

RIVER VALLEY RANCH

RVRMA EXECUTIVE BOARD MONTHLY MEETING

**Wednesday, November 17, 2021, 5:30 p.m.
Ranch House Conference Room and Zoom Meetings**

Executive Board of Directors

Gary Lesser, President
John Lund, Vice President
Todd Richmond, Treasurer
Ben Johnston, Secretary
Laura Hanssen, Director
RJ Spurrier, Director
Michael Banbury, Director

Management Attendees

Carl Hostetter, Interim General Manager
Jessica Hennessey, Director of Design Review &
Admin. Services
Ali Royer, Director of Programming & Community
Engagement
James Maguire, Controller
Travis Green, Facilities & Grounds Superintendent

Homeowner Attendees

I. Call to Order- Establish Quorum

II. Approval of the Minutes

- Approval of meeting minutes of the Executive Board meeting held on October 27, 2021

III. Approval of the Consent Agenda

A. Management Update

- Interim General Manager Report – Carl Hostetter
- Programming & Community Engagement Report- Ali Royer
- DRC Report – Jessica Hennessy
- Finance -James Maguire
- Outside Services -Travis Green

B. Committee Reports

- Landscape
- Long-Range Planning

IV. Public Comment

- Comments in public comment are for agenda items only.



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V. Governance

- Approval of Old Town Advisory Committee Members.

VI. Old Business

- General Manager Search
- 2020 Reserve Study
- 2022 Budget Review & Approval

VII. New Business

- n/a

VIII. Adjourn

IX. Executive Session

Personnel

Contract Negotiations



RIVER VALLEY RANCH

RVRMA EXECUTIVE BOARD

Monthly Meeting

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Ranch House Conference Room & Zoom videoconference

Executive Board of Directors

Gary Lesser, President
John Lund, Vice President
Ben Johnston, Secretary
Todd Richmond, Treasurer
Laura Hanssen, Director
RJ Spurrier, Director
Michael Banbury, Director

Management Attendees

Carl Hostetter, Interim General Manager
Jessica Hennessey, Community Services
Director
Ali Royer, Director of Hospitality
James Maguire, Accountant
Travis Green, Landscape Superintendent

Homeowner Attendees

By Zoom videoconference:

Krys Greenwood
Stephen Chase
Gary Wesselink
Jim Ramsey
Lani Kitching
Sarah Murr
Susan Christman
Cathy Cooney
John and Kathy Schoenecker
Sarah-Jane Johnson
Susan Carrese

At the Ranch House:

Dick Sundeen
Wolf Gensch
Steve Laverty
Lisa Dancing Light

I. Call to Order- Establish Quorum

Board President Gary Lesser called the meeting to order at 5:31 p.m.

II. Approval of the Minutes

Approval of meeting minutes of the Executive Board meeting held on September 22, 2021.



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Motion: Ben Johnston and John Lund moved and seconded to approve the minutes of the Executive Board meeting held on September 22, 2021. The motion passed unanimously.

III. Consent Agenda

Approval of the Consent Agenda.

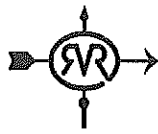
Motion: Todd Richmond and Michael Banbury moved and seconded to approve the Consent Agenda. The motion passed unanimously.

IV. Public Comment

- Steve Chase: RH Infectious Disease Policy
- Lani Kitching: RH Infectious Disease Policy
- Dick Sundeen: RVR speeding
- Steve Laverty: RVR speeding
- Lisa Dancing-Light: Weed mitigation
- Gwen Garcelon: Weed mitigation

Write-in comments, received by e-mail and read into the record at the meeting:

- **From Drew & Carol DePaul:**
“Carol and I wholeheartedly support a rigorous masking/vaccination policy for admittance to the Ranch House and participation in activities inside there. Covid infection rates in Garfield County and the whole of the Western Slope remain at unacceptable levels. Everyone at RVR must give their all to promote the common good and prevent the spread of Covid among our friends and neighbors. All of the HOA's policies should promote this worthy goal. It is reckless and unneighborly to think otherwise.”
- **From: Jim & Cathy Hewitt:**
“Prior to our departure from RVR at the end of September we thought the mask policy in place was right on. Those unvaccinated should wear a mask indoors, and masks were optional for those that were vaccinated.”
- **From: Bruce & Jane Warren:**
“Since we may not be able to be at the RVR board meeting this week, we want to express our support for a strong mask and vaccine policy to be adopted by the board. The board's responsibility is to act with the health and safety of our community in mind. Given the risks to everyone - from young to old - of Covid and its variants, there is no better way to protect us all than by requiring masks be worn by anyone unvaccinated who is in the ranch house or



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the adjoining common property. We also support a policy that all employees be required to be vaccinated, and that anyone who is not vaccinated, not be allowed to attend any of the fitness classes or be in the workout room. It's common sense: no one in our community should be free to infect others with a deadly virus.”

- **From: Don & Sandy Marlin:**

“We strongly support the proposed mask policy for the Ranch House. The existing policy of being on the "honor" system to wear a mask if you are unvaccinated doesn't always work. We have no problem showing our vaccine cards and having a note in our file that verifies that we have been vaccinated and do not need to wear a mask in the Ranch House. We see the new proposed policy as very similar to the existing policy, only with a validation step added. Hopefully this will encourage compliance and make it easier to enforce.

People are now used to showing their vaccine card, whether at restaurants, music events, theaters, and other indoor venues. Many of us have begun to travel again and know that it is required in many other counties, states and countries. We can't think of any reason not to support this proposed policy, and we applaud our RVR Board Members for recognizing the need and making this proposal.”

- **From Ray & Shauna Young:**

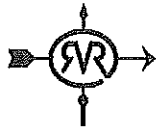
“We are writing to express our support for requiring RVR residents to either be vaccinated or wear a mask while in the RVR clubhouse. We are concerned about the safety of our neighbors and ourselves during the continuing Covid 19 pandemic. Vaccines are free, available, and significantly reduce the risk of contracting Covid 19 especially in the high risk “mature” demographic that we are now in. We would feel more comfortable and more likely to use the Ranch house knowing our neighbors were considerate enough of others to get vaccinated or wear a mask.”

V. Management Updates (reports attached)

- Interim General Manager Report: Carl Hostetter
- Hospitality Report: Ali Royer
- DRC Report: Kendra/Jessica
- Finance: James Maguire
- Outside Services: Travis Green

VI. Governance

- Old Town and Settlement Advisory Committee Charter Amendments



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- Board recommendation to reduce the committee membership from 5 to 7, to 3 to 5 homeowners

MOTION: Laura Hanssen and RJ Spurrier moved to amend Old Town and Settlement charters. The Board will appoint members to the advisory committees at the November meeting.

VII. Old Business

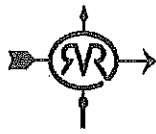
- Ranch House Infectious Disease Policy
 - John Lund spoke about the purpose of the policy. The goal is to protect and promote the health and safety and wellbeing of the River Valley Ranch Community. The policy applies to infectious diseases and other environmental hazards, including COVID 19 by implementing common sense precautions, available safety measures for times of increased infectious rates/outbreak. Mike Banbury discussed that the policy emphasizes voluntary disclosure from homeowners regarding their vaccination records not mandatory disclosure. It was noted that the General Manager has the authority to take steps to manage and enforce this policy. A suggestion was made that the General Manager have an advisory group on an as needed basis.

Motion: John Lund and Mike Banbury moved and seconded to approve the Ranch House Infectious Disease Policy. The motion passed unanimously.

- RVR History Trail
 - The Trail will be featured in the upcoming issue of Carbondale Tourism magazine, and in a brochure that will be displayed at local motels and B&Bs. The History Trail is now open for self-guided tours.

VIII. New Business

- Budget Review
 - Todd Richmond reported that the budget review is not quite ready for a presentation to the Board. He also noted the challenges are that costs are going up significantly. The Board is trying to be very thoughtful on how to balance services with cost. In some respects, it is the most challenging budget they have ever had.



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- 2022 Reserve Study
 - Todd Richmond summarized his initial thoughts on the reserve study and commented that overall, the reserve study is good. It wasn't quite as good as he was hoping, he had hoped that we would come out at about 70% on our funding which is a healthy place to be. Right now, at the end of the year we are estimating about 64% which is light. We have follow-up questions for those who are performing the study.

- General Manager Search
 - Michael Banbury, who is leading the search committee, reported that to date there have been 9 applicants, 7 have been interviewed and 3 solid contenders are in the running. All of the candidates have strong management experience. Michael anticipates that someone could be in the General Manager post by early next year. The search committee will present the candidates to the Board to decide. The position was just posted on LinkedIn and Carbondale Chamber.

IX. Adjourn

Motion: Todd Richmond and Ben Johnston moved and seconded to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:32 p.m.

X. Executive Session

Personnel

Contract Negotiations



Interim General Manager's Monthly Report to the Board of Directors

November 17, 2021

Governance

- The Town of Carbondale Police placed a radar speed sign on River Valley Ranch Dr., and we relocated the RVR speed sign to North Bridge Dr.
- Non-compliance notices: None to report

Staffing

- New Front Desk staff member – Linda Robinson

Operations

- We have reached an agreement with Comcast to provide internet, phone, and TV services.
- We are developing procedures and systems to enforce the "Infectious Disease Control and Environmental Hazard Mitigation Policy" recently approved by the Board of Directors. Commencing November 22, 2021, everyone will need to show proof of being fully vaccinated against COVID-19 to enter our facility without a mask. All of our RVR staff members are vaccinated.
- Our Leadership Team will continue to focus on all Ranch House operations to create operating efficiencies wherever possible. For example, we are working to streamline workflow issues in member services and our design review process.
- Later this month, we begin meeting with Club Automation, the company selected for our membership data management. They will start with a high level overview of our general processes, policies, and offerings. We expect to go live with their software in February 2022.

Sub-Associations & Neighborhoods

- **The Boundary** – No Report
- **Crystal Bluffs** – Annual Meeting scheduled for December 14, 2021
- **Twenty-four/Fairway Residences** – No Report
- **Old Town** – 2022 painting schedule complete
- **The Settlement** – 2022 staining schedule complete

Ranch House Report 11.17.21 – Ali Royer, Director of Programming & Community Engagement

Fitness

- Most classes are full, many with wait lists
- Two new instructors, 3 additional classes, more future classes in the works
- We increased capacity on 11/8 to:
 - Yoga/pilates: 15
 - Boot Camp, HIIT & Power Hour: 10
 - Spin & Confident Core 12
- Majority of feedback related to increasing capacity allowances has been positive. There is a small minority who are uncomfortable.
- Registration now 5 days in advance
- New cancellation policy went into effect on 11/8
- Fitness equipment repairs completed on 11/9

Events

- *Past:* Craft Fair | Saturday, November 6
 - Well-attended, steady stream of shoppers
- *Upcoming:* December 11 | Ski Spiel

RVR's 1st Annual "A December to Remember"

Friends of Rudolph (pet photos with Santa & Mrs. Claus)

Save the Date Saturday, December 4th 2-3p.m.

Cookies with Santa (kiddo/family friendly event with Santa & Mrs. Claus)

Save the Date Saturday, December 4th 3-5p.m.

Holly Jolly Holiday Happy Hour

Pancakes & Pajamas

Holiday Mixology Class

Wacky Tacky Sweater Soiree

Staff

Design Review Committee Report for November 2021

DRC November meetings had the following projects in front of them for review:

Lot M22- 840 Lakeside

Review Type: Final Review

X8 - 30 Patterson Drive

Review Type: Final Review

FF10 -730 Perry Ridge

Review Type: Landscape

AA-17 -379 Crystal Canyon

Review Type: 5th Preliminary

There are currently twenty-seven homes under construction, twelve additional that have been approved by the DRC and in for permit with the Town of Carbondale.

Financial Report

October 2021

Prepared by James Maguire

Budget vs Actual

Overall, RVRMA is running \$253K over budget for the year-to-date. This is the net of receiving \$66K above budgeted income and exceeding budgeted costs by \$318K. The total budget overrun is adjusted down to \$98K after taking into consideration the \$155K of PPP money that was forgiven this year.

Total income received through 10/31 was \$2.053M and budgeted income was \$1.987M.
Total expenses (COGS+Expenses) through 10/31 was \$2.337M and budgeted expenses was \$2.018M

The major contributor to the budget overrun was increased personnel costs including contract labor, wages, and workers compensation. This contributed to \$162K of the overage. Grounds maintenance ran over budget by \$54K and the consulting and legal costs for the golf course ran \$35K over budget.

Our current net loss/deficit for the year, after the PPP forgiveness, is \$129K.

Reserve Funds

The RVRMA reserve balance in the beginning of September was \$1.980M. Our reserve income for the month was \$27K. We spent \$36K of reserve funds on 2 new utility carts for the maintenance department (\$33K) and the final 50% payment for the reserve study (\$3K) An itemized breakdown of the reserve expenditures for the year to date can be found on page 4 of the financial reports.
The reserve balance at month-end was \$1.971M.

Investments

We currently have 1 CD that will mature in 2021, 2 that will mature in 2022, and 1 in 2023.
The current total dollars invested in CDs is approximately \$631K.
We also have funds parked at an insured and interest-bearing money market account in the amount of \$1.8300M. Further detail can be found on the Balance Sheet.

Banking

The transition to Wells Fargo Bank is still on process. We expect to have our account and services setup and running by end of November. We will continue to use Vectra until it is proven that Wells can handle our automatic payment system for homeowners. Full conversion will likely take place on January 1st.

A/R Dues

There is only 1 homeowner who is past due. They are communicating regularly, and it should be cleared up soon.

River Valley Ranch Master Association
PUBLIC - P&L Budget Performance
October 2021

	Oct 21	Budget	Jan - Oct 21	YTD Budget	Annual Budget
Income					
40000 · Assessments	160,080	158,920	1,591,017	1,589,200	1,907,040
40005 · Memberships	2,120	2,333	35,064	21,730	26,400
40040 · Swim & Fitness.	0	1,000	4,540	5,500	7,500
43000 · Tennis Programming Income	4,830	6,000	176,518	132,000	132,000
42000 · Homeowner Reimbursable Assesmt	7,646	7,500	83,843	85,000	100,000
41000 · Other Income	10,457	11,233	161,585	153,330	173,000
Total Income	185,133	186,986	2,052,567	1,986,760	2,345,940
Cost of Goods Sold					
50000 · Swim & Fitness	4,810	2,800	40,199	28,250	33,750
50035 · Tennis	10,492	4,900	144,857	120,900	120,900
50050 · Concessions	398	600	9,368	6,400	7,000
50070 · Credit Card Fees	330	500	10,512	6,800	7,300
Total COGS	16,030	8,800	204,936	162,350	168,950
Gross Profit	169,103	178,186	1,847,631	1,824,410	2,176,990
Expense					
60000 · Personnel	204,750	93,116	1,117,676	955,340	1,144,500
60110 · Grounds	35,231	29,183	325,178	271,450	284,900
62000 · Homeowner Reimbursable Expenses	0	0	0	3,000	3,000
60115 · Irrigation	11,356	9,867	99,748	89,070	100,800
60400 · Ranch House Expenses	6,639	3,525	50,323	42,475	49,000
60410 · Utilities	7,985	8,446	86,724	88,460	105,400
60500 · Administrative	9,578	8,247	113,094	78,110	94,418
60800 · Finance	346	300	4,021	4,000	4,600
60900 · Design Review Committee	3,906	3,250	36,250	32,500	39,000
70000 · RVR Community Expenses	3,406	1,670	30,772	18,200	23,300
80000 · Reserve Accounts	26,841	27,330	268,490	273,300	328,072
Total Expense	310,038	184,934	2,132,276	1,855,905	2,176,990
Net Surplus/Deficit - Operations	(140,935)	(6,748)	(284,645)	(31,495)	0
Other Income/Expense					
Other Income					
90151 · Gain from Insurance Claims	0		5,064		
90150 · PPP Debt Extinguishment	0		155,800		
Total Other Income	0		160,864		
Net Surplus/Deficit - Total	(140,935)	(6,748)	(123,781)	(31,495)	0

River Valley Ranch Master Association

Public - Balance Sheet

As of October 31, 2021

ASSETS	
Current Assets	
Checking/Savings	
15170 · Vectra Operating 2679	22,004
15004 · Investment Accounts	2,662,193
Total Checking/Savings	2,684,197
Accounts Receivable	
16500 · Homeowner Account Receivables	5,979
Total Accounts Receivable	5,979
Other Current Assets	
13000 Other Receivables	73
13001 · Interest Receivable	2,042
13050 · Prepaid Expenses	17,553
12000 · Undeposited Funds	2,633
18000 · Inventory	1,179
Total Other Current Assets	23,480
Total Current Assets	2,713,656
Fixed Assets	
	225,126
TOTAL ASSETS	2,938,782
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
22000 · Accounts Payable - Vendors	107,829
22010 · Accounts Payable - Payroll	47,011
22015 · Accounts Payable - Payroll Tax	3,906
22020 · Accounts Payable - P&D Deposits	546,890
Total Accounts Payable	705,636
Credit Cards	
	617
Other Current Liabilities	
22207 · Payroll Taxes Payable	7,381
13030 · Prepaid Income - DRC Fees	76,816
13028 · Prepaid HOA Dues	16,688
13035 · Prepaid Income - Memberships	310
22110 · Sales Tax Payable	13
22120 · AVLT Payable	11,785
Total Other Current Liabilities	112,993
Total Current Liabilities	819,246
Total Liabilities	
	819,246
Equity	
31000 · Reserves	2,041,082
38100 · Prior Operating Fund	861,006
38200 · Transfers to from Reserves	(604,204)
39950 · Retained Earnings	(31,676)
Net Income	(146,672)
Total Equity	2,119,536
TOTAL LIABILITIES & EQUITY	2,938,782

Outside Services Report – Travis Green

The crew has completed planting trees across the community. We will continue to work with CPS this winter to get all the irrigation controllers updated and look forward to more significant water savings next season. We are awaiting the arrival of two new plow carts and will be selling some outdated equipment over the winter and into the spring. We are in the process of accepting bids to redo the two entrance islands on RVR drive and are excited to provide a beautiful fresh look next spring.

Thank you for another great season,
Travis Green & Crew

Landscape Committee Report November 2021

The November Landscape Committee meeting was held on Nov. 3, 2021, viz Zoom. Wolf Gensch, Susan Carrese, Sarah Murr and Carl Hostetter attended.

The purpose of the meeting was to review the RVR landscape budget categories. James McGuire walked us through three budget line items that pertain to landscaping.

- Grounds Maintenance covers dog litter bags and miscellaneous landscape items.
- Lawn Maintenance covers the lawn mowing contract, weed spraying, fertilizer and tree maintenance.
- Flower Bed Maintenance covers flowers around the Ranch House, Entrance flowers, etc.

The Committee also discussed helping Travis put together an RFP for the reimagining of the North Entrance center islands. The Landscape Committee will review the RFP before release and review the bids when received.

Wolf Gensch suggested that when staining of the Old Town fence starts up again in the Spring to use a darker stain color to more adequately cover the water marks

BOARD ACTION:

None

The Landscape Committee will not meet in December. The next meeting will be announced on the Ranch House calendar when it is scheduled.

Long Range Planning Committee November Board Report

The committee has not met since the October Board Meeting. Its November meeting was cancelled. The committee plans to meet on December 14 to take stock of the work that has been done to date and in anticipation of having a planning firm on board by early 2022. It is hoped that with a new GM in place and a planning firm retained, the long range planning work can resume in earnest during the first quarter of 2022. One thing that becomes clear from the recent walk-around and the new reserve study is the the long range plan needs to address significant pragmatic aspects of the facilities as well as potential new features and upgrades.

**RIVER VALLEY RANCH MASTER ASSOCIATION
2022 Proposed Budget**

	2021 BUDGET	2021 EST.	2022 BUDGET
INCOME			
Assessments	\$ 2,007,040	\$ 2,009,442	\$ 2,664,640
Memberships & Recreation	33,900	44,567	67,500
Tennis Programming Income	132,000	177,206	188,647
Other Income	173,000	165,988	182,000
TOTAL INCOME	\$ 2,345,940	\$ 2,397,203	\$ 3,102,787
COGS			
Swim & Fitness	(33,750)	(45,989)	(65,875)
Tennis	(120,900)	(141,865)	(150,000)
Concessions & Other	(14,300)	(21,027)	(37,500)
TOTAL COGS	\$ (168,950)	\$ (208,880)	\$ (253,375)
GROSS PROFIT	\$ 2,176,990	\$ 2,188,323	\$ 2,849,412
EXPENSES			
Personnel & Wages	(1,144,500)	(1,335,316)	(1,561,867)
Grounds & Irrigation	(388,700)	(429,975)	(485,500)
Ranch House Expenses	(49,000)	(55,044)	(62,500)
Utilities	(105,400)	(103,512)	(109,200)
G&A	(138,018)	(11,966)	(136,785)
Community Expenses	(23,300)	(34,744)	(83,000)
Capital Reserves	(328,072)	(321,561)	(410,560)
TOTAL EXPENSES	\$ (2,176,990)	\$ (2,292,119)	\$ (2,849,412)
NET INCOME (LOSS)	\$ -	\$ (103,796)	\$ -
RESERVE ACCOUNTS			
Reserve Allocation	\$ 309,072	\$ 308,457	\$ 394,560
Reserve Interest Allocation	19,000	13,104	16,000
Net Income (Loss)	-	(103,796)	-
TOTAL RESERVE ACCOUNTS	\$ 328,073	\$ 217,765	\$ 410,560

2022
Proposed Dues by Neighborhood

RVRMA - Custom Homes	
HOA Dues	390.00
Irrigation Assessment ^[1]	27.00
	\$417.00
RVRMA (Block "B"/Sopris View)	
HOA Dues	390.00
Irrigation Assessment ^[1]	17.00
	\$407.00
THE SETTLEMENT	
HOA Dues RVRMA	390.00
The Settlement (Additional Services) Painting, Mowing, Snow Removal	131.00
The Settlement Painting Reserves	101.00
Irrigation Assessment ^[1]	17.00
	\$639.00
OLD TOWN	
HOA Dues RVRMA	390.00
Old Town (Additional Services) Painting, Mowing, Snow Removal	65.00
Painting Reserve	85.00
Irrigation Assessment ^[1]	8.00
	\$548.00
CRYSTAL BLUFFS	
HOA Dues RVRMA ^[2]	\$ 390.00
THE BOUNDARY	
HOA Dues RVRMA ^[2]	\$ 390.00
TWENTY FOUR RESIDENCES	
HOA Dues RVRMA ^[2]	\$ 390.00

NOTES:

[1] Irrigation not charged to vacant lots.

[2] Does not include sub-association dues or irrigation charged directly to the sub-associations.