



## RIVER VALLEY RANCH

### RVRMA EXECUTIVE BOARD MONTHLY MEETING

Wednesday, November 18, 2020, 5:30 p.m.

Meeting held via Zoom

#### Executive Board of Directors

Cathy Cooney, Co-President  
Gary Lesser, Co-President  
Ben Johnston, Secretary  
Todd Richmond, Director  
RJ Spurrier, Director  
Laura Hanssen, Director  
John Lund, Director

#### Management Attendees

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

#### Homeowner Attendees

Lani Kitching	Jane Kelly
Richard Sills	Nina and Doug Factor
Steve Damerow	Stan Kleban
Trudy Strassburger	Michael Banbury
Carol Sherman	Kathy and John Schoenecker
Steve Laverty	Patricia Rangel
	Karen Harvey

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#### I. Call to Order, Establish Quorum

Co-President Cathy Cooney called the meeting to order at 5:30.

#### II. Approval of the Consent Agenda and Meeting Minutes

Co-President Gary Lesser and Director John Lund moved and seconded to approve the agenda and the adoption of the Board Meeting minutes of the October 21 meeting.

#### III. Public Comment

There was no public comment. Cathy told homeowners in attendance if they had comments on the proposed 2021 Budget, they could share those comments in the Old Business portion of the meeting when we address the budget.

#### IV. Management Reports (*attached*)

- Ranch House Report, Kendra Ford
- Operational Report, Sterling Page
- Finance Report, James Maguire



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### V. Committee Reports

- **Playground Committee**

There has been a delay with equipment deliver so the Orchard Park playground is not completed yet.

- **Landscape Committee**

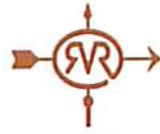
The Landscape Committee met Tuesday, Nov 17, 2020, its first meeting after the board recently selected new committee members. The meeting was held by Zoom videoconference. Gary and Cathy kicked off the meeting with background and board expectations, including publishing meeting notices and agendas, keeping records of proceedings and providing a monthly report to the board. The committee is advisory to the board and will provide recommendations to the board. The committee members present made brief introductions to each other and shared two or three areas they see as “issues” regarding common area landscaping within RVR. Two homeowners also attended the meeting, Richard Sills and Stan Kleban. Both provided comments in the public comment section of the meeting. Sarah Murr volunteered to chair the committee. The next meeting will be on December 3 at 4 pm.

- **Long-Range Planning**

The initial meeting of the Long-Range Planning committee took place on November 16, 2020 at 6:00 p.m. The meeting was held by Zoom videoconference. Committee members Mike Banbury, Bill Brown, Leslie Marcus, Nina Price and John Lund were all present, as were Board Co-Presidents Cathy Cooney and Gary Lesser. After a welcome and introductions, Gary and Cathy laid out the Board’s expectations for the Long-Range Planning Committee, both as to the procedures to be followed and as to the substance of the planning to be done. The Committee will function like the Board, providing an agenda, notice of the meetings, an opportunity for public comment and minutes recording the activity of the community.

Substantively, the Committee is expected to take a broad view of the needs of the RVR community over the next 5 to 10 years and provide recommendations and a report to the Board. The Committee should seek needed data, conduct surveys and even consider outside consultations to the extent needed to properly analyze the issues. Among other things, this will likely involve assessment of the capacity of the Ranch House facilities as RVR approaches full build out in the next 5 to 10 years.

The Committee discussed preparation of a charter to present to the Board and will focus on



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that at its next meeting. The Committee also discussed the major issues presented in the formulation of a long-range plan. The Committee selected John Lund as its Chair and set its next meeting for Tuesday December 15 at 1:00 p.m. Before then, the Committee members will study the 2021 RVRMA Budget and begin thinking about data it will need to collect to inform the process.

### VI. Old Business

- **2021 Budget Approval**

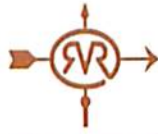
In recent communications with RVR homeowners, the Board shared that the proposed 2021 Budget would reflect an \$8 per month decrease in base dues, from \$298 per month to \$290 per month in 2021. The details of the budget have been shared with homeowners electronically.

Before the Board votes on the 2021 Budget, Cathy gave homeowners an opportunity to present any comments they had.

Gary Lesser read two comments from homeowners regarding the Budget that were sent in by e-mail.

From John Runne: "Thank you Cathy and Gary! No doubt lots of time and hard work involved to get the budget set. I worry that we are still giving RVR away even with this budget. Given what a unique and special place we all have and the massive infrastructure replacements we are facing, monthly dues should run between \$400-500. RVR is woefully underpriced. There are plenty who would complain yet there is not one other place on the western slope they could find to match what RVR offers. They can always move so more financially savvy can take their place."

From Yvonne and Paul Perry: "I wanted to write in and say that I am not in favor of a dues decrease. It's been an unusual year to say the least and its likely our expenses will be back up in the next year or two. From past experience, it's very difficult to increase the dues back the \$8. Good grief, what a waste of time and energy for \$8 a month/ \$96 a year. If we have extra, it's nice to put it in the capital account. You know we are always going to need more as our community assets age. Our community is growing quickly as well which will add additional expenses and possible necessary improvements to meet the increasing demands on the Ranch House. We cannot have too much saved up for capital improvements. If I had a vote, I'd vote to leave the dues flat this year."



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Patricia Rangel agreed with other comments that the dues should not be decreased, but at least remain the same as in 2020.

**Motion:** Treasurer Todd Richmond and Director John Lund moved and seconded a motion to approve the 2021 RVRMA Budget. The vote passed unanimously.

- **Vehicle Parking and Storage**

Sterling Page suggested the following guidelines for the Vehicle Parking, Storage, Operation and Repair Policy Addendum. The intention of the addendum is to provide clarity to the current policy of which the ambiguity has created difficult enforcement.

1. Permitted vehicles that are categorized as passenger vehicles feature original equipment manufacturer (OEM) installed elements such as, seating with seat belts, side air bags and safety glass throughout the cabin space. This category of vehicle is permitted if it meets all other requirements of subsection (a) and (b) of section 3.14.
2. Cargo type vans are categorized as Commercial Vehicles regardless of size. These are factory equipped with safety features only in the driver and front passenger cabin positions. This category of vehicle is not allowed to be parked in the RVR community except for loading and unloading during daylight hours.
3. Van conversions are after-market (Non-OEM) upfits to cargo type vans changing their category from commercial to Class B Motor Homes. Motor homes are not permitted to be parked in the RVR community except for loading and unloading during daylight hours.
4. A vehicle is deemed a Recreational Vehicle / Motor Home if any four (4) of the following items are permanently installed.
  - a. Cooking appliance.
  - b. Refrigeration or ice box.
  - c. Self-Contained toilet.
  - d. Additional heating and / or air conditioning unit.
  - e. Potable water supply system including a faucet and sink.
  - f. Separate 110-125-volt electrical power supply and / or L.P gas supply.

There was discussion about a proposed addendum regarding Vehicle Parking and Storage, as described in the Third Amendment to the RVR Master Declaration. The addendum was designed to provide better clarity regarding definition of permitted and non-permitted vehicle types, such as recreational vehicles, motor homes and campers. Following the discussion, the Board asked Sterling to come back at the December Board meeting with more detail and specifics.



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- **Memberships**

Gary Lesser presented Membership information for discussion only. The purpose was to make the Board aware of the various categories of Membership at the Ranch House, and understand what it actually costs each of the 550 property owners (Ranch House members) to maintain the Ranch House as part of their monthly dues. Sterling had done some research, and estimates approximately \$134 each month of each homeowner's RVRMA dues is the amount required to maintain the facility. This is a number to keep in mind as the Board sets future membership rates for non-property owners. Todd added that a second component of what we should charge for non-Property owner memberships is market rates. The Board agreed to have further study on this issue.

### VII. New Business

- **650 North Bridge Lane: Fence variance request**

Owners Doug and Nina Factor of 650 North Bridge Lane filed a request with the Board for a variance to the 9<sup>th</sup> Amendment of the DRC Guidelines as it relates to fences. The specific variance would be to allow for them to install a 6-foot privacy fence to be installed in their backyard parallel with a split rail fence which is already in place at the neighboring property 654 Northbridge Lane. The Factors said the existing split rail fence of the neighbor does not provide adequate privacy and noise barrier. The DRC guidelines do not allow two fences to run parallel with each other, and the Factors requested a variance to those guidelines

**Motion:** Board Co-President Gary Lesser and Co-President Cathy Cooney moved and seconded a motion to deny the variance, Todd Richmond and John Lund were in favor of the motion and Laura Hanssen and RJ Spurrier voted against the motion. The Motion to deny the variance passed 4-2.

### VIII. Adjourn

The meeting adjourned at 6:45.

### IX. Executive Session

Personnel Review

## **RANCH HOUSE REPORT 11.18.2020 - Kendra Ford**

It does seem our community is feeling safe with our Ranch House protocols and amenities. The average gym use for September was 11/day, October 16/day and to date in November we are at an average of 21/day for the gym. We do get regular positive feedback on the systems and protocols in place from those who use the Ranch House.

The Ranch House now opens an hour earlier at 6am and this has been a popular time and welcomed change by our members. Both the lap pool and the gym/studio areas can be reserved at that early hour. We also extended the gym availability to 7pm (it was closing at 6pm since we first opened it September 8<sup>th</sup>).

At the recommendation of the front staff the Hot tub reservation system has been put in place and is being used regularly and working out well for everyone. The large hot tub requires a reservation for a maximum of 3 people. The small hot tub is set aside for lap pool swimmers to use to warm up.

The Great Room has a reservation system as well with a maximum of 6 people for one-hour blocks and an ability to book for a longer period if needed on a case by case basis.

The staff has spent time researching ways to safely bring back some of the services we provided in the past for our members such as coffee and tea. We have ordered touchless coffee makers and hot water dispensers and will soon be announcing the availability of these services and how they will work.

Below are some brief updates.

- **Lap Pool-** The lap pool usage continues to be up from where it was in past years but has evened out to a manageable number of users for the amount of time everyone would like to have it available.
- **Events-** The Fall Fling was a wonderful success. It was fully outside and had sufficient room for all social distancing protocol to be met. We had two reservation blocks from 4-5:30 and then 5:45 - 7:00. Both reservations blocks were at full capacity with 70 people at each. This was a no charge event and included a dinner from the Slow Grooving BBQ Food Truck, unlimited drinks, and music by the Hell Roaring String Band. It was really a beautiful evening and management and staff really enjoyed getting to engage with many of our members who we have not had the opportunity to see in a long time.

Although our indoor annual Holiday bash is not an option this year, there will still be a wonderful day of holiday festivities for the entire family – all events will be outside and something that RVR has not seen before and very likely to become a favorite. Our staff is excited about creating a very memorable fabulous day/evening for the community and we look forward to providing more details to you very soon!

**Fitness Classes-** We have put out a very brief survey to the community to get a sense of how many of our owners are really interested in indoor fitness classes. At the time of this report 107 people responded and 53 said yes they are interested in having indoor fitness classes and 54 said no. We sent a special email blast out and will be running this survey in the Friday newsletter as well. At the time of the Board meeting on the 18<sup>th</sup> I will have a complete update of the results.

- **Communications**

We are regularly analyzing the information on the website and how to best use this platform as an easy and accessible resource. We are going to work on getting the messaging out there that the website should be the go to place for everything RVR; Special Announcements, Newsletter link, Ranch House Hours, Meeting Schedules, View from the Board, Ranch House Reservations, Design Review Guidelines, Fitness Calendar, Ranch House Calendar and so much more!

## **Design Review Committee Report for October 2020**

The DRC meeting schedules are full through 2020 and there are new applicants on the schedule for the January meetings.

Currently we have:

17 -homes under construction

11– at Town of Carbondale for permitting

14 - applications in front of DRC for review

**42 total active DRC files**



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

November 18, 2020

#### Governance

- The 2021 RVR Master Association and its special services neighborhood budget has been completed and submitted to the BOD and the Community for review. Pending approval of these budgets by the Board of Directors, they will be emailed to the voting members of the community for a ratification vote.

#### Facilities

- Seals for the primary and secondary pumps were replaced by the HVAC contractor to stop leaks and pressure losses in the system.
- Pacific Sheet Metal is contracted to fabricate and replace the undersized ducting for air handling unit #2.

#### Grounds

- An unexpected accumulation of snow in October required removal from the Old Town and Settlement neighborhoods by our maintenance and irrigation staff. The contract for snow removal begins November 1 of each year.
- Trees that have reached a mature size were limbed up to about 5' from ground level over the last year. This removed the edible twigs and needles that deer seem to love. As a result, our deer fencing efforts were significantly reduced to only the younger trees and shrubs.
- The new playground at Orchard Park is under construction by our maintenance and irrigation crew. The installation of playground equipment is being done as a fill in project for these crews saving installation dollars. This project had a late start date due to manufacturing and shipping (think COVID) delays.

#### Irrigation

- The irrigation crew has completed the removal and winterizing of the irrigation system, Cl-Valves, and components. They are taking a QWEL – qualified water efficient landscaper certification course sponsored at no cost by the City of Aspen. This is a first step in our effort to utilize the best technology and practices to save a valuable resource in our community.

#### Operations

- Old Town – No report
- The Settlement- No report
- The 24, Boundary and Crystal Bluffs have no report.

## Financial Report

October 2020

Prepared by James Maguire

### Budget vs Actual

Year to date, we are running a net surplus of \$162K. Income is exceptionally on target for the year with less than a 1% variance in budget vs actual. We lost income due to Covid in areas including guest fees, locker rentals, concessions, and memberships. However, we covered those losses with increased income in DRC fees and property transfer fees. We lost approximately \$75K due to Covid and gained \$75K from the real estate boom.

Expenses are running \$156K under budget. \$40K of that is COGS and \$116K is expenses. Most of the COGS savings is due to Covid – no concession costs, reduced fitness and swim classes, no USTA tournament, etc. Another \$30K of reduced expenses can also be directly attributed to Covid including Ranch House supplies (17K) and community events (11K).

We are \$16K under budget on legal as we did not have to litigate the golf course this year. Wages and associated payroll expenses are under budget by \$99K.

The only areas we significantly ran over budget are irrigation R&M (\$28K) and cleaning labor (\$28K).

### Reserve Funds

We spent almost \$14K of reserve funds in October on Orchard Park, Bowles gulch, and the Ranch House playground. Here are the totals-to-date for the major projects of 2020:

- \$63,760 Triangle Park playground
- \$26,155 Ranch House playground
- \$50,997 Orchard Park playground
- \$76,000 Trucks and trailers

Further detail can be found in the Reserve Spending Tracking on page 3 of the financial reports.

### Dues (A/R)

There are no problems with overdue homeowners currently. I set us up with the ability to sign-up for automatic payments online and make payments online. Both are live at [www.rvrma.org/autopay](http://www.rvrma.org/autopay) and [www.rvrma.org/payment](http://www.rvrma.org/payment)

### 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.

Our bank, Vectra, has opened the portal for forgiveness applications. I have not started it yet.