

**RVRMA EXECUTIVE BOARD**  
**Record of Proceedings**  
**Regular Monthly Meeting**  
**Wednesday, September 27, 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, September 27, 2017 at 444 River Valley Ranch Drive, Carbondale, Colorado, CO 81623 with the following people present:

**Executive Board of Directors**

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

**Management Representatives**

Lani Kitching, Interim General Manager  
Brenda Bamford, Finance  
Pamela Britton, Governance and DRC

**Homeowner Attendees**

Richard Heinz  
Stan Kleban  
Gary Lesser  
Sarah Murr

**Call to Order**

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

**Approval of Agenda**

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

**Consent Agenda**

Directors Perry and Rouse seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of August 30, 2017. The motion passed unanimously.

**Public Comment**

- Homeowner Dick Heinz asked if there is a search underway for a new Executive Director. Scott stated that, yes, the Board has a search underway and have interviewed candidates for both that position and the DRC Administrator position. Homeowner Stan Kleban pointed out that in the past a homeowner committee was incorporated in the search process. Scott stated that the current process is similar and that the Board will invite some community members to be involved in interviewing the candidates.

## Announcements

- **September/October Art Installations** – Lisa Singer
- **Bridge Closure** - Continues
- **Settlement Annual Meeting** – September 26<sup>th</sup>, 5:30pm
- **Executive Board Meeting** – September 27<sup>th</sup>, 5:30pm
- **DRC Meetings** – September 28<sup>th</sup>, October 5<sup>th</sup> and October 19<sup>th</sup>
- **Executive Board Meeting** – October 25<sup>th</sup>, 5:30pm
- **Halloween Trunk-or-Treat** – October 31<sup>st</sup>, 5:00pm

## Committee Reports

- DRC Meeting – September 14<sup>th</sup>

There were no comments on the committee reports.

## Staff Report

### General Update

Seasonal operations are underway to include the recreational and wading pool closures, complete pool deck resealing, a recreational pool circulation pump rebuild and pool drain blow outs and closure. The traditional autumn social events are being planned and the Fitness Program is under review.

Focused attention has been placed on the recruitment process for three key functional area roles being vacated by current staff. Recruitment and interview processes have been underway with various organizational design options and potential operational impacts carefully considered.

The 2018 Budgeting process has commenced with Special Services Neighborhood Advisory Committee now scheduled. The updated Reserve Study results have been received and are currently under review. 2018 service provider contracts are being scrutinized for renewal or a refreshed Bid process.

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

### DRC/Governance

- **DRC** – Two new home construction projects finalized this month. Three new home construction applications received final approval this month. Other construction projects are generally proceeding on schedule. Home improvement project applications ranging from tree removals to backyard remodels continue to come in.

- Under Construction –
  - 7 new homes under construction: **(A42Kaegebein, Dehan AA08, Dehan AA21, Kennedy KK17, Garrett EE13, Greenwood Z07, Y13 Lesser-Murr)**
  - 3 new home applications received final approval **(Eshelman EE14; Cole K09, Natal, K05)**
- 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.
- Transition Plan – The Transition plan for the new Community Services Manager, who will assume DRC and Governance duties as February 1, 2018, is under development.

#### **Human Resources**

- **Recruitment** – Interviews to fill the roles that the Grounds Crew Supervisor and Governance & DRC Administrator will be vacating have continued.
- **The Accounting Department** - Brenda Boas is in training with Suzie Matthews to assume the accounting position on a 4 day per week basis.
- **Community Association Management Licensing** – Pre-licensing requirements have been fulfilled by the Interim General Manager.
- **Employee Manual** – Has been vetted with professional assistance from the Karp, Neu, Hanlon PC, Law Firm and will be finalized when the 2018 Health Plans have been released and selected.

#### **Member Services**

- **Art** – We are currently enjoying a display of paintings by Lisa Singer. Erin Rigney and Dave Clark will round out this year’s schedule of guest artists.
- **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** – Seasonal adjustments are being made to the Fitness program offerings. Tennis has shifted into the lighter, fall schedule as of Monday, August 28<sup>th</sup>.

- **Events** – The next event will be the Halloween Trunk or Treat on October 31<sup>st</sup> around 5:00pm. Homeowners are encouraged to bring their decorated to the RVR parking lot with goodies to distribute to the trick-or-treaters!

## Operations

- **The Special Services Neighborhood Home Painting Program** – has successfully completed all The Settlement 11 residences. The Old Town painting program is underway with 4 homes completed and 3 of the remaining. Barring weather related disruption the expected program conclusion will be met as projected by the end of September.
- **Turf Fertilization** – The fertilizer product will be delivered in time for the annual winterization by our Grounds crew with application to occur in the late October timeframe weather permitting. Notice will be sent out prior.
- **Irrigation End Date** – The HOA’s irrigation water will be turned off on **Sunday, October 8<sup>th</sup>** to prepare the system for winterization. Master Common Area and private property irrigation line blow outs will commence on Monday October 9<sup>th</sup> by irrigation zone as has been the annual practice.
- **MCA Tree Maintenance** – Pruning and health-related removal of trees and shrubs located in the Master Common Areas, utility easements and Town right-of-way’s is being undertaken by a combination of RVR Grounds crew and Aspen Tree Service depending upon skill, scope and heavy equipment requirements.

## Facilities

- **Ranch House Parking Lot Restriping** – Will be done in sections after Spring thaw. As an accident prevention measure, striping will be done at an angle to keep our markedly increased summer traffic flowing in a one-way fashion. Several near misses were reported during peak parking times this season due to cars coming from both directions behind vehicles backing out of a stall.
- **Deferred and preventative maintenance** – Outdoor venting of the Men’s Locker Room and Laundry Room towel dryer are being considered as planned improvements for the upcoming winter. If the budget allows, carpeting and interior painting of certain areas will be considered.
- **Pool Deck tables**– Fourteen one-piece metal tables have been received and put in storage for next year’s pool season. The glass top tables being replaced will be offered for sale at next year’s Community Yard Sale. Pool deck resealing was completed this week. We hope that there will be increased durability with the increased quality of the material used for the deck sealing this year.
- **Great Room Lighting** – A number of complaints have been received concerning the dim lighting. Lighter colored lamp shades for the lights above the Juice Bar have been tested and will be installed. Updating the ceiling fixtures has been tabled at this time due to the considerable expense.

## Other

- The acquisition of a used Skid loader instead of updating one or more service vehicles is being investigated. The skid loader previously stored on-site is no longer available to use making equipment rental the only option. A skid loader is used frequently to off-load 10,000 lb. pallets of clay, pool filtration material, fertilizer and other recurring bulk materials. A skid loader can also be fitted with a blade for effective snow removal which would reduce the scope and cost of the contracted service.

## Old Business

- **None**

## New Business

- **Membership Survey**

Board Member Leslie Marcus and Board Secretary Yvonne Perry have worked with staff to create a post-summer season survey of the community member's reaction to recent changes in the RVR Membership practices.

A draft copy of the survey was distributed to provide feedback prior to finalizing.

- **Update on Old Town and Settlement Neighborhood Annual Meetings**

The 2017 Settlement Annual meeting was held last night, September 26<sup>th</sup> with about 20 attendees. The neighborhood members were generally satisfied with the level of services. Specific conversations were held about snow plowing on the public streets in the Settlement and how to deal with a turf virus, necrotic ring.

- **2018 Budget**

Scott stated that the process of developing the 2018 budget is underway. Scott asked Brenda to provide a schedule of action steps for preparing the budget to all Board members.

Ron Rouse pointed out that a proposed budget has to be developed for adoption at the next (October) board meeting in order for there to be sufficient time for staff to conduct the budget mailing and adoption vote.

- **Vacant Board Seat**

Scott announced that Board member Jack Gausnell has moved to Florida and formally resigned his seat on the RVRMA Board. Lani and Scott will work together on the vacancy announcement and schedule for selecting a replacement to fill the remainder of Jack's seat.

### **Executive Session**

The Board entered Executive Session at 6:03pm. The Board returned from Executive Session at 7:18pm.

### **Adjourn**

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 7:18pm.