

**RVRMA EXECUTIVE BOARD**  
**Record of Proceedings**  
**Regular Monthly Meeting**  
**Wednesday, July 26, 2017, 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, July 26, 2017 at 444 River Valley Ranch Drive, Carbondale, Colorado, CO 81623 with the following people present:

**Executive Board of Directors**

Ron Rouse, President  
Scott Darling, Vice-President  
Yvonne Perry, Secretary  
Leslie Marcus, Director-at-Large

**Management Representatives**

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

**Homeowner Attendees**

Roy Davidson

**Call to Order**

RVR Executive Board President, Ron Rouse called the meeting to order at 5:36 pm. A quorum was established.

**Approval of Agenda**

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

**Consent Agenda**

Directors Perry and Darling moved and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of June 28, 2017. The motion passed unanimously.

**Public Comment**

- Homeowner Roy Davidson expressed his thanks to the Board and staff for their service.

**Announcements**

- **July/August Art Installations** – Brooke Coon
- **Executive Board Meeting and Community Gathering** – July 26<sup>th</sup>, 5:30pm
- **DRC Meetings** – August 3<sup>rd</sup> and 17<sup>th</sup>
- **WW II Speaker** – August 10<sup>th</sup>
- **Dive-in Movie** – August 19<sup>th</sup>
- **Executive Board Meeting** – August 30<sup>th</sup>, 5:30pm

## Committee Reports

- DRC Meeting – July 20<sup>th</sup>

There were no comments on the committee reports.

## Staff Report

### General Update

A more congenial pool deck ambiance brought about by the 2017 Guest Access Program has received positive homeowner response. The traditional summer social events have continued with a successful Independence Day celebration on July 4th.

Grounds maintenance continues to be subject to stepwise improvement. Time and workflow direction to include bi-annual Common Area native grass control, grounds upkeep of the 3 adjoining public parks, Town of Carbondale's interior ROWs and utility easements in addition to the 3 RVR sub-associations has created a steep learning curve that we continue to work through.

Irrigation has been relieved by the annual summer monsoons. The first measurable rain event diminished the appearance of dormant grass patches in two days' time indicative of our irrigation programming tolerances being appropriately set.

The 2018 Budgeting process will formally commence in August. The new Reserve Study results are due in on August 15<sup>th</sup>. Member services has continued to successfully address property owner questions in conjunction with the 2017 Guest Access Program which, to date, has reflected no adverse or unexpected financial impact.

**Finance Monthly Financial Reports/Capital Reserve** – The Community is operating within budget.

### DRC/Governance

- **DRC** – DRC new home construction applications have jumped in volume. The majority of new home applications under review at this time are for Spec homes.
  - Under Construction –
    - 8 new homes under construction: (*A42Kaegebein, Dehan AA08, Dehan AA09, Dehan AA21, Kennedy KK17, Garrett EE13, Greenwood Z07, Y13 Lesser-Murr*)
    - 5 new home applications are under DRC review (*Miller M36, Eshelman EE14, Eshelman EE15, Aspen Development J02, Aspen Development Q02*)
    - 1 new home construction starting the Pre-Design process (*K05 Natal*)
    - 1 significant backyard remodels (*Johnson-Hill FF-14*) is underway

- Administrative Reviews – Administrative requests are at a steady rate of approximately 3 per week.
- Digital DRC Database – The Digital DRC Database has completed Phase One.
- Plats – We have significantly expanded/upgraded our library of recorded Plats by sharing plat maps with both Town of Carbondale and Destination Holdings.

## Human Resources

- **Recruitment** – First pass screening interviews of local applicants to potentially fill the roles that Rich Myers and Pam Britton will be vacating by the end of this year have commenced.
- **Employee Manual** – To be updated with professional assistance of the Karp, Neu, Hanlon PC, Law Firm.

## Member Services

- **Art** – The schedule of guest artists for 2017 has been filled! Upcoming artists include: Lisa Singer, Erin Rigney and Dave Clark. We are currently enjoying a display of paintings from Brooke Coon. Brooke's installation will be up through August.
- **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, Fitness, and Swim programs are in full swing! The Fitness schedule has some new additions: Foam Rolling and Insight Meditation. Our Swim instructors are Red Cross certified Water Safety Instructors, Lindsey Busk, Jaime Fowler and Katie Alderson.
- **Events** – The Star Spangled Ranch on July 4<sup>th</sup> was a big success. Attendees enjoyed food catered by Slow Groovin' BBQ, live music by Spaghetti Western Band, a mechanical bull and laser tag.

## Operations

- **The Special Services Neighborhood Home Painting Program** – has completed 9 of 11 Settlement residences with all owners having reported satisfactory results at the time of final inspection. The Old Town painting program will commence on July 31<sup>st</sup> with a notice including a schedule having been sent to those 8 owners via email who will be encouraged to confirm their paint color selections. The appropriate paint product for the Old Town siding will be from the Sherman Williams line.

- **Tree Ring weed spraying** – Was completed by our Grounds Maintenance crew over the last 3 weeks. This is done annually to prepare for the tree ring mulch replacement that will take place in the Spring of 2018.
- **Turf Fertilization** – The fertilizer product has been ordered to be delivered in time for the annual Fall fertilization by our Grounds crew. Timing TBD as it is weather dependent. Notice will be sent out prior.
- **MCA Tree Maintenance** – A punch list of Master Common Area trees in need of attention is being prepared for fall trimming or possible removal. This will be done by a combination of our Grounds crew and the Aspen Tree Service depending upon the scope of work.
- **Right-of-Way Trees** - An increasing number of property owner calls have been coming in with questions about the Town of Carbondale’s right-of-way trees. In a recent property tour with the Town’s arborist it was confirmed that only structurally impaired or significantly diseased trees would be considered for treatment or possible removal. the HOA has no jurisdiction over these trees which are Town property and neither the Town of Carbondale or the Master Association covenants make any provisions for view improvements or sight line protections when visibility to Mt. Sopris has been the basis of the question.

#### Facilities

- **Attention to deferred and preventative maintenance** has been beneficial as noted by the uninterrupted peak season operation of the Ranch House and associated outdoor amenities. Minor expenditures such as replacement of broken poolside umbrellas have been made but no major defects or repairs have surfaced thus far.
- **The Recreational Pool** will have to be completely drained at the end of this season to repair an area of the bottom near the slide and water feature that was chipped due to rocks having been thrown or taken into the pool after Lifeguard hours.

#### Other

- **Our working relationship with the Town of Carbondale** continues to be cooperative. A grant funded connector trail at Triangle Park will break ground in the next few weeks. This project consists of a small connector piece at the north end of the parking lot in triangle park. The trail will take the users out to the bike path on the south west side of Highway 133 from the north end of the parking lot. This is funded by the Garfield County Health Communities Coalition Built Environment Grants. Town will cover construction costs and be reimbursed by the grantors. The trail is approximately 300 ft. long and will be 8 ft. wide, asphalt. Carbondale’s Streets Department has been keeping us informed of its progress. Utility locates have taken place with our Irrigation crew’s oversight.
- Suzie and Scott mentioned that we are at the front end of the budgeting process. Suzie indicated that the Operating Budget is well structured and shouldn’t be difficult to prepare. The Board will need to consider the Capital budget and the priorities for 2018. Ron said that the budget meetings will kick-off at the end of August. Ron reminded the Board that we have to adopt a proposed budget at the October board meeting in order to produce a community mailing to vote on the proposed budget with the voting results will be announced at the December Annual meeting. Suzie also reminded everyone that budgets

for both the Settlement and Old Town must be prepared as well. Suzie will set the budget meeting dates shortly.

## Old Business

- There was no Old Business.

## New Business

- **Seasonal Membership Discussion**

Historically, we have made available up to 20 Seasonal Memberships for non-RVR participants to use the lap pool and fitness facilities during the winter 'off-season'. These memberships have never included guest privileges. These memberships represent about \$24,000 of revenue.

Lani indicated that in September, out of approximately 250 lap pool uses, 45 of the uses were by Seasonal Membership holders. The complaints about this program are minimal.

The Board determined to maintain the program substantially as is at this time. Further research will be conducted on the program, its impacts, and comparable costs for similar programs.

The following **Motion A** was moved and seconded by Board President Ron Rouse, and Director Yvonne Perry. The motion passed unanimously.

**Motion A:** Resolved, that there be a \$5.00 increase per month per membership.

- **Annual Election of Executive Board Officers**

The following **Motion B** was moved and seconded by President Ron Rouse and Director Yvonne Perry. The motion passed unanimously.

**Motion B:** Resolved, that the RVRMA Executive Board nominates the following slate of officers:

President – Scott Darling  
Vice-President – Yvonne Perry  
Secretary – Leslie Marcus  
Treasurer – Todd Richmond

## Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 6: 01 pm.