

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, January 31, 2018, 5:30pm
Destination Holdings Sales Barn

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, January 31, 2018 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
Lani Kitching, Director-at-Large
Gary Schalla, Director-at-Large

Management Representatives

Sterling Page, General Manager
Kendra Ford, Community Services Manager
Brenda Boas, Accounting

Homeowner Attendees

Steve Lafferty
DJ Johnson -Hill

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 Ron Rouse and Todd Richmond moved and seconded to approve the agenda. The motion passed unanimously.

Consent Agenda

Directors Yvonne Perry and Leslie Marcus moved and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of December 13, 2017 and the Annual Meeting Minutes of December 13, 2017. The motion passed unanimously.

Public Comment

- Steve Lafferty questioned the magnitude of the Woodbridge situation as it relates to the HOA.

Scott Darling explained Woodbridge owns 55 Lots and up to this time they are current on their dues. Ron Rouse further noted the Woodbridge entity owes about 9,000 creditors with about 1.2 billion in investments. Thus far they have kept their dues current and the RVR Master Association has first lien position on all lots junior to taxes. If the lots are sold whoever buys those will have to make good on all delinquencies.

Steve asked if there will be an opportunity for home owner input in dealing with “the forest” as it was presented during the Annual Meeting. General Manager, Sterling Page welcomed any input and is willing to have this either by email or in person.

Ron Rouse noted the third player in the “forest” issue is the Town of Carbondale. The trees in the common area although RVR is required to maintain them, the Town of Carbondale owns them. There is a town Tree Board which will be involved in this process.

Steve inquired about the short-term rental topic which was mentioned at the Annual Meeting. Scott Darling restated what he had mentioned at the Annual Meeting which is the Board is just starting to have some dialogue around this issue and starting to look at how to address this as a community. Scott noted there are many associations from a nationwide scope to the local level that have started to address the same issue and the Board will start formally looking at options and opportunities.

Ron Rouse explained that in the earlier days of development, no rentals less than 90 days were permitted. Then as the community grew there was an amendment passed in the process which removed that restriction. This of course was 20 years ago when there was not yet an existence of VBRO and AirBNB.

Announcements

- **Art Installation** – DJ Johnson-Hill
- **Ranch House Closure** – January 31st – February 9th
- **DRC Meeting**- February 1st
- **DRC Meeting**- February 15th
- **Board Meeting**- February 28th

Finance Monthly Financial Reports/Capital Reserve

- A purchase order system is being developed and will be implemented soon. Purchasing access has been limited to Sterling, Kendra, Jessica and Cheyene.
- Water meeting with Golf -we were credited \$11,879 for overpayment in 2017. The credit will be applied throughout 2018. Sterling noted he is going to be on the phone with the Colorado Water Council next week to get a better understanding of where RVR is regarding water shed and what the means to RVR as end users. We are going to work towards cutting back on water usage this year by splitting watering schedules but will be studying all the options closer over the next months.
- Estimates are being gathered for an Audit of 2017 books. With the change in all the personnel it is a good time to see if everything is where it should be. The general expected time for the audit to take place would be in the next few months.

DRC/Governance

- Kendra Ford has become the lead contact for DRC issues, request and all communications.
- The website has been updated to reflect Kendra as the DRC contact in any area where DRC information is provided.
- Pam Britton has reached out via an email announcement to all active contractors, architects, builders and landscapers to inform them in detail of the transition, making a more official introduction of Kendra to the outside community.
- Since the last Board Meeting, Sterling and Kendra have actively participated in building close out inspections, all DRC meetings, all Pre-Design meetings and Administrative approvals.
- A database for DRC tracking and billing has been created and Pam and Kendra have been working together on the historical data entry and roll out.

Human Resources

- **Hiring** – Jules King was hired to join the Front Desk team for the shifts which opened upon Diana Flores departure.
- **Employee Health Benefits** – The 2018 Healthcare provider has been changed from Rocky Mountain Health to United Health. Our insurance representative Andre Cheney from Neil Garing did a presentation to all staff who will be under this coverage to explain the 2018 benefits, cost and answer questions regarding individual coverage
- **Staff Meetings**- Staff meetings are taking place weekly on Friday mornings. A Front Desk team meeting was held on Saturday, January 13th for Sterling and Kendra to connect with all front desk personnel as well as to review all updated procedures and policies, the ranch house closure, and goals moving forward into the new year.
- **Trainings**- Juice Bar attendants will be attending a Garfield County Health and Human Services training for food and drink preparation.

Member Services

Communication :

- The hours of the Ranch House are now displayed at the top of the landing page of the website. These will be updated when there is a change in the seasonal hours as well as during all holiday adjustments and closures to make this information easily accessible to owners.
- The weekly newsletter is now published and circulated on Friday afternoon
- Biz Buzz is being published and circulated on Monday
- Sterling and Kendra will be sending out a notice to the Community for once a month coffee and happy hour get together for an opportunity to come meet with them.
- Monthly communications and updates will be going out alternately from Sterling and Kendra to the community
- A Newsletter submission form has been created and is due on by the Tuesday prior to the desired publish date.

Programming

- **Fitness Survey** -Cheyene sent a fitness Survey out to the RVR community to asses needs for different classes, changes to the schedule and programming. As of the time of this meeting she had received 51 responses.
- **Events** which have been schedule to date -for 2018 are as follows
 - April 1st – Easter
 - May 26th – Memorial Day Holiday
 - Movie Night – June 16th
 - Jubilee – July 4th
 - Community Gathering -July 25th
 - Dive in Movie -August 18th
 - Halloween – Wednesday October 31st -Trunk or Treat
 - Kids Thanksgiving Gathering -November 17th
 - Kids Holiday Party- December 8th
 - RVR Holiday Party- December 15th

There were some comments and questions from Board members regarding the June 16th movie night as far as timing with when it will be dark out. There was also discussion around the two holiday parties for kids and adults and clarification needed on what is intended for each party. Scott Darling asked Board Members to take their questions to Sterling, Kendra and Cheyene and work through these with them personally.

Facilities

Ranch House Upgrades and Repairs- 2018

- New Carpet in admin. offices, conference room, upper hallway
- Paint in admin. offices, conference room, upper hallway, locker room corners and back stairs.
- Maintenance staff will paint basement.
- Maintenance staff will repair plastic sheeting above T-Grid ceiling of upper level.
- Repair of heating and cooling duct work.
- Move of DRC records to lower level office with locked door
- Move of Maintenance work station – computer and phone southwest corner of basement.
- Drain and clean both spas and lap pool.
- Staff will apply Olde English Wood Finish Restorer to all stained wood trim and lockers.
- Staff will apply RESERVED stickers to all rented lockers. Daily lockers will remain unlocked for use by all members.
- Lap pool cover will be repaired in Glenwood.
- Sump pump will be drained and cleaned out with new cover installed.
- Ice Maker to be repaired to stop leaks.
- New electrical service installed in Exercise Studio for ceiling fans and dimmable lights.
- Install new Barre on South Wall.
- Install new Sound Bar in Exercise Studio.
- Install new rail in hallway to store balls.

- Move all soft equipment to closet in Ex studio.
- Place all hard equipment on rolling dollies.

Other

Licensing

Kendra Ford will be participating in the 24 credit hour- M-100 CAM Licensing Course in February

Mail Room

- There are approx. 640 mailboxes and approx. 30 parcel boxes. There are enough boxes for everyone who has an address. The boxes are now being audited by RVR staff to see how many owners have more than one assigned to them, and also which are assigned to renters and ADU's. The guidelines and plans for the mail box assignments are not laid out for ADU's. Sterling explained the mail has some struggle with delivering the parcels that are now supposed to be delivering on weekends because of Amazon. The local post office is short on staff for regular 40- hour week let alone the additional stresses of the weekend delivery of parcels.

Insurance

Insurance from Progressive is being reviewed by Neil-Garing for necessity.

Old Business

- **Woodbridge Status**-Scott Darling noted there is no change in status and this was addressed during the public comments.
- **Reallocation of Settlement Funds**

The following **Draft Motion A** was moved and seconded by Directors Lani Kitching and Yvonne Perry. The motion passed unanimously.

Draft Motion A: Resolved that the RVRMA Executive Board hereby approves reallocation of \$2,073.23 from the Settlement Operating Budget to the 2017 Settlement Painting Reserve Fund

- **Reallocation of Old Town Funds**

The following **Draft Motion B** was moved and seconded by Directors Lani Kitching and Yvonne Perry. The motion passed unanimously.

Draft Motion B: Resolved that the RVRMA Executive Board hereby approves reallocation of \$1,121.35 in excess funds from the 2017 Old Town Operating Budget to the Old Town Painting Reserve Fund.

- **Reallocation of RVR Master Association Funds**

The following **Draft Motion C** was moved and seconded by Directors Lani Kitching and Yvonne Perry. The motion passed unanimously.

Draft Motion C: Resolved that the RVRMA Executive Board hereby approves reallocation of \$86,313.74 in excess funds from the 2017 RVR Master Association Operating Budget to the RVR Master Association Reserve Fund.

New Business

- **Braeburn -Boundary Property:** The Braeburn property is in the process of being sold to a new developer. The current owners do owe past dues. Scott Darling, Ron Rouse and Sterling Page are meeting with the seller and the bank this week to be part of a conversation of how the past dues need to be resolved as part of this sale.
- **DRC Fee Increase** – This was moved to the agenda for the next Board Meeting of February 28th.

- **The 11th Amendment to the Design Guidelines** (attached)

DRC would like requirements to be in place which will provide professional renderings of grading and site development. A landscape professional would all the opportunity for the DRC to have drawings that are recognizable to everyone. From a legal standpoint this would give less exposure as well.

There was a great deal of discussion around the formatting and wording of the 11th Amendment and the Board requested it be re worked by the DRC for clarification and ease of understanding by those not involved in the industry. The final request was for a revision to the formatting and of the wording by the DRC to be presented the Board at the next meeting.

- **Revisions Board Meeting Schedule Adoption**

The attached revised Board Meeting schedule was discovered to have some errors with the dates. The Board agreed to a revised schedule as it accurately reflected the meetings to the 4th Wednesday of the month through the October 24th meeting date. The November and December meetings will be decided on at a later date.

- **Change to Annual Meeting Date**

A change to the Annual Meeting date was not formalized. There are requirements to be clarified about budget review as well as other meeting dates which need to be taken into consideration before this will be voted on.

Executive Session

The Board entered Executive Session at 7 p.m. The Board returned from Executive Session at 7:50 p.m.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 7:50 pm.