

**RVRMA EXECUTIVE BOARD MEETING**  
**Wednesday, November 15, 2023, at 5:30 p.m.**  
**Ranch House Conference Room and Zoom**  
**Meeting Minutes**

**Executive Board of Directors**

Michael Banbury, President  
John Lund, Vice President  
Todd Richmond, Treasurer  
Ben Johnston, Secretary  
(*absent*)  
RJ Spurrier, Director  
Sherry Stripling, Director  
(*via Zoom*)  
Carl Hostetter, Director

**Management Attendees**

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

**Homeowner attendees:**

***In Person:***

Stan Kleban  
Laurie Nelson

***Via Zoom:***

Sarah Gilbertson  
John Krousouloudis  
Sandy Kister  
Abby Radmilovich  
Paul Brown  
Krys Greenwood

**I. Call to Order- Establish Quorum**

- Board President, Mike Banbury called the meeting to order at 5:30 p.m. A quorum was established. Ben Johnston, Board Secretary, was absent but gave his proxy to Mike Banbury ahead of the meeting,

**II. Approval of Minutes**

- Board Directors, Carl Hostetter, and Board Vice President, John Lund, moved and seconded the approval of meeting minutes for the Executive Board meeting held on Wednesday, Oct. 25. 2023. The motion passed.

**III. Public Comment**

- There was no public comment.

#### **IV. Committee Report**

- **Long Range Planning**

John Lund gave a verbal report for the long-Range Planning Committee noting that the committee had just met the day before. John commented that the committee is making very good progress. The committee adjusted the plan based on response and feedback from the community survey. John went on to say that they are working on lowering the proposed assessment by about \$1,000 dollars per person.

#### **V. Month End Financial Review – James Maguire**

RVRMA Controller, James Maguire, gave a financial presentation. James highlighted October's performance, year-to-date budget versus the reserve account and the year-end summary.

James shared that income for the month of October was right on target, coming in just \$3,000 over budget. As anticipated, we experienced extra costs in October, particularly with tree maintenance. The bottom line for October was a loss of \$16,717.

Year to date, the Association is doing very well. Income is running over budget by \$25,000/ 1% variance.

The cost of goods is running over budget by \$15,000 (6% variance). Expenses are still running under budget and now we are \$28,000 under (1% variance). We have a year-to-date surplus of just over \$38,000. As of last month, this surplus was at almost \$55,000, so it is waning as we have forecasted.

James showed a detailed look at the income performance year-to-date. Tennis revenue has usurped Food & Beverage sales as the top line item going over budget on a dollar basis, but on a percentage basis Food & Beverage is above budget by 26%. For comparison, last year at this time we sold only \$36,000 in food and beverages and this year we are close to \$50,000, thanks mostly to Ali for increasing the quality of options at our snack bar.

DRC income is low, although it has bounced back over the past couple of months, now at almost \$13,000 under budget (13% variance). Bottom line is a surplus of income of \$25,447 (1% variance to budget).

As for year-to-date operating expenses, the association is running under budget by \$27,873 (1% variance).

Our largest savings is still with Personnel costs which are running 4% under budget.

Irrigation expenses are also running under budget and are mostly done for the year. We were able save money on rented heavy equipment this year and seemed to have less repairs needed on the overall system.

Actual expenses for Grounds Maintenance are catching up to budget as we have put a lot of work into tree and pool maintenance in October.

All other line items are running over budget with Ranch House expenses being the highest. This is a mix of items including plumbing repairs, security system repairs, towel replacements, painting the locker rooms, and new signs for the pool deck. Overall, expenses are running under budget for the year by \$27,873 (1% variance).

Bottom line for operating is we currently have a \$38,000 surplus, forecasting we will end the year with between a \$25,000 and \$30,000 surplus (1% of budget).

Finally, James shared a snapshot of the reserve account. As of October 1, the association had a \$2.273 million dollar reserve balance. October assessments were \$38,780 and interest income were \$8,743 for a total increase of \$47,523.

October spending included stone for the retaining wall in the parking area at Cedar Creek and a miscellaneous payment for the long-term planning project for a total cash outlay of \$6,015.

The ending reserve balance on October 31 was \$2,314,395

Board Director RJ Spurrier commented that he appreciates the detailed breakdown that James provides each month at the board meetings.

## **VI. Management Update**

- **General Manager Report- Ashley Lynch**

Ashley highlighted a few items from his report. Ashley commented that the snow plowing contract is now on. He added that he has received many positive comments from homeowners regarding leaf removal this year. It was also mentioned that the Cedar Creek parking retaining wall project will be happening in the first week in December. Sherry asked if there would be a notice sent out to neighbors in the area to avoid homeowners parking in the work area. Ashley replied that it was a great reminder and homeowners would be alerted.

- **Programming & Community Engagement Report- Ali Royer**

John Lund asked Ali what she thought contributed to the increase in usage numbers at the Ranch House. Ali commented that she believes it could be a combination of more activities happening around the Ranch House and the Front Desk Staff asking homeowners to check -in when they enter the facility.

- **DRC Report- Jessica Hennessy**

Jessica shared DRC numbers: 94 Admin Reviews processed so far this year, 21 homes in the construction phase, 4 applicants in the Review phase and 11 applicants finalized by the DRC and waiting for permits from the Town of Carbondale.

- **Finance Report- James Maguire**

- **Facilities & Grounds Report- Travis Green**

## VII. Old Business

- **Twenty First Amendment to the Design Guidelines & Appendix D**

Jessica commented that at the October Board Meeting, draft copies of a revised Appendix D along with the Twenty First Amendment to the design guidelines were shared. It was noted at the October meeting that section **7.10(b)** of the Twenty-First Amendment could be further altered to convey a more pragmatic approach for improvement projects to existing homes together with clarification to civil engineer definitions for owners.

Jessica commented that the new draft copies that were included in the November board packet address this feedback. It was also pointed out that in addition to what was shared in the board packet, it came up, that there could be one more tweak to Appendix D.

Jessica shared on the screen one further update to Appendix D:

- ~~□ If any drywells are proposed, the civil engineer shall coordinate with the geotechnical engineer and indicate the location, size and depth of such drywells on the Site Grading Plan.~~
- If any drywells are proposed, the civil engineer shall review the soils report, and if necessary, consult with the geotechnical engineer, prior to locating and sizing any drywells shown on the drainage plan.

**MOTION:** RJ Spurrier and John Lund moved and seconded to approve the Twenty First Amendment and Appendix D as drafted in the board packet. The motion passed.

- **Short Term Rental - Voting Update**

Ashley shared the Fourth Amendment vote counts as of November 8:

- 358 yes votes.
- 96 no votes.
- 94 outstanding votes.
- 368 votes needed to pass.
- 10 more votes to pass.

Ashley commented that the Fourth Amendment vote is open through the end of the year.

John asked what plans for auditing the vote is. Ashley answered that there already has been a lot of work done to audit the vote already. The numbers that are currently coming in are coming in slowly and it has been easy to manage.

- **2024 Budget**

Ashley commented that the proposed 2024 budget was shared in the November Board Packet. He added that he has not gotten any feedback from the community on the draft budgets that were shared.

Carl Hostetter commented that a good job was done on getting the Settlement Association back on track with their budget.

Todd Richmond, Board Treasurer and Carl Hostetter moved and seconded to adopt the proposed 2024 budget. Ben Johnston was absent for the vote but sent in his proxy prior to the meeting to approve the motion. The motion passed unanimously.

## **VIII. New Business**

- N/A

## **IX. Adjourn**

The meeting adjourned at 6:01 p.m.