

RVRMA EXECUTIVE BOARD MEETING
Wednesday, March 30, 2022 at 5:30 p.m.
Ranch House Conference Room and Zoom Meeting

Executive Board of Directors

Gary Lesser, President
John Lund, Vice President
Todd Richmond, Treasurer
Ben Johnston, Secretary
Laura Hanssen, Director
RJ Spurrier, Director
Michael Banbury, Director

Management Attendees

Ashley Lynch, General Manager
James Maguire, Controller
Jessica Hennessey, 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 and the Consent Agenda

- Approval of Meeting Minutes of the RVRMA Executive Board Meeting held on Wednesday, Feb. 23, 2022.

III. Public Comment

- Comments in public comment are for agenda items only.

IV. Committee Report

- Long Range Planning (*verbal report*)

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

VI. Management Update

- General Manager Report- Ashley Lynch
- Programming & Community Engagement Report- Ali Royer
- DRC Report- Jessica Hennessey
- Finance Report- James Maguire
- Outside Service Report- Travis Green

VII. Old Business

- N/A

VIII. New Business

- New Members appointed to Long Range Planning Committee (*decision*)
- Rescind Employee Vaccination Policy (*decision*)

IX. Adjourn

X. Executive Session

- Legal Issues Related to Golf Course

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Homeowner Attendees

Jill Rogers (*via zoom*)
Diane Cavarra (*via zoom*)
Steve Laverty (*via zoom*)
Richard Sills (*via zoom*)
Krystina Greenwood (*via zoom*)
Stan Kleban
Wolf Gensch

I. Call to Order- Establish Quorum

- Board President, Gary Lesser, called the meeting to order at 5:31 p.m.

II. Approval of Minutes and the Consent Agenda

Motion: Board Directors, Laura Hanssen and Michael Banbury, moved and seconded to approve the consent agenda and minutes of the Executive meeting held on Thursday, Jan. 26. The motion passed.

III. Public Comment

- Wolf Gensch – Commented on community fire preparedness in RVR.
- Richard Sills – Comments were related to the McMahon Group proposal.

IV. Committee Reports

- Long Range Planning

- A verbal report was given by Board Vice President, John Lund. John informed the room that the Long Range Planning Committee met as scheduled in January. At the January meeting, the committee talked at length about the McMahan project. John reminded meeting attendees that the idea of engaging in professional assistance in Long Range planning began in the summer of 2021 and has been on Long Range Planning Committee meeting agendas for several months since then. The committee subsequently went through request for proposals and received four different respondents to proposals. At the request of the committee, the RVRMA Board authorized the retention of the McMahan Group.
- The committee felt the McMahan group would be the best choice to create a responsible plan for the community. The process has already begun, and data is being collected. Additionally, an onsite session with a representative of the McMahan group will take place in March.
- John also stated that no expense has been settled for the execution of the plan and the funds will not be newly collected but funded by existing reserves.
- General Manager, Ashley Lynch commented that John's points were all well said. Ashley discussed how important it is for the Long Range Planning Committee to be responsible for ensuring that community feedback is represented. Ashley emphasized that it would be reckless to spend money from reserves without having professional consult from an organization such as the McMahan Group and added that there is already a great amount of expenditure slated for 2022. Ashley also stated that it's important to make sure these funds are being spent in the best way possible.
- Board President, Gary Lesser, stated that he has worked with McMahan on a project previously and his experience is that once McMahan puts a proposal together there is a high certainty that it will pass because they have a great sense of what the community wants

V. Month End Financial Review – James Maguire

- Controller, James Maguire, gave a verbal financial report for additional insight into the Association's finances.
 - James shared, via power point, that each month RVRMA attempts to achieve 2 goals with the operating budget. The first is meeting our revenue or income budget. Our monthly revenue should meet or exceed the budgeted amount. In January, we just about broke even. We were less than 1% away from meeting the budgeted income, a difference of only approximately \$700. The second goal is to spend less than our budgeted expenses. In January, we achieved this with rather stunning accuracy. We budgeted about \$191k in total expenses and spent under \$190K. We achieved our goal for January.

- Since labor is the largest budget line item and was the largest budget overrun last year, we are taking very calculated and disciplined steps this year to make sure we stay within budget. In January, we came in under budget for total personnel costs and most importantly on wages.
- Some areas of slight concern, of all the expense lines on the budget vs actual, our gas bill was the largest cost to go over budget. We went over budget by \$2,500. Our gas bill doubled compared to last January. This is not due to increased usage. It's simply due to the surge in energy prices.
- In January the country saw the largest annual inflation increase in 40 years – up 7.5%. Prices for goods and services are going up dramatically and this could impact our projections for costs. We did consider this in the budget process, but we generally used 5% as our factor for cost increases.
- James ended by saying that with the superb management team we have in place, we will ensure that 2022 remains within budget while providing top notch services that homeowners expect.

VI. Management Update

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

VII. Old Business

- N/A

VIII. New Business

- Retiring Landscape Committee
 - Board President, Gary Lesser, gave some background information on the agenda item of “Retiring the Landscape Committee.” Gary reported that the Landscape Committee originally began in early 2019, in part to give former Board Member Gary Harada something meaningful to do, and to help the Sterling with Landscaping issues. This was before Travis, RVR Facilities & Grounds Superintendent, was part of the RVR team. In late 2020, Sarah Murr took over the Committee, proposed a charter, that was approved by the Board, and it met monthly for a year. Under Sarah, the committee did meaningful work, including recommendations to the Board on matters like staining Old Town fences, acquiring benches for Orchard Park, and selecting

replacement trees for the Heritage Ponds and Orchard Park. It seemed the committee was working operational matters that were more appropriately handled by Travis Green and his team — not policy or long-term planning or governance issues that would ordinarily be the province of a Board-chartered committee.

Motion: Board President, Gary Lesser, move that we thank the Landscape Committee for its service the past few years, and end the committee's role in community governance. Ben Seconded. The motion carried.

IX. Adjourn

Motion: Ben Johnston and Michael Banbury moved and seconded to adjourn the meeting. The meeting ended at 6:30 p.m.

X. Executive Session

- Legal Issues Related to Golf Course



General Manager's Monthly Report to the Board of Directors

March 30th, 2022

Governance

- Data submissions have been completed for the McMahon group inclusive of floorplans, site plans of club grounds, exterior elevations, member surveys and Ranch House/facility capacities.
- The planned site tour with McMahon is expected to take place the first week of May.
- Non-compliance notices: Notices were released to several members of community concerning holiday lighting and décor.

Staffing

- We are recruiting for summer positions in hospitality and grounds/maintenance:
 - 1 lifeguard supervisor has been hired with a start date in late April.
 - 1 grounds person has been hired.

Operations

- Given the declining infection rates in both Garfield and Pitkin Counties, effective Friday, March 25, the Ranch House no longer asks for proof of vaccination.
- A Meeting was conducted with the Carbondale fire department discussing fire RVR fire dangers/mitigation.
 - Perry Ridge and Crystal Bridge lots bordering on open space were the noted as the homes with the largest danger.
- Temporary pool cover has been purchased to reduce energy loss as we await a new cover to arrive.
- Hard tennis courts have been opened for the season. As weather permits, the clay courts are scheduled to be addressed as soon as is possible. All needed items have been purchased/received.
- CPR and lifeguard trainings are being planned for the upcoming season.
- Long Range Planning info & spraying/weed maintenance information has been added to the RVRMA website.
- Fire panel/life safety training is planned in the upcoming weeks.

Sub-Associations & Neighborhoods

- **The Boundary** –
 - Board of Directors meeting is scheduled for April 7th, 2022.
 - The Boundary residents approved a proposed amendment restating common expense liability for the association by a vote of 25 to 8.
- **Crystal Bluffs** – No Report
- **24/Fairway Residences** – No Report
- **Old Town** –
 - We are seeking advisement from surveyors to better understand fence placement in Old Town.
 - Siding repairs are well underway in Old Town in preparation for upcoming painting with 4/8 homes completed.
- **The Settlement** –
 - Siding work is planned to occur once Old Town is completed.
 - Inspections to outline the scope of siding repair is underway.

Fitness

After some reconfiguring, members are pleased with the new gym setup. Some feedback is that it feels more “spacious, organized, and with a better flow.”

We purchased new dumbbells and a new rack. The new rack and weights take up less space, matches, and does not cause damage to the studio floor.

Classes have been nearly full, and we haven’t had extensive wait lists.



*We are waiting for 2 more sets and then they will all match.



Tennis

Hard courts are open as of 3/25. These courts are owned by the town of Carbondale but maintained by the RVRMA maintenance team. The maintenance team puts the nets up as soon as the snow is clear. Cristina will start some private lessons here until our clay courts are ready (weather dependent). One or two clay courts are typically ready by mid-April.

Tennis memberships for outside residents have started. Everything is being done online and is going smoothly. They're given instructions for the new member portal upon registration and payment completion.

We have a new roller that will help with drying out courts and keep them open for play more quickly after rain.

Summer/Pool

We've started the hiring process for summer. We've hired our head lifeguard (returning employee) and have one other returning lifeguard. We're hiring around 5 additional lifeguards/pool attendants: this position is posted on Indeed. We're coordinating lifeguard certification dates for pool staff, as well as CPR/First Aid/AED training for non-pool staff.

Our previous water aerobics instructor, JoAnn is returning and will be teaching on Tuesdays and Thursdays 9-10a.m. starting May 24.

Events

Previous Events:

Taco Tuesday: 25 attendees

Art Reception: 30 attendees

Ice Cream Social: 35 attendees. Well-attended and positive responses from both kids and adults. This was a great way for families to meet one another. We will try this out monthly and see how attendance goes.



Upcoming Events:

Fri-YAY Happy Hour (3.25): 30 attendees expected

Qigong Workshop for Sleep (4.5)

Ice Cream Party (4.10)

Easter Eggstravaganza (4.17)

**We are projected to fall below our quarterly event budget at the end of March.*

Design Review Committee Report for March 2022 – Jessica Hennessy

The following projects are being reviewed by the DRC in March:

M28 – 809 Lakeside

Review Type: Second Preliminary Review

Z20- 376 Crystal Canyon Drive (two meetings)

Review Type: Second Preliminary Review

AA20/19 – 417/403 Crystal Canyon

Review Type: Second and Final Review

V14 – 769 Perry Ridge

Review Type: Final Review

The DRC continues to have a full schedule including new construction, remodel proposals, and smaller scale projects including Administrative Approval applications.

There are currently **32** homes in the construction phase (from breaking ground to the final inspection phase/closeout).

There are **12** applicants in the Preliminary Design Review phase.

There are **9** applicants finalized by DRC and waiting on permit from the Town of Carbondale.

There are currently **53 total** active DRC files.

Financial Report

February 2022

Prepared by James Maguire

Budget vs Actual

February, like January, was exceptional in terms of budget vs actual. The association brought in \$228,922 of income which is \$4,442 more than the budgeted amount of \$224,480.

As for expenses (including COGS), the association spent \$200,825 out of a budgeted amount of \$198,900 which is \$1,925 over budget (less than 1% variance).

As for year-to-date, income is over budget by \$3,725 and expenses are over budget by \$88. This means our net budget vs actual variance is approximately \$3,600 to the good overall for the year.

DRC fee income received a boost in February from a large fine assessed on a construction project. DRC income is now running \$8k over budget for the year. This helped offset some weaker revenue sources such as property member transfers which is \$3k under budget. This income comes from fees collected on the sales of homes in RVR. Home sales have been very slow in 2022 so far. We expect it to pick up in the spring and summer.

As mentioned last month, natural gas and computer/online expenses are the biggest expense overruns so far. Natural gas is now \$4,563 over budget and computer/online expenses are now \$5,900 over budget.

The gas issue is mostly attributed to surging energy prices, but some of it may be due to lack of cover on the lap pool. We are in process of purchasing another cover.

The computer and online expenses are high because of our transition to the new club management software, increased online subscriptions, and outsourced repair and maintenance services. We are working to reign in these costs, but we may have underbudgeted in this area.

Personnel expenses, on the other hand, is where the most savings occurred. Wages were almost \$8,000 under budget and total personnel costs were almost \$12,000 under budget.

Reserve Funds

The beginning RVRMA reserve fund balance in February was \$1,706,151. Total reserve income was \$33,735 and \$48,800 was spent from reserves on the following:

- Long range planning consulting \$35,000
- Deposit on a new lap pool cover \$4,100
- Replacement of the Ranch House HVAC controller software \$7,387
- Expenditures continued from last month replacing computers \$920
- Gym renovation project \$1,393 (this amount will grow as projects are completed)

The ending balance in the reserve account was \$1,691,086.

Investments

The association has 3 active CD's, two of which mature in 2022 and one in 2023. The two that mature in 2022 are earning over 4% on over \$250K invested. The one that matures next year is earning .7% on about \$250K. We also have an "insured deposit account" at Edward Jones that doesn't earn very much interest, but it provides FDIC insurance on close to \$2M in funds we have parked there.

Ashley and I will be meeting with Edward Jones to discuss investment opportunities. We will report back on the results of that meeting and possible proposals for investing some of our dormant cash.

Taxes

HOA tax expert, Gary Porter, CPA will again file our tax return this year. The books have been turned over to their firm for tax preparation. Once completed, I will let you know of the outcome.

River Valley Ranch Master Association
PUBLIC - Profit & Loss Budget Performance
February 2022

	February	Budget	YTD Actual	YTD Budget	Annual Budget
Income					
Assessments	197,616	197,600	395,590	395,200	2,371,392
Memberships	2,531	3,000	5,388	6,000	62,000
Swim & Fitness.	0	200	0	400	7,500
Tennis Programming Income	0	0	0	0	194,887
Homeowner Reimbursable Assessmt	7,825	7,800	15,704	15,600	107,000
Other Income	20,950	15,880	35,003	30,760	214,500
Total Income	228,922	224,480	451,685	447,960	2,957,279
Cost of Goods Sold					
Swim & Fitness	4,842	4,275	8,306	8,425	55,875
Tennis	0	0	0	0	150,000
Concessions	10	350	87	700	18,750
Credit Card Fees	968	500	1,192	1,000	11,500
Total COGS	5,820	5,125	9,585	10,125	236,125
Gross Profit	223,102	219,355	442,100	437,835	2,721,154
Expense					
Personnel	90,231	98,327	187,116	199,045	1,429,440
Grounds	20,845	20,125	30,109	27,250	348,000
Irrigation	5,587	4,375	14,845	12,750	99,500
Ranch House Expenses	11,629	8,725	20,884	17,450	112,000
Utilities	11,414	10,155	24,562	20,310	109,200
Administrative	11,773	8,365	19,949	16,090	88,574
Finance	830	250	1,164	500	9,000
Design Review Committee	4,625	3,250	7,623	6,500	39,000
RVR Community Expenses	4,338	5,750	7,148	11,500	73,000
Reserve Accounts	33,735	34,453	67,528	68,906	413,440
Total Expense	195,007	193,775	380,928	380,301	2,721,154
Net Surplus / Deficit	28,095	25,580	61,172	57,534	0

River Valley Ranch Master Association

Public -Balance Sheet

As of February 28, 2022

ASSETS

Current Assets

Checking/Savings

Wells Fargo Operating 2674 184,588

Vectra Operating 2679 8,288

Investment Accounts 2,366,725

Total Checking/Savings 2,559,601

Accounts Receivable

Homeowner Account Receivables 1,448

Total Accounts Receivable 1,448

Other Current Assets

Interest Receivable 510

Prepaid Expenses 61,856

Undeposited Funds 8,931

Inventory 1,179

Total Other Current Assets 72,476

Total Current Assets 2,633,525

Fixed Assets 225,126

TOTAL ASSETS 2,858,651

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable - Vendors 34,562

Accounts Payable - Payroll 37,488

Accounts Payable - Payroll Tax 3,278

Accounts Payable - P&D Deposits 578,890

Total Accounts Payable 654,218

Credit Cards 3,149

Other Current Liabilities

Payroll Taxes Payable 5,999

Prepaid HOA Dues 45,674

Prepaid Income - DRC Fees 80,000

Sales Tax Payable 52

AVLT Payable 14,053

Total Other Current Liabilities 145,778

Total Current Liabilities 803,145

Total Liabilities 803,145

Equity

Reserves 1,761,711

Prior Operating Fund 861,006

Transfers to from Reserves (604,204)

Retained Earnings (31,676)

Net Income 68,669

Total Equity 2,055,506

TOTAL LIABILITIES & EQUITY 2,858,651

Outside Services Report

The crew has begun preparations for irrigation startups throughout the community. Aeration and spring fertilization will start the 1st week of April, the mainlines will be charged the 3rd week of April. We look forward to increased water savings this year and encourage homeowners to adopt every other day watering schedules. Hanging baskets and annuals will be installed in the first week of June. The nets are up on the public tennis courts. Our crew is working on getting the clay courts available for play ASAP.

Happy Spring,
Travis Green

Form Name: Long Range Planning Committee Application
Submission Time: March 14, 2022 12:27 pm
Browser: Chrome 99.0.4844.51 / Windows
IP Address: 205.170.51.30
Unique ID: 940904569
Location: 39.1965, -106.8229

Name	John Spiess
Address	209 Holland Thompson Drive Carbondale, CO 81623
Email	john.spiess@gmail.com
Phone	(206) 979-1732
Occupation	Open Space and Natural Resource Manager City of Aspen
Why are you interested in serving on the committee?	<p>My family and I have been residents of RVR for 9 years. We value the friends and community that we have developed in those 9 years both in RVR and the larger Roaring Fork Valley. I view this committee as a chance to give back to the RVR community that welcomed us so openly. With RVR approaching its 25th year, now is a critical time to engage in a planning process that can help to guide the community towards achieving its goals. As developments age not only does the physical environment change but also the social and economic environment. It is important that the community as a whole is able to capture these changes and pivot goals and priorities as the necessary.</p> <p>By participating in the committee my hope is that I can use my experience as a planner to help guide the process to meaningful outcomes that are broadly supported by the RVR community. The value of a place lives with its residents and the investment that they have made to that community.</p>
What strengths do you think you would bring to the committee?	<p>My professional background is in landscape architecture, planning and land management. I have worked on planning projects across the west that are both community and resort based. Integral to all of these processes has been community outreach and the development of tools for the evaluation of solutions. My hope is that, my experience in developing and guiding these processes as well as my experience with the management of public open spaces, trails and natural resources for the City of Aspen will be a valuable addition to this committee.</p>
Do you have a current resume you can send?	Yes
List prior board or committee experience.	Bike Pedestrian and Trails Commission Town of Carbondale
How much time will you be able to contribute?	I will be available to participate in all scheduled committee meetings.

Form Name: Long Range Planning Committee Application
Submission Time: March 21, 2022 9:23 am
Browser: Chrome 99.0.4844.57 / Chrome OS
IP Address: 24.9.204.204
Unique ID: 943477547
Location: 39.2511, -107.2044

Name	Kevin O'Keefe
Address	3640 Crystal Bridge Dr. Carbondale, CO 81623
Email	kdokeefe471@gmail.com
Phone	(973) 896-4883
Occupation	Proposal Writer
Why are you interested in serving on the committee?	As a new full-time resident of RVR and Carbondale, I am interested in getting involved to serve the interests of the Fairway Residences as well as the entire RVR community. The planning issues described are very important for the RVR community both within and as a part of the larger Carbondale community and broader RFV.
What strengths do you think you would bring to the committee?	My professional background has been in technology consulting, sales and sales support. I have developed analysis skills, both financial and process, and can combine this with my proposal writing background to support communication to the community. I have an educational background in finance (BS and MBA) and can contribute to financial analysis and reporting as well.
Do you have a current resume you can send?	Yes
List prior board or committee experience.	Elementary School Board Member.
How much time will you be able to contribute?	I am a full-time resident here with a flexible work schedule. I could make all the meetings and lead and/or contribute to individual projects to support the planning efforts.
Add any additional information here.	I apologize for this late submission, but hopefully I can be considered and look forward to joining the committee if selected. Thanks, Kevin

Form Name: Long Range Planning Committee Application
Submission Time: March 8, 2022 11:18 am
Browser: Chrome 98.0.4758.102 / Windows
IP Address: 98.50.1.72
Unique ID: 938655266
Location: 39.2511, -107.2044

Name	Carl Hostetter
Address	473 Boundary Ln Carbondale, CO 81623
Email	chost@aol.com
Phone	(302) 429-1800
Occupation	Retired
Why are you interested in serving on the committee?	I would be honored be a part of and contribute to the future of the community that I love.
What strengths do you think you would bring to the committee?	Experience as Interim GM, RVRMA Financial background Experience as a member of Wilmington Country Club and Rehoboth Country Club in Delaware Responsive Good listener Organized
Do you have a current resume you can send?	No
List prior board or committee experience.	Treasurer, Elk Run HOA Treasurer, The Boundary Association
How much time will you be able to contribute?	I am willing to devote whatever time is necessary to complete this project.