

RVRMA EXECUTIVE BOARD MEETING
Wednesday, February 23, 2022, at 5:30 p.m.
Ranch House Conference Room and Zoom
Meeting

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

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

Homeowner Attendees

I. Call to Order- Establish Quorum

II. Approval of Minutes and the Consent Agenda

- Approval of Meeting Minutes of the RVRMA Executive Board meeting on Jan. 26, 2022.

III. Public Comment

- Comments in public comment are for agenda items only.

IV. Committee Reports

- Long Range Planning (*Verbal Report*)

V. Month End Financial Review – James Maguire

VI. Management Update

- General Manager Report- Ashley Lynch
- Programming & Community Engagement Report- Ali Royer
- DRC Report- Jessica Hennessey
- Finance Report- James Maguire
- Outside Service Report- Travis Green

VII. Old Business

- N/A

VIII. New Business

- Retiring Landscape Committee

IX. Adjourn

X. Executive Session

- Legal Issues Related to Golf Course

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Wednesday, January 26, 2022, at 5:30 p.m.
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John Lund, Vice President
(Via Zoom)
Todd Richmond, Treasurer
Ben Johnston, Secretary
Laura Hanssen, Director
RJ Spurrier, Director **(via Zoom)**
Michael Banbury, Director

Management Attendees

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

Homeowner Attendees

Sarah Murr **Via Zoom**
Richard Sills **Via Zoom**
John Krousouloudis **Via Zoom**
Cathy Cooney **Via Zoom**
Trisha Hohl **Via Zoom**
Carl Hostetter
Wolf Gensch

I. Call to Order- Establish Quorum

- Board President, Gary Lesser, called the meeting to order at 5:30 p.m.

II. Approval of Minutes and the Consent Agenda

Motion: Ben Johnston and Michael Banbury moved and seconded to approve the consent agenda and minutes of the Executive meetings held on Dec. 14 and Dec. 15. The motion passed.

III. Public Comment

- There was no public comment.

IV. Committee Reports

- Long Range Planning

V. Welcome Ashley Lynch

Board President, Gary Lesser, acknowledged Carl Hostetter, RVR's Interim General Manager. Gary noted that Carl inherited a difficult and challenging situation. He continued to say that Carl's hard work made Ashley Lynch's arrival much smoother than it otherwise might have been.

Carl Hostetter, Boundary Board President and former Interim GM, spoke and said that he had a lot of respect for the RVRMA board and thanked them and RVR staff for the opportunity to step in as the Interim GM for the organization.

Laura Hanssen, director-at-large, spoke on behalf of the Old Town Advisory Committee and thanked Carl for all his hard work.

RVR General Manager, Ashley Lynch, thanked Carl and announced that there are many great initiatives coming to the club such as Club Automation and other improvements. Ashley thanked staff and board members for all the support.

VI. Ali Royer - Event update

Ali Royer, Director of Programming and Community Engagement, commented that the first December to Remember event schedule was one for the books. Cookies with Santa, the Ski Spiel, Holiday Tasting and Mixology by Marble Distillery, and the Wacky Tacky Sweater Soiree events all had great participation. The feedback was extremely positive. The January event calendar was quiet due to the uptick in COVID cases, however, there is an exciting lineup to look forward to in February with delicious catered food to enjoy. Ali continued to say she is looking forward to engaging the community. Laura Hanssen mentioned that she has received excellent feedback from homeowners on the fitness program.

VII. Management Update

- General Manager Report- Ashley Lynch
- Programming & Community Engagement Report- Ali Royer
- DRC Report- Jessica Hennessy
- Finance Report- James Maguire
- Outside Service Report- Travis Green

VIII. Old Business

- **RVR speed radar data**

Gary Lesser began by saying that for quite some time, there has been Board discussion about speeding vehicles in RVR. These conversations have been going on for more than a year. Last summer, the Board authorized the purchase of a radar device to collect data on vehicle speeds within the community – how fast, and where.

The data collection has been ongoing for several months. Recently, Travis Green, RVR's Facilities & Grounds Superintendent, put together a report that summarized the data. Travis indicated that from the data collection he found that most speeders are going about 1 to 5 miles over the limit. The data gathered also showed that the speeding was minimal on weekdays, with 14% of the drivers speeding Mon-Fri, 80% of those speeders driving less than 5mph over the speed limit. Speeding spiked on the weekends showing that 71% of drivers speed, 80% of those speeders also going less than 5MPH over the speed limit.

Laura Hanssen, Travis Green and Ashley Lynch discussed whether a flashing sign should be set up versus a non-flashing sign to gather comparative data.

John Lund recommended a brief write up in weekly news to raise awareness of speeding in RVR.

It was also discussed that the sign could be posted in the Old Town neighborhood to capture data there and to alert Carbondale PD that we are seeing violations during a certain time period. There was a plan to revisit this topic at the next Board Meeting.

IX. New Business

- **Reallocation of Funds for Old Town, Settlement and RVRMA to Reserve**

At the end of every fiscal year, the net profit or loss from the previous year is moved to or from the RVRMA reserve fund upon approval from the Board. For year-end 2021, the Master Association had a \$162,265.52 net loss. Old Town had a \$2,958.89 net loss. The Settlement had a \$13,567.30 net loss.

Motion: Gary Lesser motioned to approve that the 2021 net loss on the RVRMA income statement be transferred from the Master association's reserve account to the Operational account, and the same for Old Town and the Settlement. Todd seconded the motioned. The motion passed.

- **Fire preparedness**

There is significant community interest in the issue of fire preparedness. When a fire destroyed nearly 11-hundred homes in Boulder County last month in the Marshall Fire, that destruction brought about an inquiry to the Board, asking about our own fire preparedness, and if we are doing enough to make homes in RVR defensible.

Michael Banbury, Director-at-Large, expressed that this could be a DRC issue and said that an appropriate next step may be to form a committee or panel, or perhaps the DRC can revisit and address the current guidelines with a focus on environmental hazard mitigation and reform some of the guidelines.

John Lund, Board Vice President, suspects there are many great resources available to RVRMA including the Carbondale Fire Department and other State resources.

RJ Spurrier, Director-at-Large, referenced that DRC guidelines were cast in stone in previous era. He continued by asking if we could come up with guidelines based on fire mitigation, what would that look like? RJ loved the idea of having a Fire Preparedness Committee to assess and reconsider risk and engage the DRC to evaluate those risks.

There was a consensus that a newsletter blast should go out searching for interested people to join a committee focusing on fire preparedness.

- **Long-Range Planning Consulting Proposal**

The Long Range Planning Committee developed an RFP, Request for Proposals, to solicit professional consulting help.

John Lund updated meeting attendees by announcing that the Long Range Planning Committee recommends the McMahon Group as the entity that RVRMA should engage with for assistance with long range planning. The McMahon group would come up with a recommendation for what does and doesn't need to be done to our facilities to sustain the property for the future of RVR. The Long Range Planning Committee had settled on the McMahan group last year but decided to hold off on confirming until RVR transitioned to a new General Manager. According to John, RVR is looking at a 3-to-6-month period to develop a plan to present to the community from the McMahon Group.

Motion: John Lund Motioned that the board authorize the retention of the McMahon Group in accordance with the proposal attached to the board packet. Ben Johnston Seconded. The motion passed.

- **Settlement Advisory Committee**

Motion: Ben Johnston and Laura Hanssen moved and seconded to approve five Settlement Advisory Committee applicants, to serve two-year terms on the Settlement Advisory Committee. The motion passed.

- **Fees**

Gary described that several weeks ago, Todd and Gary met with management to review the management team's proposal for 2022 fees. The fee review included everything from what we charge for performance deposits on new construction, to tennis lessons.

One of the things discovered at this meeting was that many of the fees hadn't changed, or have even been reviewed, in at least five years.

It was agreed that a fee review needs to be done annually, and as part of the budget process to make sure our fees are fair and competitive. Fees were adjusted but no policy changes were made in the fee schedule meeting, thus not triggering a board level decision on the changes.

John brought up the point that we can be more proactive about cost overruns on the budget. Ashely and James discussed that they will be looking at trends and establish some sort of metrics so that we are tracking challenges that come up in the budget. Ashely emphasized not wanting to have a cost

overrun for 2022. James liked the idea of better tracking with departments heads on their individual budgets. Ashley commented that management will implement productivity measures.

John Lund stated that it would be helpful for the board to have more information each month so the board can be more tuned in on the monthly budget. James agreed and said that he would communicate the monthly finances in a clearer way and perhaps clarify with charts.

X. Adjourn

Motion: Board members Ben Johnston and Laura Hanssen moved and seconded to adjourn the meeting. The meeting ended at 6:46 p.m.



General Manager's Monthly Report to the Board of Directors

February 23rd, 2022

Governance

- PTO policies have been revised and shared with the Ranch House team, ensuring compliance with sick time rules/regulations.
- Preliminary work has begun with the McMahon group. Data submissions have begun supplying: Facility Plans, documents and reports (inclusive of the most recent member survey report).
- Non-compliance notices: None

Staffing

- Staffing plans are being reviewed for the upcoming summer season

Operations

- An all-associate meeting was held on Friday 2/11/2022
- Club Automation go live continues to move forward. Some issues with the data import have slowed down member registration.
- A revised Building Automation System has been installed in the Ranch House. Programing has been changed to better control HVAC.
- Fire Panel/Sprinkler inspections were conducted.
- During the Ranch House closure: Locker rooms were re-stained, damaged flooring was replaced in the fitness center, exercise equipment was re-configured, bodies of water were drained/cleaned, floors were polished, locker rooms were re-stained and painting was done outside of locker rooms/pool entry.
- A new lap pool cover has been ordered. The previous cover was damaged/not able to be utilized resulting in energy loss.
- Ranch House email domains have changed to rvrma.org to match the website. Email formats now originate from firstname.lastname vs. generic job titles.
- Meeting has been set with Carbondale Fire Marshal for fire mitigation advisement.

Sub-Associations & Neighborhoods

- **The Boundary** –
 - Board of Directors meeting is scheduled for March 3rd, 2022.
- **Crystal Bluffs** – No Report
- **24/Fairway Residences** – No Report
- **Old Town** –
 - Preliminary meeting was held with contractors for upcoming painting/siding repair.
 - oldtown@rvrma email address has been created, forwarding to the Committee's Chair (Wolf Gensch).
- **The Settlement** –
 - Preliminary meeting was held with contractors for upcoming painting/siding repair.

Ranch House Report 2.23– Ali Royer, Director of Programming & Community Engagement

Fitness

During the closure, we replaced the flooring at the entrance of the gym with aesthetically pleasing and durable rubber. We moved fitness equipment to create more space in the gym and group equipment in a more organized manner.

We've added four new group fitness classes, including a Barre Intensity class that is already receiving heavy participation. We currently have four early morning classes, one evening class, and one weekend class to accommodate working individuals.

Events

Ashley/Carl Happy Hour Event: 75 people attended

First Wine Wednesday: 30 people attended

Upcoming:

- Saturday, Feb. 26: How Do You Après?
- Tuesday, Mar. 1: Taco Tuesday

Club Automation

Go-live was Tuesday, Feb. 15. Members were able to login on Friday, Feb. 18. As with any software change, there were some things to work through. We look forward to a streamlined system, that is more user-friendly for homeowners, Ranch House members, and employees.

Design Review Committee Report for February 2022 – Jessica Hennessy

The following projects are being reviewed by the DRC in February:

M14 - 901 Cedar Creek

Review Type: Third Preliminary Review

HH18 - 1205 Heritage (two meetings)

Review Type: First and Second Preliminary Review

K05– 70 Old Barn Lane (two meetings)

Review Type: Second and Final Review

W03 – 3859 Crystal Bridge

Review Type: Final Review

W05 – 3871 Crystal Bridge Drive

Review Type: Final Review

EE09 - 910 Perry Ridge

Review Type: First Preliminary Review

AA20 - 4162 Crystal Canyon Drive

Review Type: Final Preliminary Review

M28 - 809 Lakeside

Review - First Preliminary Review

The DRC continues to have a full schedule including new construction, remodel proposals, and smaller scale projects including Administrative Approval applications.

There are currently **27** homes in the construction phase (from breaking ground to the final inspection stage).

There are **14** applicants in front of DRC for preliminary reviews.

There are **12** applicants finalized by DRC and waiting on permit from the Town of Carbondale.

There are currently **53 total** active DRC files.

Financial Report

January 2022

Prepared by James Maguire

Budget vs Actual

The total RVRMA budget for 2022 is \$2,957,279, an increase of \$611,339 from last year's budget of \$2,345,940. Total actual operating expenditures in 2021 were \$2,738,126. The 2022 budget provides for an extra \$219,153 compared to what was spent in 2021.

Every year in January, the approved budget gets allocated by month. This process has been completed for RVRMA, Old Town and Settlement.

January was exceptional in terms of budget vs actual. The association brought in \$222,763 of income which is only \$717 less than the budgeted amount of \$223,480.

As for expenses (including COGS), the association spent \$189,688 out of a budgeted amount of \$191,526 which is \$1,838 under budget.

The significant areas that ran under budget were wages (\$3,500 under budget), and community events (\$2,600 under budget). The only significant areas that ran over budget were natural gas expense (\$3K) and computer/software expenses (\$2k). Our gas bill doubled compared to January of last year even though the usage did not increase significantly. We are working to get an explanation from our gas vendor.

Reserve Funds

The 2021 ending reserve balance was \$1,840,450. Deducted from that was the net loss from 2021 of \$162,266 to give a starting reserve balance for 2022 of \$1,678,184. Reserve income for January was \$33,793. Two items were purchased from reserves in January including final payment for a bench (\$1,874) and a new computer workstation with peripherals at a cost of \$3,952. The ending reserve balance for January was \$1,706,152.

Investments

The association has 3 active CD's, two of which mature in 2022 and one in 2023. The two that mature in 2022 are earning over 4% on over \$250K invested. The one that matures next year is earning .7% on about \$250K. We also have an "insured deposit account" at Edward Jones that doesn't earn very much interest, but it provides FDIC insurance on close to \$2M in funds we have parked there.

Rates are still very low, but we are monitoring them and will take advantage of any good opportunities that arise to invest the association's funds wisely and maximize investment income.

Banking

The transition to Wells Fargo is complete. The 400 automatic payments for homeowners' dues were processed successfully in February using Wells Fargo. We also implemented fraud protection services, received new employee credit cards, and started making deposits and writing checks out of the

operating account. The Vectra account will be closed in February or March depending on when all outstanding checks clear. All Vectra credit cards have been cancelled.

Irrigation Water Reconciliation

Chad, the irrigation and maintenance manager for the golf course, and I had a meeting in January to reconcile the 2021 irrigation water usage and associated costs. The net result was a balance due to the golf course for \$3,529. This is based on reconciling budgeted costs and payments to actual as well as determining water usage based on meter readings for the year.

We also created a budget for 2022 and are making monthly payments to RVR Golf based on that budget.

Taxes

HOA tax expert, Gary Porter, CPA will again file our tax return this year. The books will be turned over to them in February to process our 1120-H return for an on-time filing.

River Valley Ranch Master Association
PUBLIC - P&L Budget Performance
January 2022

	Jan 22	Budget	Annual Budget
Income			
Assessments	197,974	197,600	2,371,392
Memberships	2,857	3,000	62,000
Swim & Fitness	0	200	7,500
Tennis Programming Income	0	0	194,887
Homeowner Reimbursable Assessmt	7,879	7,800	107,000
Other Income	14,053	14,880	214,500
Total Income	222,763	223,480	2,957,279
Cost of Goods Sold			
Swim & Fitness	3,465	4,150	55,875
Tennis	0	0	150,000
Concessions	77	350	18,750
Credit Card Fees	224	500	11,500
Total COGS	3,766	5,000	236,125
Gross Profit	218,997	218,480	2,721,154
Expense			
Personnel	96,884	100,718	1,429,440
Grounds	9,264	7,125	348,000
Irrigation	9,258	8,375	99,500
Ranch House Expenses	9,256	8,725	112,000
Utilities	13,148	10,155	109,200
Administrative	8,176	7,725	88,574
Finance	334	250	9,000
Design Review Committee	2,998	3,250	39,000
RVR Community Expenses	2,811	5,750	73,000
Reserve Accounts	33,793	34,453	413,440
Total Expense	185,922	186,526	2,721,154
Net Surplus/Deficit	33,075	31,954	0

River Valley Ranch Master Association

Public -Balance Sheet

As of January 31, 2022

ASSETS

Current Assets

Checking/Savings

Wells Fargo Operating 2674 73,479

Vectra Operating 2679 181,997

Investment Accounts 2,366,366

Total Checking/Savings 2,621,842

Accounts Receivable

Homeowner Account Receivables 2,199

Total Accounts Receivable 2,199

Other Current Assets

Interest Receivable 255

Prepaid Expenses 27,016

Undeposited Funds 3,679

Inventory 1,179

Total Other Current Assets 32,129

Total Current Assets 2,656,170

Fixed Assets 225,126

TOTAL ASSETS 2,881,296

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable - Vendors 62,332

Accounts Payable - Payroll 39,960

Accounts Payable - Payroll Tax 3,812

Accounts Payable - P&D Deposits 618,890

Total Accounts Payable 724,994

Credit Cards 5,498

Other Current Liabilities

Payroll Taxes Payable 3,809

Prepaid HOA Dues 39,250

Prepaid Income - DRC Fees 68,895

Sales Tax Payable 28

AVLT Payable 11,287

Total Other Current Liabilities 123,269

Total Current Liabilities 853,761

Total Liabilities 853,761

Equity

Reserves 1,765,596

Prior Operating Fund 861,006

Transfers to from Reserves (604,204)

Retained Earnings (31,676)

Net Income 36,812

Total Equity 2,027,534

TOTAL LIABILITIES & EQUITY 2,881,295

Rounding 1

TOTAL LIABILITIES & EQUITY 2,881,296

Outside Services Report – Travis Green

The irrigation crew has finished restoring the clay valves and is prepared to turn on the water in early April. We will fine-tune the programming to the new controllers this spring and look forward to increased water savings. The maintenance team worked hard to drain and deep clean the lap pool during the closure. We hope the community appreciates the facelift to the gym and locker rooms as the crew worked hard to paint, stain, replace some of the gym floorings, and deep clean the facilities. The irrigation crew spent a week in Denver at the Pro Green conference to participate in continuing education classes and look forward to applying their education in the field this summer. We are gathering “stealth” data from our speed sign, and I will share the results collected at the next board meeting. Earthwise has spent the last few weeks pruning trees and doing fire mitigation in the overgrown common areas around the community. I continue to have a long-term vision of improvement for the community. We are in the process of getting bids and looking for solutions to various issues, including painting areas of the Ranch House, replacing the roof, fixing the concrete around the pools, staining and replacing signs, light poles, and fencing throughout the community.

Looking Forward,
Travis Green