

**RVRMA EXECUTIVE BOARD**  
**Record of Proceedings**  
**Regular Monthly Meeting**  
**Wednesday, September 28, 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, September 28, 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  
Scott Darling, Director-at-Large  
Jack Gausnell, Director-at-Large

**Management Representatives**

Lani Kitching, Interim General Manager  
Suzie Matthews, Finance and Fitness  
Pamela Britton, Governance and DRC

**Homeowner Attendees**

Peter Frey

**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 Richmond moved and seconded to approve the agenda. The motion passed unanimously.

**Consent Agenda**

Directors Gausnell and Darling seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of August 31, 2015. The motion passed unanimously.

**Public Comment**

- Peter Frey asked if the Board has plans to convene a Search Committee for a new Executive Director. President Ron Rouse indicated that the Board determined not to start that process in the middle of the busy summer season. Board members are spending time with staff to evaluate what the real needs are for our Association. Peter responded by saying that he had concerns about the quality of facilities maintenance he is seeing. He expressed his feeling that hopes the Board will select someone who has a background in facilities management and has operation background. Ron stated that he feels that is a key criterion as well as staff management. Given that we are understaffed, there may be some things that are not functioning perfectly, but the Board is mindful of those issues. The Board did not want to deflect staff attention from the needs that summer operations presents. Peter thanked the Board for the opportunity to express his thoughts.

## Announcements

- **October Art Installation** – Dale Petefish Wildlife Photography
- **DRC Meeting** – September 29<sup>th</sup>
- **DRC Meeting** – October 13<sup>th</sup>
- **Executive Board Meeting** – October 26<sup>th</sup>
- **DRC Meeting** – October 27<sup>th</sup>
- **Halloween** – October 31<sup>st</sup>
- **RVR ‘Trunk or Treat’ Halloween Event** – October 31<sup>st</sup>, 7:00pm
- **Tennis Courts Close** – subject to weather

## Committee Reports

- **DRC Meeting** - September 15<sup>th</sup>

## Management Report

Interim General Manager, Lani Kitching, provided some additional detail regarding her evaluation of operational infrastructure. Ron requested the Lani have some information/recommendations prepared for report and consideration by the Board at the October Board meeting.

### General Update

With the pool closed for the season, Ranch House operations are in Fall-mode. Interim General Manager, Lani Kitching, is working on the 2017 operations contracts. Maintenance Staff is winterizing the property. Finance is addressing the 2017 budget. Membership and Governance are tackling projects that are deferred during the hectic summer construction and recreational season.

#### Finance

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

#### DRC/Governance

- **DRC** – DRC remains very active.
  - New home construction – 7 new homes are currently under construction; 5 new homes are under review by the DRC; 2 new home applications are pending and expected to begin review shortly

- Remodels – There is one significant remodel taking place and 3 more are under review by the DRC
- Administrative Reviews – Numerous home/landscape maintenance projects continue to come in for Administrative Review and approval including fence installations, landscape revisions, painting, minor repairs, utility installations (radon, satellite dish), window replacement, and similar. Approximately 30 requests for Administrative approval have been processed in the past 30 days.
- Fairway Residences completed their construction on Lot JJ-04. New home construction applications have slowed down significantly, which is typical as we approach fall.
- **Governance** –
  - *A Revised Policy for the Examination, Inspection, and Copying of Records* has been drafted to make the existing RVR policy consistent with recent legislative changes to the CCIOA regulations related to HOA Records. The draft revision is included in this Board packet.
  - Staff is conducting an analysis of the time devoted to Administrative Review projects. Subject to the results of that analysis, a proposal for a modest fee to offset staff time on Administrative Review may be presented to the Board.

#### **Human Resources**

- **Staffing** – Recreational staffing has ended for the season. Seasonal maintenance staff will continue until the end of irrigation blow out.
- **Employee Benefits** – Undergoing routine annual review to identify potential changes in local healthcare providers and associated healthcare plans.

#### **Member Services**

- **Art** – Dale Petefish, wildlife photographer will make a return visit as the Art Installation for the months of October – December. Our own Marcie Reed and Cheryl Bumgarner along with several other local artists will be featured in January and February of next year.
- **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 along with select Public Service Announcements of topical importance.
- **Programming** – The tennis courts will continue to be available while the weather is favorable. Tennis programming will conclude mid-October. Fitness programming continues per the monthly schedule. Water Aerobics will wind up September 30<sup>th</sup>.

- **Events** – Many thanks to the RVR volunteers who helped at the recent National Sheepdog Trials at Strang Ranch. Participants had a great time and their efforts were very appreciated by all. The next RVR event is the Halloween ‘Trunk or Treat’ event on October 31<sup>st</sup> at the Ranch House. Homeowners are invited to decorate the trunk of their car, and bring it to the Ranch House parking lot to distribute treat to the little ghouls and goblins of our community!

## Operations

- **Maintenance** – Regular maintenance is proceeding as scheduled. Irrigation blow-out will be starting soon. The pool deck and front entry have been sealed. Repairs to Ranch House hot water plumbing and electrical controllers will be scheduled to occur in Q4. Air duct cleaning will be done prior to winter HVAC programming changeover. Pool filter maintenance to be done in Q1-17.
- **Settlement and Old Town painting services** - Are under review for the 2017 schedule. Bid preparation will take in to consideration the input received at each respective neighborhood’s Advisory Committee meeting.
- **Lawn and turf maintenance services** – Are under review for the 2017 season. Mowing zone designations may be redefined to more closely align cost allocation and to improve overall job performance. Service providers TBD.
- **Flower bed and snow removal services** – Are also being reviewed.

## Old Business

- **2017 Budget Discussion** – Ron indicated that the Board Budget sub-committee has met several times to review drafts of the 2017 budget. He proposed a work session be scheduled for Wednesday, October 19<sup>th</sup> at 5:00 to review prior to formally adopting at the October 26, 2017 Board meeting. Following formal adoption, staff will prepare the proposed budget to be mailed out to Owners for ratification. Ron asked Suzie to distribute the draft budget (v2) to all Board members in advance of the work session.

Lani has been in the process of reviewing facilities contracts and services in preparation for budget discussions. Ron also indicated that the Board will discuss various issues related to Ranch House membership and access as well as the actual incremental cost of delivering irrigation water to homes/units in the community. Other potential cash-flow models will also be addressed. In addition, the Board will consider various personnel considerations including what approach to take to the vacant executive director position.

The Board members discussed various options related to structuring our current Ranch House access options. Also, recreational programming revenues were reviewed. In addition, the cost of irrigation water delivery was discussed. The Budget Sub-Committee will take into consideration the discussion on these topics as they further refine the draft 2017 budget.

## New Business

- **DRC Substitute Member**

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

**Draft Motion A:** Resolved, that the RVRMA Executive Board, approves the addition of architect Kelleigh Condon as a substitute DRC Board member.

- **Proposed Revised Policy and Procedure for Examination, Inspection, and Copying of River Valley Ranch Master Association Records**

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

**Draft Motion B:** Resolved, that the RVRMA Executive Board directs staff to begin a 30-day community comment period for the proposed Revised Policy and Procedure for Examination, Inspection, and Copying of River Valley Ranch Master Association Records.

## Executive Session

The Board did not hold an Executive Session.

## Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 7:57.