



RIVER VALLEY RANCH

RVRMA EXECUTIVE BOARD MEETING
Wednesday, June 26, 2024, at 5:30 p.m.
Ranch House Conference Room & Zoom

Executive Board of Directors

Michael Banbury, President
John Lund, Vice President
Todd Richmond, Treasurer
Ben Johnston, Secretary
RJ Spurrier, Director
Sherry Stripling, Director
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

I. Call to Order- Establish Quorum

II. Approval of Minutes

- Approval of Meeting Minutes of the RVRMA Executive Board Meeting held on Wednesday, May 22, 2024.

III. Public Comment

- Comments in public comment are for agenda items only.

IV. Month End Financial Review – James Maguire *(info.)*

V. Management Update

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

VI. Old Business

- Election Timeline (*info.*)

VII. New Business

- Annual Meeting Plan (*info.*)
- RFP Update for Long Range Plan (*info.*)

VIII. Adjourn



RIVER VALLEY RANCH

**RVRMA EXECUTIVE BOARD MEETING
Wednesday, May 22, 2024, at 5:30 p.m.
Ranch House Conference Room & Zoom
DRAFT MINUTES**

Executive Board of Directors

Michael Banbury, President (via Zoom)
John Lund, Vice President
Todd Richmond, Treasurer
Ben Johnston, Secretary
(*absent*)
RJ Spurrier, Director
Sherry Stripling, Director
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 (*absent*)
Travis Green, Facilities & Grounds Superintendent

Homeowner Attendees

In Person:

Nancy Gensch
Jeff Krentz

Via Zoom:

Nina Price
John Krousouloudis
Garry Wesselink
Richard Rogers

I. Call to Order- Establish Quorum

Board Vice President, John Lund called the meeting to order at 5:30 p.m.

II. Approval of Minutes

- Board Directors, Sherry Stripling and Carl Hostetter motioned and seconded to approve the Meeting Minutes of the RVRMA Executive Board Meeting held on Wednesday, April 24, 2024. The motion was approved.

III. Public Comment

- There was no public comment.

IV. Month End Financial Review – James Maguire

RVR Controller, James Maguire, shared a financial presentation for the month of April and year-to-date budget versus the actual, along with the reserve account.

First, James highlighted an overview of the month of April, budget versus actual. Income came in slightly over budget at \$6,388 (a 2% variance). This was mostly due to an increase in DRC and tennis membership income. Costs of goods sold were right on target with only \$422 variance and expenses came in about \$9,000 under budget (a 4% variance). The net bottom line for the month of April was a \$15,000 surplus.

Next, James shared a year-to-date view of the budget versus actual. Income is still running over by about \$26,000 (a 2.9% variance). Costs of goods sold are only slightly under budget by \$737 (a 1.3% variance). Expenses are under by a little under \$26,000 (a 3.5% variance). The year-to-date bottom line is a \$52,614 surplus.

When looking at the income by month, it's noticeable that most months are in alignment with the budget except for February which had a spike in DRC income.

A graph of expenses by month was then shared (budget vs actual). So far, each month has come in just under budget. Expenses ramped up in April in preparation for the summer services both at the Ranch House and the community.

Finally, James shared a snapshot of the reserve account. The starting balance was \$2.583 million. We collected \$44,320 in reserve assessments and earned \$8,408 in interest for a total funding of \$52,728. RVRMA spent a total of \$43,000 for income taxes, some of which were for 2023 and some of which are estimated taxes for this year. As previously mentioned, these taxes are the result of the high amount of interest income we earned last year and this year. Interest income is taxable for HOA's. Last year RVRMA earned over \$100,000 in interest income, about 30% of that will go to the IRS. The ending balance in the reserve account on April 31 was \$2,592,655.

V. Management Update

- **General Manager Report- Ashley Lynch**
Ashley said that he has started on execution on the Ranch House renovation project. There has been progress on the selection of a general contractor. No

firm decisions have been made at this time. It was also commented that Ashley spoke to the General Manager of Aspen Glen to learn more about their recent renovation. It also discussed that a design build is the way to go.

The Old Town neighborhood siding and painting repairs are also underway, and management is feeling good about the timeline for completion.

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

Ali was not at the meeting, but Ashley shared highlights she passed on to him prior to the meeting. The pool opened early this year (before the typical memorial weekend opening) and lifeguard training took place earlier in the month. The guards were trained in the main pool which was nice. Ashley added that Kids are in school until June 7 making the lifeguard program ramp up slowly. Food handler training as well as CPR certifications have been completed by staff.

Todd Richmond commented that he was happy to see a 6 a.m. fitness class added to the schedule. Ashley mentioned that it has been extremely popular and well received.

Sherry Stripling added that there will be a couple of hikes planned in June by the RVR Hiking Group.

John Lund asked if anyone had been to the new bakery in town. He suggested a cake decorating class be held at the Ranch House. Everyone was favorable to the idea.

- **DRC Report- Jessica Hennessy**
- **Finance Report- James Maguire**
- **Facilities & Grounds Report- Travis Green**

Travis commented that he is thrilled to have his current irrigation crew in place. They all have been working hard and deserve recognition. Travis added that the Alpine Garden in Silt is making the community hanging baskets again this year.

VI. Old Business

VII. New Business

- **Executive Board Meeting Schedule August 2024 through July 2025**
Jessica commented that the board meeting schedule follows the same

guidelines as previous years with a meeting every fourth Wednesday of the month except for November and December to accommodate the Holidays. Jessica added that everyone should mark their calendars for the November and December meeting dates since they come early.

- **Election Timeline**

Ashley commented that the candidate announcement will be released in Friday’s newsletter. Ashley also went over the timeline for key election dates.

Community notice of Board Election; Request for candidate declarations	Friday, May 24
Candidate declaration deadline	Friday, June 7
Candidate Meet and Greet	Wednesday, June 12
Ballots sent out	Friday, June 14
Voting deadline	Friday, July 5
Election results published	Monday, July 8
Elected candidates installed at the July Board Meeting	Wednesday, July 24

John Lund asked when the annual meeting will be held and Ashley noted that it will take place after the July board meeting on **Wednesday, July 24**.

Sherry Stripling announced that the Board will have their next strategy session on July 16.

- **LRP Committee Next Steps**

John Lund spoke and said that he had asked for the LRP item to be added to the agenda so that the Committees work could be acknowledged. He added that it would be great for the board to show their appreciation for the work the committee completed.

Sherry Stripling mentioned that the committee should be recognized at the upcoming annual meeting. The board reacted favorably to this suggestion.

John asked if the committee was still needed now that the plan is moving forward and the assessment vote has passed.

Sherry commented that the board could just roll that ongoing work back into the board strategy sessions. Sherry added that if another committee is needed, the board could appoint one.

Ashley commented that the Long-Range Planning Committee has been the most productive committee that RVRMA has had, it was a long process, but the committee stayed the course and did a great job.

Todd Richmond added that there was a great balance of shooting high and pragmatic and we ended up in an amazing spot with the plan.

MOTION: Todd and Sherry motioned to discharge the Long-Range Planning Committee and thanked them for their service to the community. The Motion passed. Ben Johnston was absent for the vote but gave his proxy to Mike Banbury. The motion passed.

VIII. Adjourn

The meeting adjourned at 5:58 p.m.



June 26, 2024

General Manager's Report

Governance/Operations:

- We continue to work on items concerning the execution of the Ranch House improvement plan. We are still in the RFP process to onboard a GC and Architect.
- Treatments for EAB have been completed and the corresponding expense is reflected in this month's finance report.
- Vacant lots and isolated MCA lands have been sprayed for noxious weeds. The applicator put dye in his spray so that areas could be tracked.
- Voting is well underway for the 2024 Board Election. The timeline is contained in this board packet.
- The Ranch House continues to see a surge in guest fees and corresponding concession sales. We believe this is largely in part to the closing of the Carbondale Town pool.
- See James' financial report for details. We are ahead of budget on Revenue YTD pulling the bulk of that surplus directly to the bottom line. The majority of that overage is coming from the DRC. We continue to see a great flow of new home construction in RVR.

Staffing

- Irrigation and RH summer staffing is complete

Sub-Associations & Neighborhoods

- **The Boundary** – The next meeting is scheduled for 7/18
- **Crystal Bluffs** – The next meeting is scheduled for 7/31
- **The Fairways**– No updates
- **The Settlement**--
- **Old Town and Settlement** –
 - 9 properties will be painted this season in Old Town, two properties will be stained in the Settlement (TS). It is a very light year, as TS is now on a 6-year staining schedule, giving us a virtual year off. The two homes that were stained this year voluntarily deferred to give the Settlement reserve fund more liquidity for year end 2023.
 - Siding and painting work is complete in Settlement and painting is underway in Old Town with siding repairs ongoing.

- The first \$750 of siding repairs are paid via the Old Town or Settlement Reserve Funds. Any additional repairs are the financial responsibility of the homeowner.
- **Thompson Corner**
 - No updates

Fitness

PEAK Fitness has taken off! It's typically wait listed M/W/F. We're looking at adding Tuesday/Thursday 6 a.m. classes with Jace pending budget review.

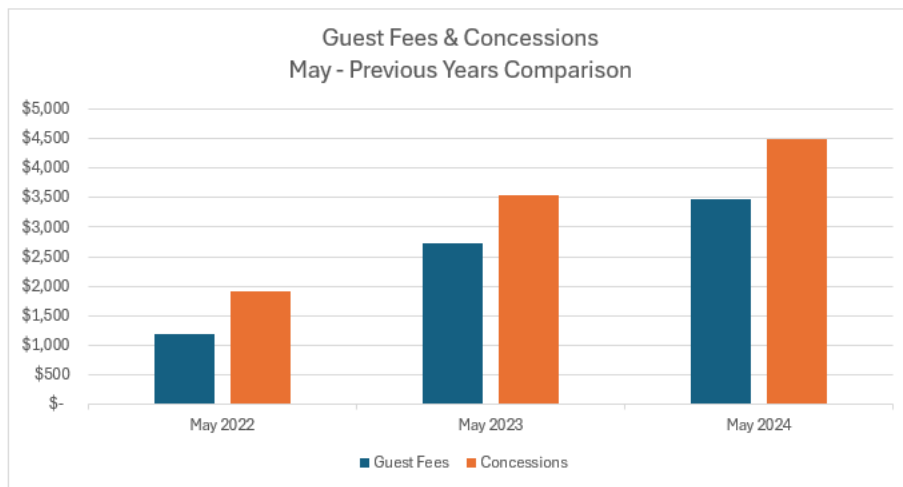
Ranch House Usage – May Summary

1. We had 3,913 check-ins in May (compared to 3,663 in May 2023)
 - a. 332 were Thompson Corner or ADU members.
 - b. 505 were Tennis members.
 - c. 3,076 were homeowners or transferred members (long-term renters)

Pool

It has been a busy summer so far!

	May 2022	May 2023	May 2024
Guest Fees	\$ 1,186	\$ 2,728	\$ 3,466
Concessions	\$ 1,906	\$ 3,541	\$ 4,490



Past & Upcoming Events

Recent Events

- 5/4 Beginning of Season Tennis Party
- 5/8 Hands Only CPR Training
- 5/21 Tennis Round Robin
- 5/24 CCS Triathlon
- 5/27 Memorial Day – Live Music
- 6/1 Annual RVR Garage Sale
- 6/11 Meet the Artist Happy Hour – Staci Dickerson
-

Upcoming Events

- 7/1 4th of July Event
- 7/14 All in White Tennis Round Robin

DRC Report, June 2024 - Jessica Hennessy

The following projects have been reviewed by the DRC in June:

- **Lot:** Z16, Z17, Z18 | **Review:** Lot Combination
- **Lot:** EE16, 812 Perry Ridge | **Review:** Second Preliminary and Final Review
- **Lot:** W04, 3865 Crystal Bridge | **Review:** Final Review
- **Lot:** HH04, 1174 Heritage | **Review:** Revisions to Approved
- **Lot:** Boundary Sub Association | **Review:** Tree Inventory Discussion
- **Lot:** Z20, 376 Crystal Canyon | **Review:** Landscape Inspection Follow up
- **Lot:** EE15, 822 Perry Ridge | **Review:** Landscape Inspection Follow up

In addition to new construction project review, the DRC has also reviewed various home improvements during the month of June including new home staining, grading improvements and landscape revisions. The DRC has met to brainstorm guideline revisions and review preliminary drawings concerning xeric focused landscape plans to be featured on the RVR website.

DRC Numbers:

- There have been **68** Administrative Approvals processed so far this year.
- There are currently **19** homes in the construction phase (from breaking ground to the final inspection phase/closeout).
- There are **8** applicants in the Preliminary Design Review phase.
- There are **13** applicants finalized by DRC and waiting on permits from the Town of Carbondale.
- There are currently **40** total active DRC files.

Financial Report

May 2024

Prepared by James Maguire

Budget vs Actual

The month of May kicked summer into gear and the financial reports reflect the ramp up of activity around the ranch house and community. With the onboarding of the summer staff our headcount doubled from 18 employees to 35. As well, many maintenance projects took place in May which corrected some of the timing issues with the budget vs actual. For instance, we sprayed for weeds around the common areas, cut and trimmed many trees and injected them for EAB prevention, repaired the slide on the pool, and bought new umbrellas for the pool deck.

Income is still surpassing the budget as DRC income came in high again, this time almost \$11K over budget. The total income for May was \$278K out of a budgeted \$262K, a surplus of \$16K

Costs of goods sold were \$46K out of a budgeted \$42K for a variance of \$4K.

Expenses were slightly over \$292K out of a budgeted \$270K for an excess of almost \$22K, mostly for the reasons mentioned above. This actually helped bring us closer to the YTD budget and bring down the net surplus as we'll see below.

The bottom line in May was a net deficit of \$9,685.

As for year-to-date, income is running \$42K over budget of which \$34K is attributable to DRC income. Actual DRC income is now at \$64K out of a budgeted \$30K. For comparison, last year at this time DRC income was at \$35K out of a budgeted \$50K, so it almost doubled this year though we reduced the budget based on last year's actual and the declining number of new builds. But as you can see, it can be quite unpredictable and spike and drop from year to year. The good news is that this year is a surplus which, if it continues till the end of the year, will likely result in a surplus being transferred to the reserve account.

Year-to-date COGS are at \$102K out of budgeted \$99K for only a difference of \$3K

Year-to-date expenses are \$1.009M out of a budgeted \$1.013M, a difference of only \$4K or variance of less than 1%. Wages are right on target with spending at \$492K out of a budgeted \$491K. Total personnel costs are \$593K out of a budgeted \$592K. The largest line item running under budget is Irrigation Common Areas at \$9K still due to the water reconciliation with the golf course. Legal fees are \$6K under budget for obvious reasons – we haven't had as much need for legal consultations as in previous years-to-date.

DRC expenses are running over budget by \$9K as expected and in proportion to the excess income being generated. Tree, lawn, and irrigation maintenance are also running over budget but these are based on calculated decisions we made in our forecasting meetings balancing what needs to be done in the community and savings we have on the budget in other areas.

The bottom line for year-to-date through May 31st is a net surplus of \$42,929, down from last month's net surplus of \$52,614. For comparison, last year at this time we had a \$33,412 surplus.

Special Assessment

The special assessment for the long-range planning initiative for Ranch House improvements passed on May 8th. Invoices were sent to all property owners which put \$3,047,000 on the books for A/R and the reserve account in May. The assessment is \$5,500, 50% of which is due October 1 this year and final payment due by August 1 next year. So far, homeowners have paid in \$143,000. Twelve have paid ½ of the assessment while 20 have paid the assessment in full.

Reserve Funds

The beginning RVRMA reserve fund balance in May was \$2,592,655. Total reserve income from dues was \$54,390 of which \$10,069 was interest income from CD's. The special assessment billing added \$3,047,000.

We did not spend any funds from the reserve in May.

The ending balance in the reserve account on May 31st was \$5,694,045.

River Valley Ranch Master Association
Profit & Loss Budget Performance
May 2024

	May	Budget	YTD Actual	YTD Budget	Annual Budget
Income					
Assessments	187,252	187,275	936,260	936,375	2,247,300
Memberships	7,948	5,100	26,293	21,700	83,000
Swim & Fitness.	2,091	2,100	6,148	6,500	20,300
Tennis Programming Income	38,131	39,000	94,991	95,000	197,000
Homeowner Reimbursable Assessmt	18,696	17,000	58,920	57,000	123,000
Other Income	24,568	11,900	84,692	48,200	167,800
Total Income	278,686	262,375	1,207,304	1,164,775	2,838,400
Cost of Goods Sold					
Swim & Fitness	8,709	7,500	29,604	30,000	69,700
Tennis	29,457	28,300	58,116	54,450	162,750
Concessions	4,564	3,900	6,447	7,200	26,300
Credit Card Fees	3,125	2,000	7,901	7,000	20,000
Total COGS	45,855	41,700	102,068	98,650	278,750
Gross Profit	232,831	220,675	1,105,236	1,066,125	2,559,650
Expense					
Personnel	125,684	124,725	593,363	591,934	1,536,935
Grounds	109,931	94,095	174,448	166,775	370,665
Irrigation	12,903	9,200	46,588	50,000	117,900
Ranch House Expenses	11,329	11,450	52,504	58,000	141,550
Utilities	11,970	12,067	54,789	58,835	144,700
Administrative	10,500	10,340	47,773	52,300	124,800
Finance	71	200	1,614	3,500	6,900
Design Review Committee	6,376	3,000	19,683	11,000	34,000
RVR Community Expenses	3,255	5,100	18,263	20,500	82,200
Total Expense	292,019	270,177	1,009,025	1,012,844	2,559,650
Net Operating Surplus / Deficit	(59,188)	(49,502)	96,211	53,281	0

Reserve Activity
May 2024

	May	Budget	YTD Actual	YTD Budget	Annual Budget
Reserve Income					
Reserve Assessment Income	44,320	44,320	221,600	221,600	531,840
Investment Interest Income	10,070	8,000	45,842	44,000	100,000
Total Reserve Income	54,390	52,320	267,442	265,600	631,840
Reserve Balance May 1	2,592,655				
Income - Monthly Reserve Dues	54,390				
Income - Special Assessment	3,047,000				
Spending	0				
Reserve Balance May 31	5,694,045				

River Valley Ranch Master Association

Public - Balance Sheet

As of May 31, 2024

ASSETS

Current Assets

Checking/Savings

Wells Fargo Operating 641,781

Investment Accounts 3,504,035

Total Checking/Savings 4,145,816

Accounts Receivable

HOA Dues A/R 270

Special Assessments A/R 2,904,000

Total Accounts Receivable 2,904,270

Other Current Assets

Undeposited Funds 11,992

Interest Receivable 6,982

Prepaid Expenses 74,157

Inventory 7,529

Total Other Current Assets 100,660

Total Current Assets 7,150,746

Fixed Assets 604,338

TOTAL ASSETS 7,755,084

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable - Vendors 128,774

Accounts Payable - Payroll 54,434

Accounts Payable - Payroll Tax 4,692

Accounts Payable - P&D Deposits 887,890

Total Accounts Payable 1,075,790

Credit Cards

Wells Fargo Credit Card (1,152)

Total Credit Cards (1,152)

Other Current Liabilities

Interest Payable - P&D Deposits 11,093

Prepaid HOA Dues 34,897

Prepaid Income - DRC Fees 74,564

Prepaid Income - Tennis 18,165

Sales Tax Payable 420

AVLT Payable 39,115

Payroll Liabilities 1,433

Total Other Current Liabilities 179,687

Total Current Liabilities 1,254,325

Total Liabilities 1,254,325

Equity

Reserves (RVRMA, OT, TS) 5,788,416

Prior Operating Fund 1,058,167

Transfers to from Reserves (604,204)

Retained Earnings 154,302

Net Income 104,078

Total Equity 6,500,759

Rounding 0

TOTAL LIABILITIES & EQUITY 7,755,084

Dear Board Members,

I am pleased to provide an update on the recent grounds and facilities activities at River Valley Ranch.

Irrigation: It's getting hot, we are increasing our run times and are aware of the hot spots throughout the community. The crews are constantly tuning heads and making repairs to keep RVR green and beautiful.

Emerald Ash Borer: Treatment has been completed.

Weed Control: Vacant lots were sprayed on 6/20/2024.

Swimming Pool: It's windy too. We are beefing up the bases for the umbrellas to keep everyone safe around the pools as we have had a few fly-aways this season. They will be installed immediately upon arrival.

Flowers: The flowers are here, hooray! A big thank you to Michael Francisco and Hap Strombeck for their efforts.

Carlos, Gavin, Dan, and Hap are the guys you see driving around and fixing the sprinklers in the neighborhood. There is never a dull moment for them this time of year. Many thanks for their efforts.

Travis Green
Landscape and Facilities Superintendent

2024 SUMMER BOARD ELECTION

Following is a schedule of key election activities, for the Summer 2024 election.

Community notice of Board Election; Request for candidate declarations	Friday, May 24
Candidate declaration deadline	Friday, June 7
Candidate Meet and Greet	Friday, June 14
Ballots sent out	Friday, June 14
Voting deadline	Friday, July 5
Election results published	Monday, July 8
Elected candidates installed at the July Board Meeting	Wednesday, July 24