

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, June 29, 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, June 29, 2016 at 444 River Valley Ranch Drive, Carbondale, Colorado 81623 with the following people present:

Executive Board of Directors

Ron Rouse, President
Yvonne Perry, Secretary
Todd Richmond, Treasurer
Lani Kitching, Director-at-Large
Scott Darling, Director-at-Large

Management Representatives

Pamela Britton, DRC Administrator

Homeowner Attendees

Steven Wolff

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

Consent Agenda

Directors Richmond and Perry seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of May 25, 2016 with the notation that Director of Finance, Suzie Matthews was not in attendance at that meeting. With that correction, the motion passed unanimously.

Public Comment

- Homeowner Steven Wolff expressed concern about the condition of roofs in the Settlement and the need to proactively address roof replacement. He felt that perhaps favorable rates could be achieved by approaching vendors interested in doing a volume of work with Settlement owners.

Board President Ron Rouse asked Steven if he felt it was an HOA function or organize this effort. Steven indicated that he felt the Association might have a better chance of reaching out to potential vendors rather than being contacted by individual homeowners.

Director Perry offered that Settlement owners should form their own committee to explore this issue. This was the sentiment of the Board in general.

Ron Rouse asked Pam Britton if there was an existing list of roofing contractors that could be provided to the Settlement group. Pam indicated that we do have some contacts that could be forwarded. Scott Darling asked if there is an easily accessible email list of Settlement owners for possible communication on this topic; Pam indicated there is.

Scott Darling stated that he would be willing to work with Steven in advancing this conversation directly among interested Settlement homeowners. The Board agreed that there is a need to revisit the Settlement design guidelines related to approved roofing materials.

Announcements

- **18th Annual USTA Tennis Tournament** – June 24 – 26th
- **Red, White, and Blue: Kid’s Art Exhibit** – June 27th deadline for submissions
- **Board Meeting** – June 29th
- **Annual Fourth of July Jubilee** – July 2nd
- **DRC Meeting** – July 7th
- **Habitat Bike 2 Build** – July 9th - 11th
- **DRC Meeting** – July 21st
- **Third Thursday with Habitat Build day** – July 21st
- **Executive Board Meeting** – July 27th, 5:30pm
- **Community Gathering** – July 27th, 6:30pm

Committee Reports

There were no comments on the DRC meeting reports.

Executive Director’s Report

General Update

Summer operations are in full swing! Ranch House hours have been extended to 9:00pm as of Saturday, June 18th. All summer staff is on-board, trained, and doing a great job.

Brenda has returned to school to further study accounting and is now working a 20-hour a week, Wednesday – Friday schedule. She will continue to handle member services functions including database management and membership transfers. Brenda is leading this year’s Jubilee event as well.

Front Desk Lead, Jessica Hennessey has assumed the role of Hospitality Supervisor. She is supervising, scheduling, and training the Front Desk, Lifeguard, and Juice Bar staff and is in the office Friday – Monday. Jessica will also continue with her Business Directory solicitation and management. Business Directory subscribers continue to increase. Jessica’s email address for her new position is: jessica@rvrcommunity.com.

The Maintenance staff is in high gear as well, addressing mulching, weed spraying, lawn management, pump station and irrigation repair, and pool/park/tennis maintenance.

DRC activity is robust. The Administrative Review process has seen over 50 applications in the past two months. New home submittals are steady and most current construction projects are on schedule.

Plans for the USTA tournament, Friday, July 24th – Sunday, 26th are well underway. The participation numbers are somewhat lower this year due to other events that are occurring the same weekend. The event is scheduled to start earlier than normal at 9:00am Friday, June 24th so that play can be accommodated with just the RVR Har-Tru courts and the two Triangle Park hard courts. The Player Party is scheduled for Saturday, June 25th and will include a South American buffet, featured tennis matches, acoustic guitar by John Hatanaka, and an old-time photo booth. Homeowners are invited to join in the fun, watching matches and/or coming to the Player Party. Buffet tickets are \$20 for adults, \$10 for kids 12 and under and free for youngsters 3 and under.

The 2016 Jubilee plans are underway also. The July 2nd event will feature all the traditional activities that everyone loves: bull riding, bouncy castle, photo booth, crafts, live music and food provided by Chef Stacey Baldock of The Goat and Shorty's Barbeque.

The Fitness program has shifted to 'summer scheduling' as more people are enjoying their workouts outdoors. Spin classes have been reduced for the season and a Saturday Zumba class as well as a Weights/Strength class on Fridays have been added.

The Tennis program is thriving. The kid's tennis camp was very well attended and well-received. The on-line reservation system is functioning well; tennis players are reacting positively and it has significantly reduced the time impact on Front Desk.

RVR partnered with the Town of Carbondale to restore the 1 mile Riverfront Park walking path that parallels the Crystal River upstream of the South Bridge. This 3 day project was undertaken by the Rocky Mountain Youth Corps who completed the work on June 23rd. The trailhead can be accessed from the steps at the South Bridge. It's an easy hike with well-marked signage describing our natural riparian vegetation and numerous avian denizens.

Finance

- **Budget** –See budget to actual notes.
- **Financial Reports** – Enclosed
- **Capital Reserve** – Enclosed

Governance

- **DRC** –DRC activity continues to increase with approximately 50 Administrative Review requests processed in the past 60 days. Most of these requests are related to repainting, installing fences, and modifying landscapes.

The recent flood of lot sales has resulted in regular construction and approvals questions from buyer and realtors.

Current construction projects are generally proceeding on schedule. Final approval was granted to a significant remodel project for Lot HH-20/Simmons. Lot B-01/Fulton broke ground with a new home construction. The KK-14/Sontag, KK-17/Kennedy, and M-35/Murphy were each delayed slightly due to various reasons...illness, an engineering issue, and crew scheduling. All are back on track.

The L-04/Warren project and Z-10/Galli project are proceeding per plan. A Certificate of Completion and Compliance was issued to the Y-06/Waski project. The Y-04/Almazan project will also likely have received its Certificate of Completion and Compliance by the time of the Board meeting.

The Fairway Residences (Block JJ, Lot 4) project has been noticed that it has reached the two-year completion threshold. Fairway Residences signed an agreement with Dale Rands to move the easement line behind Lots 3, 4, and 5. It was a portion of land that was within the Fairways property line and was not being used by Golf. The easement was recorded and will be presented at the July 7 TOC Planning and Zoning meeting for final consideration and approval.

Two Variance requests were reviewed by the Design Review Committee and will be considered by the Board at the June meeting.

- **Election** – Directors Jack Gausnell and Lani Kitching were the only two declared candidates for the two available Board positions. Therefore, they will be confirmed ‘elected by acclamation’ per the RVRMA *Policy and Procedure for Conducting Board Elections*. Their terms will commence July 27, 2016 and expire July 2019.
- **Summer Community Gathering** – Is currently scheduled for Wednesday, July 27th following the Board Meeting.

Human Resources

- **Continuing Education and Training** – Jessica is conducting regular In-Service training with Front desk. Patrick Boas is conducting In-Service training for Lifeguard staff.
- **HR Practices** – Nothing new to report.
- **Licensing and Registration** – Nothing new to report.
- **Professional Development** – Pam and Brenda are members of the planning committee for the CAI Fall Mountain Conference in Vail on Monday, September 19th. They participated in a planning meeting this month and will be submitting to be speakers at the conference.
- **Teambuilding** – Staff Birthdays: On May 26th staff enjoyed a lunchtime ‘birthday celebration’ and barbeque for all the January – May birthdays. Rich Myers did the honors at the barbeque. It was fun for all the indoor and outdoor staff to take break and catch up with one another.

Member Services

- **Art** - A Children's Art showing is scheduled for July with the theme of "Red, White, and Blue". RVR youngsters are invited to prepare a piece of artwork in the red, white, and blue theme. All artwork will be displayed in the Ranch House during the month of July.
- **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** – All fitness, tennis and swim programming is in full swing, well-attended, and operating per budget and schedule.
- **Events** – Upcoming major events include the 19th Annual USTA Tennis Tournament and the Annual 4th of July Jubilee. The USTA Tennis Tournament has approximately 80 entries, down from last year's 120 entries. This is probably due to the CASA bike race that is being held on the same weekend. The Jubilee planning is completed and staff is prepared for the event.

Operations

- **Site/Landscape** – Mowing operations are proceeding per schedule. Individual issues are addressed as they arise. Crews are working on mulch rings around the RVR trees. Empty lot weed spraying is underway as of Wednesday, June 22nd along with Native Grass areas of the RVRMA. The projected completion is Friday, June 24th.
- **Tree Management Plan** - Consideration is being given to a procuring an overall maintenance plan to proactively inform the board of any potentially capital intensive requirements such as remediating a possible Ash bore infestation and other potential health and safety issues relative to the RVR Community's tree rich forest.
- **Landscape Maintenance** – Drew Walters, flower bed specialist, continues to deliver exemplary quality. On Monday, June, 27th he will replace the failing honeysuckle at the top of the pool slide stairs with a bush that's lower and better suited to that location. This will markedly improve the aesthetics as well as the line of sight to the slide by the lifeguards.
- **Facilities/Equipment** – The compressor failed in the auxiliary freezer in the lower floor of the Ranch House. A replacement compressor was ordered and installed. In addition, refrigerator in the Maintenance office was serviced and is fully operational. Staff is developing an equipment maintenance protocol and schedule to lengthen the life of existing equipment and avoid unnecessary repairs.

There was a plumbing leak in the lower level of the Ranch House. Water was shut off for a brief period while repairs were made.

The men's swimsuit extractor needs to be replaced, and the women's should be replaced next year. They are original to the building and have been limping along to the point of needing replacement. Staff is looking into replacement costs and associated installation needs.

- **Settlement Painting** – The following homes have been completed: 614, 622, 640, 644, 650 North Bridge and 426 Settlement Lane. Satisfaction with the results seems to be high. There are two more homes to complete. Lani Kitching has been engaged in the work product inspection when completion has taken place. There have been several requests for color changes in the Settlement. These are being reviewed and processed administratively.
- **RVR Irrigation H2O** – A pump station failed and was repaired with a two-day turn around. An irrigation line was damaged that necessitated shutting down water to the Shadowood Lane area for approximately 12 hours. Additional irrigation issues are being addressed as they arise.
- **Parks** – A picnic table and trash can have been installed at Orchard Park to replace the monkey bar play equipment that was removed.
- **Crystal River Management Plan** – Discussions have continued with Town of Carbondale officials and Aspen Valley Land Trust staff resulting in several long and short term financially impactful factors to the RVR Homeowner's Association having surfaced. Scalable options will be reviewed following a polling for public input.
- **Pool Towel Distribution** – For the period of one week staff has implemented the testing of pool towel distribution of one towel per guest at the time of check-in with the Front Desk. The initiative was launched to assess workflow impacts as well as member reaction to the new protocol. The objective is to reduce the numbers of unused towels found poolside each day and lessen excessive laundering.

Organizational Systems and Tools

- **Website** – Nothing new to report.
- **Community Survey** – Staff is preparing draft questions for the Board's review and consideration.

Director Kitching reported that discussion is occurring related to broadband capacity being introduced into the Carbondale area. RVR would have to install fiber optic infrastructure for this to be functional at RVR. We may want to suggest to future homeowners building at RVR to consider installing "ghost conduit" as part of their home's infrastructure.

Directors Scott Darling and Lani Kitching will be following through on our insurance underwriter's recommendations that resulted from a recent site visit.

Old Business

- None

New Business

- **2016 Summer Board Election**

Directors Richmond and Darling moved and seconded the following **Motion A**. Discussion was held. The motion passed unanimously.

Motion A: Resolved that the RVRMA Executive Board hereby confirms that per the RVRMA Board of Director Elections Policy adopted June 12, 2012, and due to the fact that the number of declared candidates were equal to the number of RVRMA Board vacancies, Jack Gausnell and Lani Kitching are elected by acclamation to the RVRMA Executive Board for terms beginning July 27, 2016 and ending July 2019.

- **FF-01 and FF-02 Lot Combination Hearing**

Directors Perry and Darling moved and seconded the following **Motion B**. Discussion was held. The motion passed unanimously.

Motion B: Resolved that the RVRMA Executive Board hereby approves combination of Lots FF-01 and FF-02 as recommended by the Design Review Committee with the following conditions:

- (1) the combined lot continues to pay two assessments and residential water charges;
- (2) the combined lot will have one vote;
- (3) the existing building envelope on the most westerly lot (Lot FF-01) be reduced by 20% of its area along its existing westerly edge and the resulting reduced westerly building envelope moved easterly so as to be contiguous with the unmodified existing building on the easterly Lot FF-02; and
- (4) RVRMA has the right to review the final merger plat prior to its recordation for conformity with these conditions.

- **Fence Variance Request Hearing**

Directors Darling and Richmond moved and seconded the following **Motion C**. Discussion was held. The motion passed unanimously.

Motion C: Resolved, that the RVRMA Executive Board hereby denies the fence Variance request to increase the existing six-foot fence between Lots A-60 and A-61 to eight-feet in 3 designated sections as illustrated in the

survey submittal. The Board further directs that the existing eight-foot vertical supports be reduced to six-feet as previously required.

The Executive Board hereby directs DRC Administrator Pam Britton to work with the Design Review Committee to review the existing fence regulations in the RVRMA Design Guidelines for possible revision.

Executive Session

The Board entered Executive Session to discuss general personnel matters and the pending litigation at 7:05 pm. The Board returned from Executive Session at 8:30pm.

Adjourn

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