



RIVER VALLEY RANCH

RVRMA EXECUTIVE BOARD MEETING
Wednesday, July 24, 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, June 26, 2024.

III. Election Update

- Announce Election Results
- Appoint Officers

IV. Public Comment

- Comments in public comment are for agenda items only.

V. Month End Financial Review – detailed update at Annual Meeting

VI. 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

VII. Old Business

- LRP Ranch House Renovation Update

VIII. New Business

IX. Adjourn



RIVER VALLEY RANCH

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

Executive Board of Directors

Michael Banbury, President
John Lund, Vice President
Todd Richmond, Treasurer
Ben Johnston, Secretary
(*absent*)
RJ Spurrier, Director
(*absent*)
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:

Jeff Krentz

Via Zoom:

Krys Greenwood

I. Call to Order- Establish Quorum

Board President, Michael Banbury, called the meeting to order at 5:30 p.m.

II. Approval of Minutes

- Carl Hostetter and Sherry Stripling motioned and seconded the approval of Meeting Minutes of the RVRMA Executive Board Meeting held on Wednesday, May 22, 2024.

III. Public Comment

- There was no public comment.

IV. Month End Financial Review – James Maguire

RVR Controller, James Maguire shared a financial presentation highlighting the budget versus actual, DRC Income, the reserve account and the special assessment.

James shared that May income has once again surpassed the budget almost primarily due to DRC income. Costs of goods sold were slightly over budget and for the first time all year, expenses exceeded the budget. This was expected and it is a correction to the timing issues mentioned in previous months, bringing the overall surplus down. The net deficit for May was \$9,685.

Year-to-date budget versus actual show income being over budget by \$42,000, of which \$34,000 is from DRC income. However, on a percentage basis (3.7% variance). Costs of goods sold are also over budget by \$3,000 (3.5% variance). Expenses are now spot on. James added that out of about \$1.013 million we spent \$1.009 million for a difference of only \$3,818 (0.4%). The bottom-line net surplus for year-to-date is \$42,928 which is \$10,000 lower than last month's net surplus of almost \$53,000. If all goes according to plan, the surplus from the income should drop down to the bottom line at year end.

DRC income is responsible for over \$34,000 of the total income surplus of \$42 thousand. Memberships and food and beverage sales are also doing better than expected so far this year.

James then focused specifically on DRC income looking back at the previous two years compared to this year (through May). The actual income has been erratic, peaking at \$89,000 in 2022, then dipping down to \$35,000 in 2023, and now \$64,000 in 2024. Last year we kept the budget the same, expecting a drop in actual income, which there was, but not as drastic as it turned out to be. For 2024 we lowered the budget, but now the actual income is almost double what it was last year. The positive piece to this is we now have a surplus rather than a deficit.

When looking at expenses, everything is mostly on target. As expected, DRC expenses are the only line item going significantly over budget. Also notable, is our largest expense, personnel costs, at only a \$1,429 variance out of a budgeted \$592,000 (0% variance). With over a million in the budget and a million spent, the variance is also close to 0%, at only \$3,819.

Next, James shared a snapshot of the reserve account. The starting balance was \$2.593 million. We collected \$44,320 in reserve assessments and earned \$10,070 in interest, up from \$8000 in interest last month. We also booked on an accrual basis, \$3,047,000 from the special assessment, bringing the total income for the month to

\$3,101,390. The ending balance in the reserve account on May 31., 2024 was \$5,694,045.

Finally, James shared the special assessment numbers which was invoiced to the community on May 13, 2024. There are 554 properties and the assessment is \$5,500 per property for a total special assessment of \$3,047,000. In May, we had 12 homeowners pay 50% and 20 homeowners pay 100% for a total \$143,000 collected so far. As a reminder, 50% is due by October 1, 2024 and the balance in full by August 1, 2025.

Carl asked whether there is a penalty for owners that pay late. Ashley said that the HOA would need to follow the collection policy per HB 22-1137.

V. Management Update

- **General Manager Report- Ashley Lynch**

Ashley reported that EAB treatments have happened and it will be three years before the next round of injections.

Ashley also commented that vacant lots were recently sprayed for noxious weeds.

It was also shared that guest fees are up. Sherry added that she was concerned because she is hearing from her peers that grand kid guest passes can become pretty expensive especially when they are visiting for longer stretches. Ashley shared that as much as we would love to come up with a way to offer something for grandkids, the barrier inevitably gets lifted for other situations and may create cracks in our system. There have been small changes made to allow more flexibility.

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

- **DRC Report- Jessica Hennessy**

Jessica highlighted that the DRC has been working on a project together with Board Director, RJ Spurrier concerning guideline revisions. More information to come at upcoming meetings and strategy sessions.

- **Finance Report- James Maguire**

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

Travis mentioned that the community experienced issues with golf course pump houses and water had to be turned off while repair work was completed them. Travis noted that the golf course hired a third-party contractor to assist with the issue.

VI. Old Business

- **Election Timeline**

Ashley shared the election timeline and highlighted that the deadline for voting was July 5.

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

VII. New Business

- **Annual Meeting Plan**

Ashley commented that the Annual meeting will take place on Wednesday, July 24 at the Old Thompson Barn. Hors D'oeuvres and beverages will be served to attendees from 5:30 -6:30 p.m. and the meeting will begin at 6:30 p.m.

Ashley then gave a brief synopsis of last year's meeting and asked the board what their thoughts were for new Items to include at this year's meeting.

Carl brought up the potential of an outside speaker coming in to talk to the community. For example, the Fire Department could present about fire mitigation.

The following topics were also brought up as recommendations to highlight at the annual meeting:

- John Lund and Jeff Krentz to speak about the relationship with the

Town of Carbondale.

- Water conservation
- Ashley brought up that xeric-focused landscape drawings are being worked on by the DRC and a local landscape architect. The plans could be introduced at the meeting.
- Budget topics
- A real estate presentation from Brian Leasure.
- The year's accomplishment
- Ben Johnston to discuss the golf course situation.
- Potential sub-association participation
- Social clubs
- DRC numbers (including a vacant lot count, homes under construction etc.)
- Ways to get involved in the HOA

It was also commented that the meeting did not necessarily need to be very long and homeowners enjoy the social time with their neighbors.

- **RFP Update for Long Range Plan**

Ashley gave an update on where we are with the FRP for the Long-Range Plan.

Ashley noted that we have been talking to RA Nelson throughout the whole process. RA Nelson has always been willing to help and it has been a great relationship so far.

RA Nelson returned an RFP proposal to the HOA with a cost overhead of 8%. Ashley added that he has been working with board member Carl Hostetter and Mark Margulies who is a former architect and former owner of an owner's rep business, which has been extraordinarily helpful. Mark thought that the RA Nelson RFP looked very good.

The plan is to continue to pursue a design build where a builder would be brought on first and then an architect would be brought on. Board member, Sherry Stripling, asked if others were solicited to produce an RFP proposal for the HOA and Ashley explained that they hadn't. Ashley went on to say that RA Nelson has been willing and excited to work with the HOA from the beginning. RA Nelson also has a good mix of residential and commercial background. Ashley went over all the steps that are upcoming including a formal estimate cost, DRC Review, and permitting with the town of Carbondale. These steps will take time and if the association wanted to solicit more bids, we could be into fall trying to get through that process. At that point, RA Nelson could potentially step away from the project.

John Lund added that there is a due diligence piece to perform by interviewing some of the clients RA Nelson has worked with as a reference check.

Sherry added that we don't want to be in a situation where there is a question of bias in our selection.

Ashley also noted that he has connected with the General Managers for Iron Mountain Hot Springs and Aspen Glen concerning their recent renovations. The biggest take away was that they both said design build was the way to go.

Ashley commented that he will take the feedback given tonight and connect with Carl and Mark Margulies, digest everything and choose a path forward.

VIII. Adjourn

The meeting adjourned at 6:30 p.m.



Final Vote Tally for the 2024 Board Election

Michael Banbury: 119

RJ Spurrier: 98

Sam Hartnett: 96

Election of Officers to Occur at Board Meeting



July 24, 2024

General Manager's Report

Governance/Operations:

- We continue to work on items concerning the execution of the Ranch House improvement plan. This item will be addressed verbally in the meeting.
- Vacant lots and isolated MCA lands have been sprayed for noxious weeds and owners of vacant lots have been billed. The Master Association gets preferred pricing for this service, we only billed around \$35 per lot this year.
- See the board packet and agenda for a final vote tally for the 2024 election.
- The Ranch House continues to see a surge in guest fees and corresponding concession sales. See Ali Royer's report for graphs/details
- We are conducting a lot of tree work throughout the community this week. Holland Thompson Dr. is having extensive pruning done, and hazardous trees in the community are also being addressed.
 - We lost 3 trees due to a windstorm on 6/27, which makes 4 trees down this year (due to high winds). This caused us to look at other nearby trees that could represent a hazard.

Staffing

- Irrigation and RH summer staffing is complete

Sub-Associations & Neighborhoods

- **The Boundary** – The next meeting took place on 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 in 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 is now available M-F.

Here is our most recent fitness schedule. We're offering a variety of 24 classes each week. This time last year, we offered 19 classes per week.

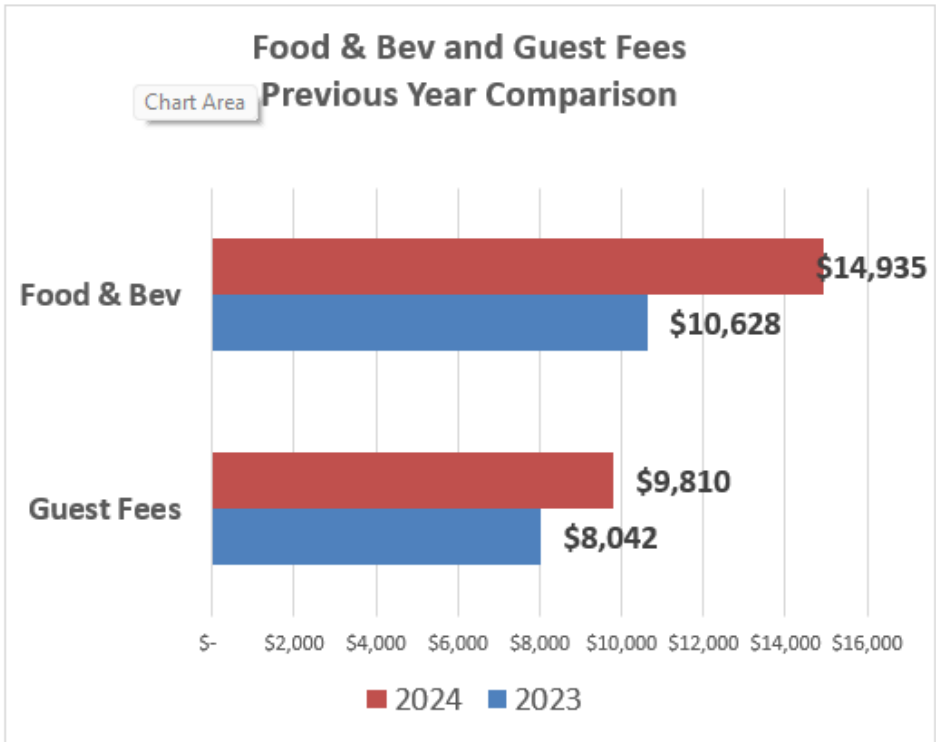
Day	Time	Location	Class	Instructor
Monday 7/22				
	6:00-7:00 AM	Studio	PEAK Fitness	Jace
	8:00 - 9:00 AM	ZOOM	Qigong: Moving Meditation	Cari
	8:00 - 9:00 AM	Studio	Pilates for Everyone	Alexandra
	9:30 - 10:30 AM	Studio	Strong & Stable	Shaylee
Tuesday 7/23				
	6:00-7:00 AM	Studio	PEAK Fitness	Jace
	8:00 - 9:00 AM	Studio	Gentle Slow Flow Yoga	Anthony
	9:00-10:00 AM	Rec Pool	H2O Resistance & Core	JoAnn
	9:30 - 10:30 AM	Studio	HIIT	Lauren
	5:30 - 6:30 PM	Lap Pool	Mater Swim	Dave
Wednesday 7/24				
	6:00-7:00 AM	Studio	PEAK Fitness	Jace
CANCELED	8:00-9:00 AM	ZOOM	Qigong-Moving Meditation	Gari
	8:00-9:00 AM	Studio	Cycling + Upper Body Strength	Susan
	9:30 - 10:30 AM	Studio	Barre	Lauren
Thursday 7/25				
	6:00-7:00 AM	Studio	PEAK Fitness	Jace
CANCELED	9:00-10:00 AM	Rec Pool	H2O Resistance & Core	JoAnn
	9:30 - 10:30 AM	Studio	Dynamic Strength	Shaylee (sub)
	10:45 - 11:45 AM	Studio	Pilates Blend	Natalie
	5:30 - 6:30 PM	Lap Pool	Master Swim	Dave
Friday 7/26				
	6:00-7:00 AM	Studio	PEAK Fitness	Jace
	8:00 - 9:00 AM	Studio	Gentle Slow Flow Yoga	Shelly
	9:30 - 10:30 AM	Studio	Cardio Fusion	Erika
	10:45 - 11:45 AM	Studio	Pilates	Erika (sub)
Saturday 7/27				
	9:00 - 10:00 AM	Studio	Ageless Athlete	John
Sunday 7/28				
	4:30 - 5:30 PM	Studio	Restore & Renew Yoga	Ellen

Ranch House Usage – June Summary

1. We had 5,510 check-ins in June (compared to 3,913 last month, May 2024, and compared to 5,520 in June 2023)
 - a. 431 were Thompson Corner or ADU members.
 - b. 558 were Tennis members.
 - c. 4,521 were homeowners or transferred members (long-term renters)

Pool

All is well at the pool! The staff has been doing a great job. Lifeguards complete weekly in-service training (1 hour each week). Lifeguards have been proactive and prevented a couple of accidents so far this summer. We've received feedback that they are on top of things this year! Guest usage and food and beverage continue to be higher this year than 2023 (see graph). We've adjusted staff numbers accordingly.



Past & Upcoming Events

Recent Events

- 6/1 Annual RVR Garage Sale
- 6/11 Meet the Artist Happy Hour – Staci Dickerson
- 7/1 4th of July Event
- 7/14 All in White Tennis Round Robin
- 7/16 Meet the Artist – Lauren Graves

Upcoming Events

- 7/24 Annual RVRMA Meeting
- 7/27 Unique White Wines Tasting
- 8/3 Open Gardens Tour

DRC Report, July 2024 - Jessica Hennessy

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

- **Lot:** Y08, 172 Sopris Mesa | **Review:** Final Submittal
- **Lot:** Z15, 328 Crystal Canyon | **Review:** Changes to Approved

DRC Numbers:

- There have been **82** 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 **5** 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 **37** total active DRC files.

Financial Report

June 2024

Prepared by James Maguire

Budget vs Actual

June marked the end of 2 quarters and the half-way point through the year. Total income for June was \$272K out of a budgeted \$267K. DRC income was actually slightly below budget this month at \$6,135 out of a budgeted \$7,000. Food and beverage sales and guest fees contributed most to the small surplus in income in June.

Costs of goods sold in June were \$43K out of a budgeted \$45K.

Total expenses were spot on with \$228K spent out of a budgeted \$228K, a variance barely over 0%. Wages were \$117K out of a budgeted \$116K. There weren't any other line items that stuck out in June. Lawn maintenance was under budget by \$5K just due to timing of buying fertilizer and other products.

The bottom line for June was a net surplus of \$7K.

As for year-to-date, income is still surpassing the budget. Out of a budget of \$1.432M, we brought in \$1.479M, an excess of \$47K or 3%. DRC income is responsible for \$34K of the surplus while food and beverage sales are \$6K over and guest fees plus ADU/TC memberships are combined \$7K over.

Costs of goods sold for the year are \$145K out of a budgeted \$143K.

Expenses for the first half of the year are right on target. We've spent \$1.237M out of a budget of \$1.241M for a difference of only \$4K or close to 0%.

There are items running over and some under, but they balance out in the end. Tree maintenance, pool maintenance and DRC expenses are all running over budget by \$6K, \$8K, and \$8K respectively. On the flip side, the shared irrigation water is running almost \$10K under budget still due to the annual water reconciliation with the golf course in January. Other areas of savings include legal fees and natural gas.

Bottom line for year-to-date budget vs actual is a net surplus of \$49,935 which is almost exclusively from the excess income mentioned above.

Special Assessment

As reported last month, the special assessment has been billed and the first payment of 50% is due by October 1st this year and the balance due by August 1st next year. The assessment is \$5,500 per property for a total of \$3,047,000.

So far, we have received 83 (15%) payments from the community for a total of \$373,700. Of those who paid, 53 (64%) have paid in full and 30 (36%) have paid a 50% installment. (A few paid an odd amount near 50%)

Investing

We have been strategically calculating our future cash flow and investing what we can into CDs to maximize our interest income while rates are still high and before we need to start spending on the Ranch House renovations. We currently have a little over \$3 million invested in CD's earning us close to \$10K per month in interest which goes straight to the reserve fund. The CDs are laddered and timed to liquidate as the renovations begin to unfold.

Reserve Funds

The beginning RVRMA reserve fund balance in June was \$5,694,045 on an accrual basis. Total reserve income from dues was \$44,320 and interest income was \$9,181.

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

The ending balance in the reserve account on June 30th was \$5,747,545.

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

	June	Budget	YTD Actual	YTD Budget	Annual Budget
Income					
Assessments	187,252	187,275	1,123,512	1,123,650	2,247,300
Memberships	13,840	11,500	40,132	33,200	83,000
Swim & Fitness.	4,396	4,100	10,544	10,600	20,300
Tennis Programming Income	31,341	34,000	126,332	129,000	197,000
Homeowner Reimbursable Assessmt	10,056	9,000	68,976	66,000	123,000
Other Income	24,695	21,100	109,387	69,300	167,800
Total Income	271,580	266,975	1,478,883	1,431,750	2,838,400
Cost of Goods Sold					
Swim & Fitness	6,930	7,825	36,534	37,825	69,700
Tennis	26,763	28,300	84,878	82,750	162,750
Concessions	6,854	5,400	13,301	12,600	26,300
Credit Card Fees	2,007	3,000	9,908	10,000	20,000
Total COGS	42,554	44,525	144,621	143,175	278,750
Gross Profit	229,026	222,450	1,334,262	1,288,575	2,559,650
Expense					
Personnel	139,526	137,905	732,890	729,839	1,536,935
Grounds	30,480	37,970	204,928	204,745	370,665
Irrigation	10,178	9,200	56,766	59,200	117,900
Ranch House Expenses	14,674	11,450	67,178	69,450	141,550
Utilities	11,094	12,467	65,883	71,302	144,700
Administrative	13,127	10,340	60,900	62,640	124,800
Finance	117	200	1,731	3,700	6,900
Design Review Committee	3,740	4,000	23,423	15,000	34,000
RVR Community Expenses	4,765	4,600	23,029	25,100	82,200
Total Expense	227,701	228,132	1,236,728	1,240,976	2,559,650
Net Operating Surplus / Deficit	1,325	(5,682)	97,534	47,599	0

Reserve Activity
June 2024

	June	Budget	YTD Actual	YTD Budget	Annual Budget
Reserve Income					
Reserve Assessment Income	44,320	44,320	265,920	265,920	531,840
Investment Interest Income	9,181	8,000	55,023	52,000	100,000
Total Reserve Income	53,501	52,320	320,943	317,920	631,840
Reserve Balance June 1	5,694,045				
Income - Monthly Reserve Dues	53,501				
Spending	0				
Reserve Balance June 31	5,747,546				

River Valley Ranch Master Association

Public - Balance Sheet

As of June 30, 2024

ASSETS

Current Assets

Checking/Savings

Wells Fargo Operating 295,105

Investment Accounts 3,979,918

Total Checking/Savings 4,275,023

Accounts Receivable

HOA Dues A/R 0

Special Assessments A/R 2,731,300

Total Accounts Receivable 2,731,300

Other Current Assets

Undeposited Funds 11,862

Interest Receivable 13,070

Prepaid Expenses 67,215

Inventory 5,529

Total Other Current Assets 97,676

Total Current Assets 7,103,999

Fixed Assets 604,338

TOTAL ASSETS 7,708,337

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable - Vendors 105,304

Accounts Payable - Payroll 60,313

Accounts Payable - Payroll Tax 5,233

Accounts Payable - P&D Deposits 859,890

Total Accounts Payable 1,030,740

Credit Cards

Wells Fargo Credit Card 4,614

Total Credit Cards 4,614

Other Current Liabilities

Interest Payable - P&D Deposits 11,884

Prepaid HOA Dues 31,451

Prepaid Income - DRC Fees 68,579

Prepaid Income - Tennis 18,055

Sales Tax Payable 1,674

AVLT Payable 0

Payroll Liabilities 2,395

Total Other Current Liabilities 134,038

Total Current Liabilities 1,169,392

Total Liabilities 1,169,392

Equity

Reserves (RVRMA, OT, TS) 5,829,030

Prior Operating Fund 1,058,167

Transfers to from Reserves (604,204)

Retained Earnings 154,302

Net Income 101,650

Total Equity 6,538,945

Rounding 0

TOTAL LIABILITIES & EQUITY 7,708,337

Dear Board Members,

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

Irrigation: We are continuing to address hot spots around the community and are raising heads in zones on Crystal Canyon for more efficient watering, Perry Ridge and Crystal Bridge are next on the agenda. We will begin to slowly cut down our watering times next month.

Trees: Pruning will take place on Holland Thompson on Monday, July 22nd, and the 23rd if necessary. The dead Aspens around the Ranch House will be removed later this week as well as the cottonwoods by the upper pond as they have been determined hazardous after we had one blowover in the wind last month.

Weed Control: We are keeping an eye on the weeds in the neighborhood as we have yet to determine the extent of the last round of spraying that we will do next month.

Swimming Pool: We have added some signage around the hot tubs to remind guests not to eat in the water, we have had to fish a few too many soggy cheeseburgers out this season, yum!

Flowers: Hap is doing a great job at keeping those hanging baskets beautiful! Remember to water, fertilize, and deadhead and your annuals will be just as happy.

It's a pleasure to be a part of your community and I look forward to continuing to beautify your neighborhood for the rest of the summer.

Travis Green