



RIVER VALLEY RANCH

RVRMA EXECUTIVE BOARD MONTHLY MEETING

Wednesday, August 26, 2020, 5:30 p.m.
Meeting held via Zoom

Executive Board of Directors

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

Management Attendees

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

Homeowner Attendees

Tim	Lani
McFlynn	Kitching
Sandi	Susan
Kister	Christman
Frosty	Mark
Merriott	Alberty
Tracey	Carl
Rubenstein	Hostetter
Michael	Jan
Banbury	Kuramoto
Susan	Robyn
Christman	Liotta
Richard	Paul
Heinz	Stonich
Stan	
Kleban	

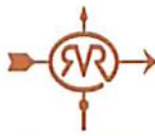
I. Call to Order, Establish Quorum

Co-President Cathy Cooney called the meeting to order at 5:35 pm.

II. Approval of the Consent Agenda and Meeting Minutes

MOTION: Co-President, Gary Lesser and Secretary, Ben Johnston moved and seconded to approve the agenda and the adoption of the Board Meeting minutes of July 22, 2020. The Motion passed unanimously.

III. Public Comment



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Paul Stonich addressed the Board to express that he does not support the Board's decision about the sign variance and was curious if it allows for other signs, not just Black Lives Matter signs.

Director RJ Spurrier explained that the variance expanded the definition of political signs to include political matters that might impact policy and future law. It is not specific to Black Lives Matter but would allow for that type of policy-based sign.

Paul requested to meet personally with Co-President's Cathy Cooney and Gary Lesser to better understand how the sign variance came about. Cathy and Gary agreed to set a meeting with Paul.

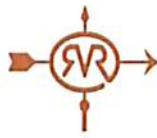
Tracey Rubenstein requested the lap pool times of 30 minutes on Monday, Wednesday and Friday be reconsidered and suggested if there has to be a 30-minute limit to accommodate more swimmers, that it be changed to Tuesday and Thursday and allow for an hour on Monday, Wednesday and Friday. The Board and management agreed to evaluate the usage and demand of the lap pool and possibly adjust the days and times in the upcoming weeks.

Susan Christman is interested in the opening of the gym at the Ranch House and in promoting the start of holding classes outdoors especially those which provide a more rigorous workout.

Sandy Kister stated she believes the signs which are part of the variance discussion create a divisive community and do not promote civil discourse. She feels a yard sign states a position without encouraging the civil discourse behind it.

Co-President, Gary Lesser shared a note on behalf of owner Larry Schneider, who was unable to attend the meeting:

"I, for one homeowner at RVR, and other RVR homeowners (who I will not mention now) are surprised and disappointed at the condition of the RVR common area turf grass. My primary concern is the turf grass care between the walking trails and streets in RVR as well as most of the medians throughout the development. The beautiful Kentucky Blue Grass that was once a source of pride and appreciation of the RVR homeowners has become literally overrun by noxious and invasive weeds (including, among others, Dandelions, Thistle, Chickweed and Clover). It appears to me the use of common and safe conventional herbicides has been totally discontinued on these areas, to the significant detriment of the once healthy and lush Blue Grass! It also appears that our irrigation and fertilization of these common areas now serves primarily to simply enhance the growth and invasion of more and more unsightly weeds.



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I would like to recommend to any of the board members, including the GM, to look at a few representative areas and draw your own conclusions in these regards. Please view the medians in front of the following RVR addresses: 692 Perry Ridge to 774 Perry Ridge (three medians and turf grass on both sides of the street on Perry Ridge in these areas) and 4096 Crystal Bridge Dr to 4104 Crystal Bridge Dr.

Tim McFlynn explained his history of involvement in the development of open space as well as management of horse farms and expressed interest and a willingness in being on the Landscape Committee as an Old Town representative. Tim will follow up with and provide his background to existing members of the Landscape Committee.

Lani Kitching thanked the Board for recognizing the questions she sent it to them via email, and she suggested it would be more appropriate to discuss in individual conversations with Cathy and Gary, who agreed to set up a meeting with her.

Frosty Merriott stated he was surprised at the cattail issue coming back up again because it was his understanding it was agreed they would be taken down to 50% of what was there, and this was signed off on by everyone. He believes there are issues that are more significant than cattails such as the trees in Orchard Park and trails.

IV. Board Governance

- Unanimous Written Consent- Sign Variance

A Unanimous Written Consent for a sign variance was approved by the Board and needs to be recognized in tonight's minutes.

The Board noted one of the options in the variance was its right to amend or revoke it at any time. In light of emails received by owners and public comments expressed at tonight's meeting the Board has agreed to revisit whether there should be any changes to the variance and will vote on this at a special meeting to be scheduled in a few weeks.

- Board Meeting Calendar and Annual Meeting

MOTION: Director Laura Hanssen and Co-President Gary Lesser, moved and seconded to approve the 2021 Board Meeting Schedule through July of 2021 and Annual Meeting date. The Motion passed unanimously.

- Co-Presidents' Division of Duties (*attached*)

MOTION: Director Laura Hanssen and Director Gary Harada, moved and seconded to approve the Division of Duties for RVRMA Co-Presidency as presented. The Motion passed unanimously



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V. Management Reports (*attached*)

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

There was some discussion around the irrigation water usage as mentioned in the Operational report. Sterling stated he and Chad Weaber from the RVR Golf Course are going to take a closer look at potential issues that could have caused the significant increase, when they read meters next week. He will report back to the Board at the regular meeting on September 23, on their findings

RJ Spurrier suggested the IT Committee be reinstated to support management with the following three items. 1. The internet bandwidth at the Ranch House. 2. An updated entry system 3. Assess if using QuickBooks as master database is providing everything that is needed for operations.

Cathy Cooney noted the financials indicate RVR is doing a good job of managing cost and expenses and has not had a decrease in revenue. She requested that money is spent where it needs to be for the betterment of the community (i.e. landscape issues addressed in tonight's meeting).

VI. Committee Reports

- Reinstated Landscape Committee

To date Gary Harada, Yvonne Perry, Sarah Murr and Ted Stude are on the Landscape Committee and additional committee members are being considered.

A proposed Landscape Committee Charter needs to be reviewed by the Board. This charter will then be voted on at the next meeting.

- Governing Documents Committee

Ben Johnston gave a summary of the accomplishments and status of the Governing Documents Committee to date. The Committee started by reviewing the Declarations and then organized comments into an input matrix. They established 11 areas of focus and discussed each focus area and potential recommendations for the Board. In April they



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finished the review of the matrix. After Covid shifted the committee's focus, it recognized this was not the right time for this undertaking. Some members of the committee took all of the information discussed and the input matrix and captured the committee's work to date, and drafted a report that was reviewed and approved by committee members. The report addresses the 11 focus areas and makes recommendations for the Board. The Committee has asked the Board to review their report and give some direction to the Committee as to where the Board would like them to go next. Ultimately the Committee does believe a survey of the Community should be done in order to gather input on some areas of the Declaration where they saw problems.

- Playground Committee

Triangle Park is almost complete, and the installation team is waiting on a little mulch.

The Ranch House playground is installed.

The Orchard Park playground area is prepped, and the installation team is waiting on the truck delivering the equipment.

VII. Old Business

- Audit Results

A draft version of the audit results will be circulated to the Board for review and for any suggested corrections.

- Town of Carbondale Noche Park

Noche Park is part of the Town's park system that RVR is financially responsible to maintain. The Town of Carbondale would like to create a fenced-in area at the park, so it contains where cars park. The improvements will be at the expense of the Town and to date the Town has just presented a draft of ideas.

- Covid Facilities Update

- Gym Opening
- Outside Classes
- Pool

The fitness rooms are scheduled to open on Tuesday, September 8. Six people will be allowed in each room (gym and studio). Some of the cardio equipment will be moved to the conference room. The reservations will be made online through the same booking system used for the other areas of the Ranch House (for example, tennis and lap pool) and each member can book for an hour of time. The state and Garfield County mandate mask to be required the entire time someone is working out.



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The staff is working with fitness instructors to start to move some classes outside, so they are not all on Zoom, but keep a combination of both for the members who are still not comfortable with in-person group classes.

VIII. New Business

- Vehicle Parking and Storage

The Third Amendment to our Master Declaration has language that specifically does not allow certain vehicles to be parked on common areas and individual lots. The language prohibits boats, trailers, campers, motorcycles, snowmobiles, recreational vehicles, and commercial vehicles – among others. But the section does not define what is meant, for example, by campers or recreational vehicles. There are a number of vehicles in the community that some might characterize as campers or recreational vehicles, but without a clear definition or interpretation of those terms, the RVRMA is, for now, not strictly enforcing those provisions that limit vehicles parking, loading and unloading. The Board needs to decide how these types of vehicles will be defined, interpreted and managed. The Board must consider if they are campers, recreational vehicles or any other similar vehicle. If it is determined they fall into one of those definitions, then the vehicles will not be allowed to park in driveways, or common areas, except for the time allowed for temporary loading and unloading during specified hours.

The governing document section that address this issue is the *Third Amendment Page 3 Paragraph 9*.

The Board was tasked with coming to the next meeting with some ideas around this so they can vote on it and finalize the issue.

- Long-Term Planning Committee

A Long-Term Planning Committee would be tasked with looking at what are the assets that RVR has that are valuable to the Community and what the community will look like in the future. This will involve some strategic thinking and planning.

The opportunity to be serve on this Committee will be put out to the RVR Community for owners who would be interested in participating on this committee.

Action Item: Todd, Laura and RJ are willing to help in some capacity and have agreed to set a time to meet with each other to structure what this could really look like and how it would work.

- Seasons Memberships

MOTION: Co-President Gary Lesser and Director RJ Spurrier, moved and seconded to approve the termination of outside Seasonal Membership as of September 1, 2020.



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IX. Adjourn

The meeting adjourned at 7:38 p.m.

Division of Duties, for RVRMA co-Presidency

Cathy:

Per By-Laws, definition of Officers & Their Duties:

- Direct, supervise, coordinate and have general control over the day-to-day affairs of the Master Association
- Preside at all meetings of the Executive Board (except Annual Meeting)

Also:

- Manage relationship with RVR senior staff, and meet weekly (or as needed) with Sterling
- Manage relationship with Red Cunningham at RVR Golf
- **Primary** signer of checks
- Delegate to Board members issues that can best be addressed by them (ie, Ben, Governing Docs; Todd, Financial; etc)
- Serve as Gary's backup on duties listed below, when he is not available

Gary:

Per By-Laws, definition of Officers & Their Duties:

- Sign contracts, leases and other written instruments
- Preside at Annual Meeting

Also:

- Manage relationship with Jay Harrington at Town of Carbondale.
- Liaison between Board/Staff and Jeff Conklin (legal counsel)
- **Backup** signer of checks
- Serve as Cathy's backup on duties listed above, when she is not available.
- **Communication:**
 - Determine theme of monthly "View From the Board;" write VFB and coordinate review/publication
 - Manage/write communication regarding Board activities (ie, for weekly newsletter)
 - Develop and coordinate content for Annual Meeting
 - Be Board liaison/advisor (as needed) to Management/Staff regarding communication to community

Both:

Per By-Laws, definition of Officers & Their Duties:

- Appoint Committees
- See that orders and resolutions of the Board are carried out

Also:

- Set Board meeting agenda (monthly) with Sterling and Kendra
- Be responsive to community regarding their questions, complaints or

Ranch House Report- August 2020

General

The recreation pool, lap pool and tennis courts have stayed consistently busy all summer with all reservation times booked. This week we are starting to see a bit of a shift in this with the start of school.

With our continued warm temperatures and limited activities our plan is to have the pool available to owners for the month of September. We are keeping the pool open without the slide on and lifeguards during the week, as most of our staff is not available with the start of school. However, we are getting a schedule and some new hiring in place to allow us to have the slide on and lifeguards on duty for the rest of the weekends in August and hopefully most of September. This will be the first time we have been able to offer this on weekends after Labor Day, largely due to the fact our staff will not have their typical weekend sport commitments so we get to help them stay busy and they allow us to offer just a little more fun around the pool into the fall.

In the absence of our pool staff, the front desk staff has taken on all the sanitizing task around the pool area.

Member Services

The number of new owners in July and August has more than tripled from our typical monthly average so there are quite a few new faces and members to get set up in our system. Recognizing that there is a significant increase of new owners in the community who are not familiar with the operations of RVR , Sterling and I are feeling like it is time to host a new owners meet and greet outside around the pool. We will have all the necessary social distancing measures in place but would like the opportunity to connect in person. We are planning this for the week of September 14th.

The weekly newsletter continues to be our main line of communication with our community and the open rate is consistently between 65% and 70%. We are also finding that targeted email blast have a high open rate and generate an increase in a response to an event when they are sent out.

Fitness

The lap pool use is at an all-time high this summer and we have been listening to feedback and request for how to make it available to more users. A few weeks ago, we changed the available swim time on Monday, Wednesday and Fridays to 30 minutes and allowing 60 minutes all other days of the week. The reason for the change is because there are members who swim almost every day for an hour and many others were feeling like that cut in on the opportunity for them to ever get an available lap lane. By shifting to 30 minutes time slots it opened the window of time up to several other members. We are certain some members who insist they must swim for an hour almost every day are using a work around by booking under a family members name after their own and staying for the whole time. We need to figure out how to best address this issue.

There are increasing request for fitness classes to be held outdoors and some higher intensity classes - different then our current offerings. I am working on a proposal to the Board about what that could potentially look like.

The return of the water aerobics program has been very well received and has worked out great being held in the recreation pool. It is currently offered on Tuesdays and Thursdays, but due to the interest and request the schedule switch to Monday, Wednesday and Friday for September.

A new session of swim lessons will be offered in the fall while we are keeping the pool open and because we started them so much later in the season than normal.

Events

The annual garage sale had about 30 participants this summer which was up from around 20 last year.

There have been two Adult Pool Nights to provide an opportunity for those who want to come socialize outside around the pool in a quiet setting. The feedback on those has been positive so we are going to continue to offer one a week and switch off with what night they are held. The next one will be this Friday, August 28th.

The annual Dive in Movie is happening again this year which is fantastic. We have full reservations for it and the movie being shown is Onward. In past years we served snacks and drinks but due to the shift in all we are doing this summer for this year we are just providing the fun and the space.

DRC Updates

Since our last Board meeting, we will have had three final home inspections, 2 preconstruction meeting and two predesigns. There continues to be a steady number of small improvement request coming in weekly but not as many as a few months ago. The turnaround time has shortened generally from two weeks to one.

The DRC submittals for since the last Board meeting as they relate to new construction are:

Lot: EE-7

Review Type: Second Preliminary/Final

Lot: EE-1

Review Type: 1st Preliminary

Review Type: 2nd Preliminary

Lot: EE-15

Review Type: 2nd Preliminary

Lot: A19/20

Review Type: 1st Preliminary

Lot: HH-12

Review Type: 1st Preliminary

Lot: V7

Review Type: 2nd Preliminary

Lot: V4

Review Type: 1st Preliminary



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Monthly Report to the Board of Directors

August 26, 2020

Governance

- Face to face notification of non-compliance has yielded positive results. Several boats, trailers, RV's, and vehicles 'For Sale' have been removed or the offense rectified by the owners. Notice of Violation and fine were issued to a repeat offender of the parking covenants.

Facilities

- We suffered a brown out on the evening of July 12th. We have installed safety shut off VFD controls for each of these pumps to protect them from future problems. New pumps were shipped on Aug 17th and will be installed as soon as they arrive. Our internet provider Century Link has upgraded our system speed from 5-7 Mbps to 12-15 Mbps.
- A request for pricing for a dome pool cover was delayed by the manufacturer as they are too busy this fall. They will take up the design work in the spring of 2021.

Grounds

- The summer crew is installing the 2-5 age group playground near the wader pool at the Ranch House. This simple project has been complicated by mis-placed pool piping and poorly installed electrical by the developer. The Playground equipment for Orchard Park has shipped and will be arriving soon. Trees in the common areas have been limbed up to clear off the deer killed sections and provide better visibility and safety.

Irrigation

- Water consumption in July was 56.34% Residential and 43.66% Golf. The residential usage was 37,181,500 which is 40% more than our previous 7-year average of 22,309,000 gallons and significantly higher than the previous high-water mark of 24,308,900 for the same period in 2018. We have 30 new residences since last year and our existing landscapes are maturing. Voluntary water restrictions were requested by the TOC which we have implemented for common areas and ask that the residents do the same.

Operations

- Old Town –Advisory committee needs to set meeting date.
- The Settlement-Advisory committee needs to set meeting date.
- The 24, Boundary and Crystal Bluffs have no report.

Financial Report

July 2020

Prepared by James Maguire

Budget vs Actual

To date, we've received \$1,450,813 in income out of a budgeted \$1,485,128 which is a difference of \$34,315 below budget. The biggest losses of income continue to be those affected by the lockdown including guest and locker fees, tennis, and concession sales.

On the expense side, we've spent \$1,276,374 out of a budgeted \$1,425,299 which is a difference of \$148,925 below budget. This more than makes up for the lost revenue by over \$100K. The biggest expenses that went over budget are cleaning labor and irrigation repairs and maintenance. Some of the biggest expenses that are running under budget include payroll, community events, and tennis.

Please refer to the attached charts for an illustration of our overall financial progress.

Home Sales

Home sales have accelerated in July at a rate of 3 to 4 times the average requiring much more time from the Accounting department to deal with the increased volume. This includes sending status reports to the title companies, updating contact information, switching automatic payments, updating homeowner tracking spreadsheets, invoicing the new homeowners, emailing them about how to pay dues, processing title company payments, and other tasks. Your patience is appreciated as other tasks become backlogged. Home sales are time sensitive and deadline based.

Reserve Funds

We spent approximately \$216 of reserve funds in July for the ongoing playground project at Triangle Park. We also sold an old truck to an employee and recouped \$1,000.

Dues (A/R)

The A/R list is longer this month mostly due to new home sales. I will be following up with new homeowners who aren't in the habit of paying and will try to get them on autopay. As well, some dues will be paid at closing. I coordinate with the title companies to make sure any outstanding dues get paid at closing.

Online Dues Payments

I have looked at a couple options for allowing homeowners to pay their dues and DRC invoices online either by bank account or credit card. The per-transaction merchant fees would be paid by the homeowners at the point of sale. RVRMA would have a monthly fee of \$25.

Audit / Taxes

The audit is complete. We are still waiting on the results which will include 3 reports: an audit report, management letter (internal controls) and board governance letter (discusses broad issues regarding audit process). Our auditor will also be completing our 2019 tax return. We hope to see everything finalized by the end of August.

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, so there should be no issues with getting 100% of the loan forgiven. When it does, we will convert the balance from a loan to income. This should be more than enough to cover any economic losses due to the shutdown this year.