

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, April 16, 2020, 5:30 p.m.
Zoom Video Call

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, April 16, 2020 via Zoom Video Conference Platform, with the following people present:

Executive Board of Directors

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

Management Representative

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

Homeowner Attendees

Steve Laverty
Michelle Hagemann
Kevin Kreuz

Call to Order

RVR Executive Board President Yvonne Perry called the meeting to order at 5:30 p.m. A quorum was established.

Introduction

Board President Yvonne Perry addressed the Board and Homeowners on the Zoom video call.

Good evening. Before we begin the business portion of tonight's meeting, I would just like to say a few words about RVR, in our "new normal."

First, thank you for participating in our first-ever virtual Board meeting. It is important we find ways to stay connected, even though we are physically apart. Thank you for all you are doing to limit physical contact, to slow the spread of this awful virus.

Thank you to the RVR community for being responsible and responsive. And a big shout out to our staff. They are continuing the never-ending work of keeping the community running – even though the Ranch House remains closed, as it has been since March 16.

We closed, in part, because of the state's "Stay at Home" order. This week, our Governor announced plans to shift from "Stay at Home" to being "Safer at Home." The change takes effect this Sunday, April 26. It is a loosening of restrictions that emphasizes "strong recommendations" rather than absolute requirements.

The Board is still processing what this means for RVR, and how it will affect our operations.

Which brings up the question on everyone's mind: when will the Ranch House re-open?

We simply do not know. Not yet.

But here is what we can tell you.

We will continue to take our cues from the State of Colorado, Garfield County, and the Town of Carbondale. All have directives and guidance that told us when it was time to close ... and will tell us when – **and how** – it is time to re-open.

For example, when the Town of Carbondale opens its Recreation Center, it will probably be time for us to re-open our fitness center – with similar restrictions as they have for physical distancing and safety. When they open their pool, it will likely be time for us to open ours. Again, with similar restrictions as whatever they put in place.

And, when businesses are given the green light to re-open, that will be the time we are likely to do the same at the Ranch House. With restrictions, of course – to keep employees and homeowners safe.

A return to “business-as-usual” at the Ranch House is a long way off. We are currently evaluating what our summer season might look like. Will we have events this summer? What would they be like, given social distancing guidelines? When the Ranch House does re-open, and we re-activate our upstairs fitness programming, how do we keep everyone safe?

Right now, there are more questions than answers.

What I can commit to you, is that we will continue to communicate with you on a regular and timely basis, to make sure everyone in our community has the information they need to move forward safely.

With that, let us get this meeting started.

Approval of Meeting Minutes and Consent Agenda

Cathy Cooney and Ben Johnston moved and seconded the adoption of the Board Meeting minutes of February 20, 2019 and acknowledgement and approval of cancellation of March 18, 2020 Board Meeting due to Covid-19 closure of the Ranch House. The motion passed unanimously.

Public Comment

Homeowner Richard Sills addressed the Board. He thanked the Board for committing at the February Board meeting that they will always be inclusive and allow all residents, both full time and part time, to participate in RVR committees going forward. He stated he had a follow-up question relating to the comments on this subject made by two Board members at the February meeting. Richard wanted reassurance that the Board will not discriminate against part-time residents in selecting future committee members. Richard said he would like a proportional representation of part-time owners and full-time owners.

Yvonne reiterated that the Board is always willing to include on committees’ homeowners who are not full-time residents, but we cannot guarantee we will have 30 percent representation on each committee.

Ben Johnston commented that in selecting committee members, one consideration is to have the most effective participation possible, which sometimes may take place in the form of face-to-face meetings.

RJ Spurrier noted he was one of the Board members who commented on this issue at the February meeting. RJ said with his experience on the Playground Committee he knows there are certain times when it would be hard for someone to participate remotely and be an effective participant. RJ said there was a need to be on site and meet with vendors and interact with community members. He said remote participation is possible, but that it should be limited to specific tasks that can be handled remotely.

Cathy Cooney expressed concern with the Board being obligated to include a certain percentage of part-time owners on committees. She said such a quota system would not result in optimal committee selection.

Announcements

- April 27: RVR Governing Documents Meeting
- May 15: Deer Fencing
- May 20: RVRMA Executive Board Meeting

Management Reports

RANCH HOUSE REPORT: Kendra Ford

Despite the physical closure of the Ranch House in March, our staff continues to work for our community in many ways behind the scenes. We are hosting weekly staff video conference meetings so we can maintain our team and continue to think of ways to keep the RVR Community connected and engaged in new ways during this unusual time. We are also looking at how we hope to best support our members when we can welcome them back to the social center of the Ranch House.

We are encouraging our owners to share their stories of kindness and compassion during this time of uncertainty that they have either witnessed or have experienced directly. It would be so lovely to have an accounting of random acts of kindness happening in our beautiful community because we know they are happening!

There is an RVR Rainbow Project going on where we are encouraging everyone to do some version of a rainbow in their window or somewhere on their house to show a solidarity in our Community of hope and kindness during this time of crisis.

Fitness

We are thrilled that many of our regular fitness instructors have moved to offering virtual classes through Zoom or other similar on-line platforms. All the virtual fitness offerings are listed on our Fitness Calendar on the RVR website with the links needed to access each of them. This is an excellent way to still participate in your favorite classes and keep fit during this time at home!

Prior to the Ranch House closure we had sent out a fitness survey and we plan to send that around again with a new perspective of ours and yours and once we have a better idea of what the fitness programming could look like for the Ranch House in the coming months.

Communications

We have always had a variety of ways to communicate with our owners both electronically (newsletter, email blast and website) and physically whether it is signs around the Ranch House and mailroom or in the in-person reminders and announcements you receive from our staff when you visit the Ranch House. During this time of isolation, it is essential to know the website is constantly being updated with announcements, calendar items and reminders and an excellent reference for day-to-day questions and contact information. The Friday newsletter is our primary means for keeping our owners informed on everything in our Community and essential information related to our local and surrounding towns.

We listened to our owners' feedback and request and have worked with Footsteps Marketing to adjust the search options for the Member Directory accessed through the website. You can now search by last name, street name or spouse.

DRC

We currently have 17 homes under construction (13 of them ongoing for some time and 4 which have recently broken ground). There are 6 homes pending permits, and 5 current new applications. New home projects seem to be scheduled at each DRC meeting and a few of the recently approved homes will be breaking ground in the next few months.

The DRC activity since the last BOD meeting:

Lot: Z-27

Review Type: 2nd Preliminary

Lot: Y-12

Review Type: Final

Lot: D-09

Review Type: Final

Lot: EE-12

Review: Final

Lot: Boundary #3

Review: 1st and 2nd Preliminary

Lot: Y-1

Review: 1st Preliminary

Lot: Z-12

Review: 1st Preliminary

Lot: D-12

Review: Final

Lot: GG-1

Review: Landscape Revisions

OPERATIONS REPORT: Sterling Page

Governance

- It was decided to continue our contract service with our current software company, CSI, for another year. There are too many unknowns currently to make a good decision regarding changes in the club function software.
- Carbondale Police were notified of what appeared to be an abandoned vehicle on Holland Thompson Drive. The vehicle was tagged by PD and the owner remedied the problem.
- Due to National, State, County and Town mandates the Ranch House facilities were closed until cleared by them to open sometime in the future. We will complete a full plan to address our operation of facilities before we re-open to community members and guests.
- A conditional water right on the Low Line ditch was abandoned by the Town of Carbondale, RVR Golf and the RVR HOA with the advice of legal counsel from all participants.

Facilities

- Our maintenance and front desk staff were all given a paid week off. Governor Polis' office listed several job types as essential and the maintenance service staff were included as part of these groups and allowed to continue work.
- Front desk staff were given administrative assignments to do from home and were compensated for the shifts they regularly work.
- The building itself has been cleaned from the floor to the top of the trusses.
 - All wood surfaces have been cleaned with Old English.
 - Both locker rooms have been sanitized from the floor to top of lockers.
 - The grout in the showers and steam room have been re-done.
 - The floors in the Yoga room were cleaned to remove scuffs.
 - All fitness equipment has been cleaned and sanitized.
 - All equipment in the weight room was moved and the carpets cleaned.
 - All weights and treadmills have been cleaned and sanitized.
 - The hardwood floors have been cleaned and polished.
- Our commercial dryer has been venting into the attic for 20 years. The attic was cleaned by maintenance staff and Pacific Sheet Metal extended the vent to the exterior of the building. This now meets code and remedies a fire hazard in the attic.
- The hard surface tennis courts were open for a few days and then closed and locked by the Town Parks and Recreation Department.
- Power washing and re-staining of the exterior of the Ranch House is under contract with Mid-Valley Painting. This company has done the painting and staining in the Old Town and Settlement neighborhoods for the last three years.

Grounds

- The first row of parking next to the Ranch House has been re-stripped to be angled parking. We will lose one parking space, but this should ease the challenge of wrong-way drivers in the parking lot. We have had too many bottlenecks and near misses; this should alleviate that problem
- Our seasonal maintenance crews have removed the timber parking barrier into Triangle Park and replaced it with boulders. This is a capital expense project that came in under budget.

- The same crew has been busy installing the new playground equipment in triangle park and should be completed in the first week of May.
- Soil aeration of all common areas and yards maintained by RVR is in process. This will be done again in the fall to help reduce runoff of irrigation in the summer and capture moisture throughout the fall and winter seasons.
- We have had to double the amount of doggie pot pickups as the homeowners seem to be walking their dogs more often.

Irrigation

- Happy to announce the hiring of Travis Green as our new Irrigation and Grounds Supervisor. Travis has many years of experience and is very familiar with irrigation, turf, trees, and horticulture here in the Roaring Fork Valley.
- Crews are busy repairing a list of items that were discovered broken during blow out last fall.
- The raw water start-up began April 13. Rich Myers is here to oversee this process until May 22. He will continue to support our crews every other week throughout the summer until blowout in October.
- Door hangers will be placed on each residence to let them know that the water is on to their home.
- We anticipate a water Q & A day on when the water is all up to pressure for the Old Town neighborhood. This will allow homeowners / tenants to get to know the system in their yard, both theirs and ours. We will be replacing components on our system with RVR-labelled sprinklers to help them identify the different systems.

Operations

- Old Town: No report
- The Settlement: No report
- The 24, Boundary and Crystal Bluffs: No report.

FINANCE REPORT: James Maguire

1. Considering the unprecedented situation with the closure of the Ranch House, the financial position of RVRMA has so far weathered the storm, at least through March. Though our income is \$18K below budget for the year to date, we are also \$22K below budget in expenses. Our year-to-date net income vs budget is within \$4,000.

In March, we budgeted \$203K of income and received \$191K, a difference of \$12K. We budgeted \$162K of expenses and spent \$145K, a difference of \$17K. I have included several charts in the financial reports to help summarize the numbers and provide an easy visualization.

The areas with the largest loss of income include tennis memberships (\$5K), DRC fees (\$4K), and guest passes (\$2K). The loss of tennis income will likely become more dramatic in April, as we budgeted \$34K for the month. There will be some reduction in tennis expenses to help offset that number though. As the future of the Ranch House comes into focus over the next couple weeks, I will put together financial projections that take into consideration the loss of income and expenses.

2. Last week, we applied for the SBA Paycheck Protection Program (PPP) loan to help cover any loss of income. If the funds are received, they will go specifically to cover payroll costs. The loan is forgivable if at least 75% of the funds cover payroll and we maintain our employees on payroll over the next 8 weeks. However, it is uncertain that HOA's can qualify for the loan. We will keep you updated.

3. We spent \$5K of reserve funds in March. Approximately \$4K was spent on the tree project at Perry Ridge and Bowles Gulch. Another \$1K was spent on the shop replacement project.
4. Regarding dues collection, we have a one new homeowner who is over 60 days past due. After several attempts to the contact them, I have not received any return communication. I will keep following up and turn to our collection policy and legal counsel if necessary.

We only had about 3 homeowners contact us to request info on assistance due to the state of the economy and/or loss of employment. Only one of those homeowners has not paid dues. However, they are selling their house and RVR will collect everything through the title company at closing

5. The audit is complete. We are still waiting on the results which will include three reports: an audit report, management letter (internal controls) and board governance letter (discusses broad issues regarding audit process). Our auditor will also be completing our 2019 tax return. We hope to see everything finalized by the end of April, but with the lockdown it may take longer.

Committee Reports

Playground Committee

Over the last four months, we have collected a lot of helpful input from the HOA community to inform the playground replacement projects for the RVR Pool area and Orchard Park. Based on input from the HOA member survey, a meeting to get input from HOA member kids, and a community meeting to discuss the playgrounds, the committee has moved into the stage of collecting competitive bids from vendors for the play areas at the RVR Ranch House pool and for Orchard Park that fits with member input. In the meantime, the installation of the playground at Triangle Park is underway and should be completed soon.

The Playground Committee anticipates presenting the Board with vendor quotes and recommendations for both the RVR Pool play area and Orchard Park in the next week or two that are based on input from the HOA community and will fit within RVR's capital expenditure budget for the play areas. We will then proceed to get approval from the Town of Carbondale on the Orchard Park plan. Assuming all goes according to expectation, installation for both Orchard Park and the RVR Pool play equipment will occur as soon as late summer 2020.

Governing Documents Committee

Committee will meet (virtually) on Monday, April 27. At the meeting, we expect to complete our final review of the identified items from the Covenants that need discussion. Following that effort, a sub-set of the committee, no more than four members, will begin meeting to draft a report of recommendations to the Board. That report will be reviewed by the entire committee before it is submitted to the Board. Once the report is accepted by the Board, the committee will suspend its work.

Old Business

- **Trash Transition**

James stated he had talked to the Town and Mountain Waste today and all the recycling bins have been replaced. They have 160 medium size trash containers they are waiting for that are on back order; these

containers should be here the first week of May. They believe they can swap all of those out on trash day. As far as the billing, the Town of Carbondale will bill at the end of April and include the trash in your monthly water bill. They will bill in areas.

New Business

- **Capital Budget**

Yvonne explained they worked with Todd and Sterling in the past weeks to finalize Capital spending for 2020 which will be approximately \$500,000. Here is a summary of that spending:

- \$144,000: playground equipment for three parks: Triangle, Orchard and Ranch House pool
- \$137,000: two used trucks, new gator, mower, forklift, and carts
- \$76,000: Building painting and maintenance
- \$54,000: Irrigation and new trees
- \$33,000: Pool covers and pump house
- \$28,000: Ranch House condenser
- \$20,000: Triangle Park amenities: guardrail, baseball field, and site
- \$9,000: New phone system

Sterling will provide a monthly update as to what has been completed and include bids for equipment and vendors for over \$10,000.

Motion: Gary Harada and Todd Richmond moved and seconded the approval of the total cost of Capital Expenditures for 2020 anticipated to be the sum of \$504,000.

- **SBA Payroll Protection Loan**

Yvonne noted that as part of the CARES Act, Congress authorized the Paycheck Protection Program (PPP). This is designed to help small businesses with resources to maintain payroll and cover applicable overhead. If the funds are used in accordance with the SBA rules, the PPP loan may be forgiven. RVRMA qualified for and obtained such a loan in the amount of \$155,800 -- subject to ratification by the Board.

Yvonne requested a Board motion to approve and ratify the association's PPP loan, and for such approval to be memorialized in a resolution by the Association's attorney.

Motion: Gary Harada and Ben Johnston moved and seconded the ratification of the Association's PPP loan.

- **COVID Signs at Construction Sites**

Ben Johnston shared with the Board that he had been stopped by a Homeowner who was concerned about the meaning of the COVID signs at a few construction sites that say "Covid Quarantine Zone." The concerned homeowner requested he raise it at the Board meeting to find out what the meaning is of the signs. Sterling and Kendra will investigate this with the contractor and report back.

Adjourn

The meeting was adjourned at 6:10 p.m.