate and Award Contract for Lawn and Maintenance Services at River Valley Ranch**

The following **Draft Motion E** was moved and seconded by Directors Noyes and Perry. Discussion was held. The motion passed unanimously, incorporating Director Kitching's request.

Director Kitching asked that this motion stipulate that prior to finalization of the contract, there is notification and chance for review of the terms and conditions of the proposed contract by the neighborhoods/sub-associations that are affected by the contract.

Ivan indicated that everyone can look at the Request for Bid (RFB) on the RVR Website. The RFB identifies three 'zones' so that the potential exists for each of the zones contracts to be awarded separately. Ivan suggested that prior to final review and awarding of the contract(s), he will summarize his analysis of Bids and recommend a

choice. This will be sent along with all contracts to the Board for comment, and to the leadership of the neighborhoods/sub-associations to be apprised on the terms and conditions of the proposals.

**Draft Motion E:** Resolved that the RVRMA Executive Board hereby authorizes Executive Director Ivan Perrin and Executive Board President Ron Rouse to evaluate responses to the RVRMA Request for Proposal #100 for Lawn and Maintenance Services at RVR and negotiate/award a contract to the successful Bidder, giving significant consideration to the products that are proposed to be used based on the reality of children and pets playing on the sprayed/affected areas.

- **Authorization to Negotiate and Award Contract for Settlement Painting Services**

The following **Draft Motion F** was moved and seconded by Directors Noyes and Kitching. Discussion was held. The motion passed unanimously incorporating Director Kitching's request.

**Draft Motion F:** Resolved that the RVRMA Executive Board hereby authorizes Executive Director Ivan Perrin and Executive Board President Ron Rouse to evaluate responses to the RVRMA Request for Proposal #200 for Settlement Painting Services and negotiate/award a contract to the successful Bidder.

Director Kitching asked that this motion stipulate that prior to finalization of the contract, there is notification and chance for review of the terms and conditions of the proposed contract by the neighborhoods/sub-associations that are affected by the contract.

### Executive Session

The Board entered Executive Session at 6:43 pm to discuss personnel payroll forecasts. The Board returned from Executive Session at 7:15 pm. No action was taken.

### Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 7:16.