

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, April 27, 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, April 27, 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
Todd Richmond, Treasurer
Lani Kitching, Director-at-Large
Scott Darling, Director-at-Large
Jack Gausnell, Director-at-Large

Management Representatives

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

Homeowner Attendees

Stan Kleban
Dave Kolquist

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

Consent Agenda

Directors Noyes and Richmond seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of March 30, 2016. The motion passed unanimously.

Public, Staff and Board Comment

- Ivan pointed out that he has started the 'violation process' as per our governing documents. This process might seem like a 'new' practice, but is outlined in our governing documents. Board Vice-President Jim Noyes suggested that we precede the first 'Courtesy Notice' with a courtesy phone call.
- Lani reminded everyone that she is still fully engaged in the Crystal River Restoration project. Lani represents the interests of a number of entities in this project effort.
- Ron indicated that the 5-Year Planning session will be held at his home from 4:00 – 6:00pm on May 4th

Announcements

- **DRC Meeting – April 7th, 9:00am**
- **1st Aid Certification for Staff – April 18th, 12:00 – 8:00pm**
- **DRC Meeting – April 21st, 9:00am**
- **CAI Spring Showcase Conference Presentation on ‘Continuous Improvement’ (Pam, Brenda and Jessica are presenting) – April 22nd, Denver**
- **Ivan’s Birthday Golf Tournament-April 26th, 10:30 am**
- **Board Meeting – April 27th, 5:30pm**
- **5-Year Planning Session- May 4th 4:00 – 6:00pm**
- **Pool Opens – May 27th**
- **Annual Hot Dog Give-Away – May 28th**
- **Memorial Day – May 30th**

Committee Reports

- Design Review Committee Meeting
 - April 7, 2016
 - April 21, 2016

Pam stated that the notation in the April 21st DRC minutes regarding creating ‘modular/prefab construction’ standards was in response to a number of requests from lot owners regarding the possibility of modular/prefab construction at RVR. This type of construction is not prohibited per our governing documents. The DRC members expressed an interest in drafting some additional submittal standards for modular/pre-fab construction. They will draft some ideas for review and consideration.

Senior Staff Report

General Update from Executive Director, Ivan Perrin

Lawn maintenance schedules have been set for the season. The first cut will be week of May 2, skipping week of May 9th, starting weekly schedule week of May 16th. The end result of the bidding process for Lawn Care resulted in an approximate \$20,134.13 savings compared to what would have occurred before the bidding process. Flower bed maintenance is going well with our new staff member Drew. He will have completed the spring bed maintenance push by meeting time April 27th.

I am currently awaiting the estimate for concrete repair to some areas of the pool deck. Those repairs will be scheduled sometime in the month of May. After those repairs we will be sealing the deck as is our normal maintenance procedure. Brenda has scheduled lifeguard training for April 23rd. Cristina and I are in the process of upgrading the décor in her Tennis pro shop. A small sample of Tennis wear is being considered. In consideration of my RVR Branding concept we will have a limited

number of items available for sale with the RVR logo. The goal is to have one display of each item and ordering for members to be online. This concept limits our inventory carrying cost and risk of investment while achieving some branding and community support for RVR.

The Allerton Program (HVAC), has been migrated down to the maintenance computer. This was an unexpected cost but was necessary for Juan Carlos to have the tool he needs to perform adjustments to the building.

Irrigation Lot tap turn on is the responsibility of the homeowners. Any owner is welcome to call me 948-1443 so that I can answer any questions or assist if needed. Due to HOA covenants Old Town and Settlement irrigation startups are the responsibility of in-house crews.

The newly passed Administrative Review process is in full swing. Pam and I are working through the exact mechanics of who does what. I haven't received any recommendations of change to the process. The board is welcome to visit the DRC page and look up the forms of the Administrative Review process for input. So far the standards and process written seems to be complete and operating efficiently.

Respectfully Submitted,
Ivan Perrin, ED

Finance

- **Budget –See budget to actual notes.** No extraordinary items other than the previously discussed and expected Personnel overages.
- **Financial Reports –** Enclosed
- **Capital Reserve –** Enclosed
- **RVR Property Sales and Closings –**After a frenzy of activity in the first two months of year the closing volume seems to be back to normal volume.

Governance

- **DRC –** There continues to be very brisk DRC activity including new construction and remodel proposals, and smaller scale projects including quite a few Administrative Approval applications. Current construction projects are generally proceeding on schedule. One new project broke ground in March; three more are anticipated in late April/early May.

The Design Review committee members unanimously recommended that the Board approve amending the Fourth Amendment to the Design Guidelines, extending the annual 'take-down' date for deer fencing to May 15th.

Human Resources

- **Continuing Education and Training** – Key staff members attended First Aid/CPR certification on Monday, April 18th. Each received a two-year Red Cross certification. Ivan conducted a Safety training with Maintenance staff. Other upcoming training includes: Certified Pool Operator certification for Juan Carlos and Jaime; a lifeguard training program. Brenda is conducting regular In-Service training with Front desk.
- **HR Practices** – Nothing new to report.
- **Licensing and Registration** – Suzie, Pam, and Brenda are completing advanced coursework in finance, facilities management, risk management, and governance.
- **Professional Development** – Pam, Brenda, and Jessica will be presenting at the Spring Showcase CAI conference on April 22nd in Denver on the topic of ‘Continuous Improvement’.

Member Services

- **Art** - The May-June installation will feature the work of a local artist group, Alaprima, who work has been displayed recently at the Third Street Center, Town Hall, and the Village Smithy.
- **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 spring programming is steady. Staff is gearing up for summer programming including preparing for pool and tennis court conditioning and maintenance.
- **Events** – The ‘BrainTrain’ presentation on March 25th which introduced community members to a new local resource for families who are dealing with Alzheimer’s was very well attended. The annual children’s Easter Egg Hunt on March 27th was a great success. A ‘Joint Care’ lecture will be presented on April 27th. Ivan is having a birthday golf tournament “Mister Ed’s 50th Year” on April 26th, email him if you want to join the fun.

Operations

- **Site/Landscape** – Four Seasons was awarded the Lawn Contracts for RVRMA and Old Town. Valley Lawn was awarded Lawn Contract for Settlement.
- **Settlement Painting** – Mid Valley Painting is preparing schedule.
- **RVR Irrigation H2O** – An analysis of unallocated cost was prepared for informational board purposes. The analysis shows an expected increase in order to recover unallocated cost for the year of 2017.

- **Orchard Park**- The monkey bars at Orchard Park have been removed for safety reasons. The replacement piece is being discussed with the Town of Carbondale.

Organizational Systems and Tools

- **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.

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

Old Business

- **Privilege exchange with Golf and Pan/Fork**

The Executive Director provided an update on a small modification of the previously approved privilege exchange with Golf and Pan/Fork. Ivan indicated that there will be separate benefit exchange agreements between RVR and Golf, and between RVR and Pan and Fork.

New Business

- **Board Litigation Committee Charter Resolution**

Directors Noyes and Darling 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 approves the Resolution to establish the Charter of the Board Litigation Committee as written.

- **Design Guidelines Amendment**

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

Draft Motion B: Resolved that the RVRMA Executive Board hereby adopts the Design Review Committee's unanimous recommendation to amend the Fourth Amendment to the RVR Design Guidelines related to the allowable time frame for deer fencing as follows:

Original:

Allowable time frame: This material may be erected from October 15th to **May 1st**.

Revised:

Allowable time frame: This material may be erected from October 15th to **May 15th**.

Executive Session

The Board entered Executive Session at approximately 5:54 pm for a Personnel Discussion. The Board returned from Executive Session at approximately 8:30 pm.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at approximately 8:31.

Not yet approved