



RIVER VALLEY RANCH

RVRMA EXECUTIVE BOARD MONTHLY MEETING

Wednesday, June 24, 2020, 5:30 p.m.
Outside at Ranch House

Executive Board of Directors

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

Management Attendees

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

Homeowner Attendees

Laura Hansen
Wolf Gensch
Nina Factor
Doug Factor
Chris Klingenheber
Betsy Gatehouse

I. Call to Order- Establish Quorum

II. Approval of the Consent Agenda and Minutes

***MOTION:** Directors Cathy Cooney and RJ Spurrier moved and seconded to approve the agenda and the adoption of the Board Meeting minutes of May 20, 2020. The Motion passed unanimously.*

III. Public Comment

- There are concerns about boats that are regularly parked on the streets of Old Town for extended periods of time. It was noted the Town of Carbondale limitation is 72 hours. The Board requested a warning go out to the owners of the boats when this extensive on-street parking occurs.
- It was suggested the Old Town Advisory Board meet more often than once a year in an attempt to create some more effective and timely resolutions to outstanding issues.
- Sterling stated in the fall the irrigation crew will be going door to door in Old Town to do analysis of each property's irrigation system.

IV. Management Reports (see attached)

- **Ranch House Report-Kendra Ford**



RIVER VALLEY RANCH

There was some discussion around keeping the slide open later during the evening shift to provide that amenity for those who can only do the evening pool reservation. Ultimately it was decided to keep that the “quieter” pool time as it is typically desired for that time of the evening.

- **Operational Report- Sterling Page**

Sterling noted the reserve study budgeted \$150,000 every 5 years to update the Rainbird System which would address 25% of the controllers over a 20-year period. However, a system like this cannot be updated this way. He and Travis met with Rainbird and Grand Junction Pipe and although it is an expensive one-year lump sum of \$450,000 to get the system updated properly this is the only way to keep it running efficiently.

- **Finance Report- James Maguire**

James noted the SBA loan has been extended to October and the rules on the forgiveness guidelines have been loosened.

V. Committee Reports

- **Governing Documents Committee**

A sub-committee of the Governing Documents Committee has met four times since mid-May. The sub-committee is now finalizing a draft of the report that summarizes the Committee’s work over the past eight months, including recommendations to the Board. When the sub-committee’s work is complete, the full Governing Documents Committee will review the draft report, provide input, and finalize it. The report will then be presented to the Board at an upcoming monthly meeting. Once the Board accepts the report, the Committee will suspend its work.

VI. Old Business

- **Landscaping of empty lots**

At the June Board meeting there was a lengthy discussion around the landscaping/improvement of empty lots. The Board requested the DRC give them some recommendations on what types of improvements should be allowed on empty lots if a variance approval was granted. The DRC came back to the Board with the need for them to have to establish guidelines regarding the level of usage



RIVER VALLEY RANCH

that the Board would be comfortable with and then the DRC would have to work on creating guidelines around improvements of empty lots. It was suggested the Board write up a memo about what improvements they would like to and would be willing to see on empty lots around RVR.

- Results from the Call for Candidates

There are four candidates running for the open board seats.
Two are incumbents: Todd Richmond and Ben Johnston
Two are new candidates: Laura Hanssen and John Lund

This is the first time in many years there has been a need for a vote to be put out to the community. There will be a stand-alone email with bios and pictures of the candidates so people can start to learn about them.

VII. New Business

- Pond Use/Signs

There are a variety of ponds throughout the RVR community and golf course area. The significant safety issue with the ponds on the golf course is they have liners that make them slippery and difficult to climb out from. The liners also have areas that are extremely sharp and could injure someone. There is a pond behind Old Town that is a sediment pond and will significantly damage the irrigation system by clogging the lines and the filters if it is stirred up by activity. The community has been very resistant to being told they cannot use the ponds for recreational purposes. There was discussion around posting signage to alert everyone to stay out of the ponds and ultimately it was decided signs are ineffective and will not be regarded.

RJ Spurrier wanted to go on the record that he wanted to advocate for safety and asked the Town of Carbondale about signage. They said their data shows that signs do not deter people. The Board suggested another article is published in the newsletter explaining the reasons why pond use is not allowed.

- Pool: reservation policy, guests' policy and no shows



RIVER VALLEY RANCH

MOTION: *President Yvonne Perry and Secretary Ben Johnston moved and seconded to approve a guest policy that allows owners to bring two guests to the first reservation block for the recreational pool Monday through Friday and no guests on weekends.*

There are always owners who make reservations, then do not cancel and do not show up, causing others on the wait list to miss the opportunity to use the pool. The Board requested the front desk send an email to the owners who do not show at their reserved time to remind them that as a courtesy to their neighbors they should cancel or call the front desk to let them know.

- Plans for July Annual Meeting

The Annual Meeting will be hosted in a webinar format on Zoom.

- Meet and Greet for Board candidates

In lieu of an in-person meet and greet event, the forum will be conducted via Zoom. Board Vice President, Gary Lesser, will moderate. A notice will go out in the newsletter and owners will be asked to RSVP at which time they will receive the invitation to the Zoom meeting.

VIII. Adjourn

IX. Executive Session Personnel Issues

Ranch House Report- June 2020

Significant changes have occurred at the Ranch House in the past month. We have now opened the tennis courts, the lap pool and the large recreation pool and toddler pool. We have filed a Covid 19 Social Distancing Plan with Garfield County Public Health for each activity that is now available to our owners. Any visit to the Ranch House requires a reservation and all of those are handled through our online reservation system which used to be used solely for booking the tennis courts. Jessica Hennessey has worked closely with our customer representative of the online booking system to create the parameters, various reservations requirements and login now needed for the lap pool and the larger outdoor pools. There are reservation “buttons” for each individual activity on the home page of the RVR website (rvrma.org). Each owner must check in and confirm their reservation with our front desk staff. The snack shack space has been converted to an outdoor front desk station and it is set up to do everything that was done at the inside front desk. All those coming to swim or play tennis enter through the side gate. The pool use requires that everyone bring their own towels as we are not offering towel service during this season. Owners can bring in their own food and alcohol and we have messaged about this primarily through the newsletter and have requested that no glass containers are brought into the pool and tennis area.

The large recreation pool area is available during three different reservation blocks each day. They are 10:00-1:00, 2:00-4:30, 5:30-8. 48 owners can be on the pool deck area during each reservation block and the reservation system is set to show how many spaces have been booked and how many are available for each time. We have found that during the week the 2:00-4:30 block consistently has a wait list and on weekends all of them do. In the most recent newsletter, we have asked owners to be courteous about how many days in a row they come at the same time and possibly open it up for others. We could limit the online reservations to every other day per household but are waiting to see if we get to a point where we feel we need to implement it. Also, outside guest are not allowed at this time in order to keep the available spaces for owners.

The pool area is closed for an hour in between each block for full sanitizing of all furniture around the pool deck and high touch areas. Our summer staff also sanitizes the high touch areas around the pool (handrails, door handles, bathroom areas) every hour on their rotations from the lifeguard chairs and the slide attendant station.

The slide is on and lifeguards on stand from 10:30 to 4:30 each day. The 5:30- 8pm pool reservation block does not have a slide or lifeguard, and this is indicated on the reservation calendar each day for that time.

The bathrooms and showers are available, but locker areas are closed off and not allowed to be used at this time. All bathroom amenities have been removed (shampoo, conditioner, soaps etc..) because each item that can be touched would be required to be cleaned immediately after so owners need to bring their own if they plan to do more than rinse off.

We continue to keep the gathering spaces of the Ranch House closed to the public.

The pool usage as of the time of this report (June 17th) is as follows:

- Lap Pool 256 bookings from June 3 to Jun 17.
- Rec Pool an average of 110 bookings per day from June 12 to June 17

Fitness

We continue to offer Tai Chi, Ageless Fitness, Yoga, Pilates, and Qi- Qong classes on Zoom.

We are getting a significant amount of request for swim lessons and anticipate we can start those for the month of July which is later than typical however, with the pool opening so quickly we are needing our current staff to stay focused on our scheduling needs and hope that in the next few weeks they will be in the position to offer swim lessons. Currently we have one seasoned swim lesson instructor and are hoping to find another so we can accommodate all the request coming in.

Gym opening- as we work through this, we are working with the goal that the community would like for it to be open and also trying to figure out the logistics of how do this with our gym size, the primary equipment used at the gym and the public health guidelines. We anticipate the need for additional staffing to have someone stationed at the gym who is charged with regular sanitizing of equipment after each use. We will continue to update the Board and the Community on this plan and have been grateful that most of our owners have been enjoying the amenities available to them now.

Events

Since the Mother's of our community were treated to a special gift, we decided it would only be fair to recognize the fathers as well. This Father's Day there was a special gift offered for pick up at the Ranch House. The sweet small packages designed and assembled by Jules King had gift card for a car wash at Sun Burst Car in Carbondale and a cocktail at the Homestead Bar and Grill

Some upcoming events which we will have more detail around in the next few weeks are the annual community garage sale, an RVR full moon bike ride and Drive in Movie.

Human Resources

Our staffing has increased by 10 in the past few weeks to accommodate our pool opening. This is a combination of lifeguards and pool/slide attendants. Seven of them are returning staff and a few have been with us for five years. We were thrilled we had that percentage of returns since our opening happened quickly and they were thankfully very familiar with our process, procedures, and owners. We are still in the hiring process as we need a few more staff for all the summer needs.

Becky Denning, our front desk supervisor, will be gone for the month of July, so we are looking to fill her shifts for that month.

We have employee health tracking in place and have a form provided by Garfield County Public Health which we fill out every day with each employee's temperature and various questions answered relating to possible Covid 19 symptoms.

DRC Updates

We currently have 18 homes under construction (4 of which will be completed and closeout within the month), 4 new approved homes waiting on building permits and 6 new home applications under review. Since the last Board meeting, we have had 4 predesign meetings for new homes we expect will be submitted to DRC for review in the next month. The estimate based on the DRC agendas and current timeline is there will be approximately 24 new homes under construction by early fall.

The DRC activity as it relates just to new construction since the last BOD meeting:

Lot: Z-5

Review: 1st and 2nd Preliminary

Lot: Z-12

Review: 2nd Preliminary

Lot: Z-6

Review: Final

Lot: Y-1

Review: Final

Lot: EE-8

Review: Initial Preliminary

Lot: V7

Review: Initial Preliminary

Lot: JJ-8

Review: Final Review



RIVER VALLEY RANCH

Monthly Report to the Board of Directors

June 24, 2020

Facilities

- Governor Polis' office amended the Public Health Order to allow occupancy of up to 50 people in groups not larger than 10 all subject to social distancing guidelines. This allowed us to open the Recreation, Lap and Wader pools. The state guide requires that the operator of the facility maintain cleanliness. We have our summer staff cleaning the pool furniture after every session with a CDC approved decontaminate (dilute bleach solution). We are also required to hourly clean the touchable surfaces of the bathrooms, toilets, sinks and showers. Also cleaned regularly are the tennis court sweep implements and benches.

Grounds

- Our summer crew has begun mowing the common native areas around the community. A fallen Cottonwood on the north end of Crystal Bridge Dr was removed and cleaned up. Tree trimming around the bases and de-limbing of dead branches is on-going. Replacement of dead trees will be coordinated with the Town Arborist. Application of organic weed control will begin in the common areas and managed communities next week. This material is essentially an overdose of an iron micronutrient or lemon oil extract. Although these are organic, we will post notification flags around the areas to be applied and post the materials in the RVR newsletter.

Irrigation

- We have encountered several major irrigation line failures around the community. Notably, the main line that crosses RVR Dr at Triangle Park. We were able to remove a failed 4" steel supply pipe that had rusted through. This was replaced with new PVC. Luckily, we did not have to cut the street. Many failures of main line valves, zone valves and isolation valves are a sign of things to come. The control boards for the common area irrigation are failing and will soon not be able to be repaired by RainBird. This line item replacement is in the Reserve Study Budget but is spread out every 5 years over the next 20 years. This will need to be addressed in total as the existing technology is not compatible with the newer equipment. We will gain many advantages as a result of this change over

Operations

- Old Town – Irrigation mapping is underway. Residents expressed dismay over our statement in the newsletter that the police would be called if we found persons in the irrigation ponds and that we were too rigid in our enforcement of policies considering the mandated Covid-19 lockdown.
- The Settlement- We will be removing abandoned irrigation meters as they begin leaking.
- The 24, Boundary and Crystal Bluffs have no report.

Financial Report

May 2020

Prepared by James Maguire

Financial Update

Despite May being the 3rd month of the Ranch House being closed, the overall financial situation has been fine. Total income was only under budget by \$2K in May, compared to \$30K in April.

Total expenses in May were under budget by \$30K.

For year to date, income is under budget by \$51K and expenses by \$90K.

The largest loss of income has been tennis at \$42K below budget. However, memberships and lessons have skyrocketed in June. We are also running \$10K under budget due to the loss of guest fees and locker rentals.

On the flip side, tennis expenses are running \$24K under budget, including commissions and repair and maintenance. Other expenses running below budget include payroll (\$38K) and pool R&M (\$8K). Cleaning labor and irrigation maintenance are running over budget by \$14K and \$11K respectively.

PPP Loan

On April 17, we received \$155,800 in SBA Payroll Protection Loan proceeds with the expectation that it would be forgiven after spending it on 8 weeks of payroll costs. New federal legislation recently pushed this to 24 weeks (October) along with some other changes, so there should be no issues with getting 100% of the loan forgiven. When it does, we will convert the balance from a loan to income. This should be more than enough to cover any economic losses due to the shutdown this year.

Reserve Funds

We spent approximately \$20K of reserve funds in May. We purchased a Toro mower, made final payment on trees at Perry Ridge & Bowles, and made additional purchases for the playgrounds at the Ranch House and Triangle park.

Dues (A/R)

Regarding dues, all homeowners are caught up except for some miscellaneous under-payments.

Audit / Taxes

The audit is complete. We are still waiting on the results which will include 3 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 June.