

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, December 18, 2019, 5:30 pm
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, December 18, 2019, at 444 River Valley Ranch Drive, Carbondale, Colorado, CO 81623, with the following people present:

Executive Board of Directors

Yvonne Perry, President
Gary Lesser, Vice President
Todd Richmond, Treasurer
Ben Johnston, Secretary
Gary Harada, Director-at-Large
Cathy Cooney, Director-at-Large
RJ Spurrier, Director-at-Large

Management Representatives

Sterling Page, General Manager
Kendra Ford, Community Services Manager
James Maguire, Accountant

Homeowner Attendees

Krys Greenwood
Diane Doolittle
Larry Bogatz
David Thickman
Andrew Karow
Patricia Rangel
Robbin Sorenson
Peggy Beeler and Tom Bracewell
Susan Alberty and Mark Alberty

Call to Order

RVR Executive Board President Yvonne Perry called the meeting to order at 5:45 pm. A quorum was established.

Approval of Minutes and Consent Agenda

MOTION: *President Yvonne Perry and Director Gary Harada moved and seconded to approve the agenda and the adoption of the Board Meeting minutes November 20, 2019. The Motion passed unanimously.*

Public Comment

There were questions about when the new garbage system will be going into place.

The contract with the Town of Carbondale will start April 1. There will be messaging in the newsletter about all this right after the first of the year. The Town will be bringing the sample containers to the

Ranch House. If a container size is not selected by an owner, the Town will default to the medium size. It was also clarified that the HOA dues will decrease by the cost of the trash as of April 1 as well.

Announcements

Notable Dates and Times for Ranch House Hours

December 24: 1 pm Closure

December 25: Closed

December 31: 6 am to 6 pm

January 1: 8 am to 8 pm

Events

January 10: Moonlight X Country Ski Evening in partnership with Homestead/Golf Course

January 15: Wine Tasting

January 30: Financial Planning

Kids Art Display

February (TBD): Bingo

Ranch House: Operational and Finance Reports

RANCH HOUSE REPORT: Kendra Ford

As we look forward to 2020, the RVR Staff is taking time with each other to set goals in each of the department areas: Member Services, Fitness and Events.

We are looking at sending out a fitness survey after the first of the year to better understand how we can best accommodate a significant segment of the community with our fitness offerings.

Jules is already looking at the 2020 calendar and working on planning new events and activities as well as the traditional ones that the community looks forward to all year. This will be the start of Jules' third year of organizing events for the RVR Community and she really listens to the requests that come in and the feedback she receives. We are now using Eventbrite for an RSVP system, so owners do not have to call into the front desk or email staff to RSVP. The holiday party was the first event we implemented this with and did learn a bit more about the process and the types of RSVP's, confirmations and ticket purchases we can use depending on what the event requires.

The budget packets were completed and ready for pick up a few days ahead of schedule. Approximately 100 owners picked theirs up at the Ranch House; the remaining 400 (approximately) had to be mailed. We are thinking of some small incentive to offer next year to get more owners to stop by and get theirs in person. As we looked down the list of those that had to be mailed there were names of quite a few people who had been in the Ranch House many times that week and just did not pick up their budget packets.

We have very specific holiday hours around Christmas and New Year's. We based the adjusted hours on experience of Ranch House usage at those times in previous years and the desire for our staff to have time with friends and family during the holidays.

Communications

It has taken some time to get the Member Directory live on the new website. The delay is due to technical difficulties behind the scenes. It is now live; however, the login access process is quite different than with the old website. An email blast will be going out to the community with the step-by-step instructions on how to login to this secure part of the website. The reason for the different login steps is so owners do not need to go through Jessica every time they want to reset or have forgotten their password. With our past system, Jessica manually confirmed owners as well as sent links for password reset. With the new system, the login can all be managed by the owner.

We have added searchable Governing Documents and Amendments and Design Review Guidelines and Amendments to the website. They are listed directly below the original formatted documents and are notated that "Ctrl F" is required to bring up the search option. We hope this makes it easier for everyone to access information in the documents specific to their situations and questions.

Design Review Committee Report for December 2019

There are currently 18 houses under construction, 4 in the permitting process and 6 new homes in review. We had one DRC meeting scheduled for December.

Since our last Board meeting the following have been in front of DRC:

Lot: J-09

Review Type: Preliminary

Lot Y-12

Review Type: Second Preliminary

Lot: Boundary 11

Review Type: Landscape Revision

Lot: A-34

Review Type: Solar Installation

Lot: A-01

Review Type: Solar Installation

Cathy Cooney expressed support of a Fitness survey and noted some classes are consistently packed and others have 2 or 3 people so it would be good to know why that is.

OPERATIONAL REPORT: Sterling Page

Governance

- Covenants, By-Laws, Resolutions and Policies.
 - The budget process was completed, and the ballots sent out to the community for ratification of the Board-approved 2020 budget. Ballot counts show an overwhelming approval of those votes cast.

Facilities

- Pools & Tennis
 - A replacement sand filter and pumps were ordered for the large spa. This is the last remaining filter to be changed out from the 2016 pool room remodel.

Grounds

- The playground equipment at Triangle Park has been removed by the RVR Maintenance staff. The existing foundations were dug up and those pieces that could be moved were disposed of and the larger pieces (we couldn't pick them up with the excavator) were re-buried at a six foot depth. Design layout of the new playground is in process. The playground is surrounded by six-foot construction fence to keep people from using the remaining swings until the rebuild of the new equipment can be completed in the spring. Many thanks to RJ Spurrier and Leslie Marcus.

Irrigation

- The cla-valve vault near the 3rd hole and 4th tee box was dug up and rebuilt.
- The last extension of the two-inch irrigation water supply was completed at the Boundary. It crosses a newly created easement at the back of lot 10 and serves lot 11.
- We had to take our 375 CFM air compressor to the Sullair factory-authorized shop in Grand Junction for diagnosis and repair. The repairs are estimated at \$3,000.

Operations

- Old Town
 - One snow event on December 19.
- The Settlement,
 - One snow event on December 19. For both North- and South-facing driveways.

- The 24, Boundary and Crystal Bluffs have nothing to report.

FINANCE REPORT: James Maguire

1. For the month of November, actual income exceeded budgeted income by \$1,975 which is less than 1% variance. As for year-to-date, we are within only a 1% variance of budgeted vs actual income. We budgeted \$2.27M and received \$2.31M.

Total expenses (COGS + expenses) came in \$27K under budget for November and \$156K under budget for year-to-date. The main variances continue to be in Wages (\$49K), Golf Legal Expenses (\$38K), Tree Maintenance (\$11K) and Other Admin Expense (\$38K).

One factor contributing to the Wage difference is replacing an employee cleaner with an outsourced contractor cleaner. Hence why Cleaning Labor is \$33K over budget.

2. Regarding Accounts Receivable, we have one homeowner hasn't paid dues for three months and has stated that they do not intend to since their house is up for sale. Late fees and interest have been applied. According to the RVRMA collection policy adopted in April 2013, any accounts over 90 days past due shall be turned over to our attorney for collection and to file a lien. They have crossed that line and we are now turning the account over for collection to our attorney.
3. In November, we used reserve funds for work on the 113/114 clay-valves and final payment for the seal coating of the alley in Old Town. More detail can be found on page 3 of the financial reports.
4. We have engaged Porter & Lasiewicz to perform a full audit on the 2019 financial records. The audit will take place in February, although I have begun some preliminary work with them. I believe this will be the first full audit of RVRMA. The total cost will be \$8,150 which also includes filing of our 2019 tax return.
5. Trash service will transition to the Town of Carbondale on April 1, 2020. I have been in touch with Sherrie Hall at the Town regarding a plan to roll out the transition. They will have informational flyers for us right after the new year. They are suggesting putting three cans at RVR so homeowners can see the sizes to help them decide which level of service they should choose.
6. Yvonne, Sterling and I recently had a meeting with Edward Jones regarding investing more reserve funds. We will be moving reserve funds into interest bearing accounts and CDs while making sure all funds are FDIC insured and enough cash will be available for future capital expenditures.

VII. Committee Reports

- **Landscape Committee**

Nothing to report

- **Golf Committee**

Along with the Board, met on December 4, to review scenarios related to the Billy Casper Golf report and the DHM open space report. Looked at various potential cost structures related to owning the golf property and operating it as either a golf course, or as open space. Will have further conversation on this and continue to explore various scenarios that may unfold in coming years, depending upon what happens with the golf course.

Later at same meeting, RVR Golf operator Red Cunningham reviewed his initial season operating the golf course and restaurant. (He was not present for above discussion of scenario planning)

There was discussion among the Board members about highlights from the meeting with Red which is they generated more revenue than the Casper Report estimated and they had in excess of 17,000 rounds of golf which is approximately 3,000 more than in past years.

- **Governing Documents Committee**

Met three times in December. Completed review of Covenants. Discussed possible concerns/issues with various parts of covenants. Divided these concerns/issues into “Housekeeping” and “Substantive.” Housekeeping involves cleaning up inconsistencies in language (Development Review Committee or Design Review Committee) and updating document in areas that are no longer applicable (the Declarant, referenced many times, is no longer a relevant part of the Covenants). If the issue is not Housekeeping, it is Substantive. We grouped all Substantive issues by categories, like “Parking/Vehicles,” “Leases,” “DRC,” etc. The committee’s current task is to cull the major issues in each category, in preparation for an eventual community survey. For example, in Parking/Vehicles, we may want to understanding community preferences for How Long, How Many, Where Parked, what are (and are not) “Permitted Vehicles,” etc. The committee will go through a similar exercise in all the “issue groups,” with an eye toward identifying common themes that might provide insight into developing the community survey.

- **Playground Committee**

Triangle Park

The RVR grounds crew has completed demolition of the current equipment, and Sterling is working with our vendor on specifics for new equipment installation. Weather will dictate next steps, with the goal of having a new playground at Triangle Park by April.

Orchard Park

The committee initiated the first step in planning for Orchard Park with a community survey. This survey will close Monday, December 23. To date, 177 community members have shared feedback.

In general, responses show a fondness for Orchard Park, and a strong interest in updating the old play equipment and improving the play experience for children. Many note concerns about splinters and safety issues with the current equipment.

Aside from an improved playground experience, priorities for Orchard Park seem to be maintaining open areas, creating an aesthetically pleasing space and adding benches, shade and landscaping.

There seems to be interest for a covered picnic shelter by those who use the park. Those that either rarely or never use the park tend to not support a covered picnic area.

A small number of respondents expressed concern about their dues. Not surprisingly, these community members indicated that they'd prefer dues not go toward maintaining a Town park.

We anticipate holding a formal committee meeting at the Ranch House to review survey results and discuss next steps.

The committee plans to send an email to the community with a summary of survey results.

Cathy Cooney suggested there be some education at the July Annual meeting around the relationship between the Town of Carbondale and RVR as it relates to the parks and who is responsible for what. She feels most owners do not realize the parks are something that RVR is financially responsible for maintaining.

IT Committee

Nothing to Report

VIII. Old Business

There was not old business presented.

IX. New Business

- **Website Icons for Snow Removal and Mail Delivery**

Gary Lesser expressed that from a communication standpoint, it is inefficient to have something on our website for over 550 owners that only affects a very small number of people. Also, if you are going to tell people their driveway is plowed, or the mail is in there are more effective and timely ways to do this than on a website. Gary suggested moving to a “push” notification system.

There was discussion around what would be the preferred method of communication for both indicators/updates. Kendra explained, all the steps that are taken to let owners know the mail has been delivered. The website is updated, a flag is put out by the street and a sign goes up.

David Thickman expressed he likes the flag because you know when you drive by whether it makes sense to turn in and get the mail.

Todd Richmond indicated he did not think this is something that needs to be solved by the Board and if a new system goes into place, we just have to make sure it works.

- **RVR App for Phones**

Yvonne Perry suggested there be an RVR app which would make it easier to access the website and all the necessary information on it. There was discussion about what an app would provide, and it was requested of management to find out the cost and benefits off and app and then have the conversation.

Adjourn

The meeting was adjourned at 6:22 pm.