

**RVRMA EXECUTIVE BOARD**  
**Record of Proceedings**  
**Regular Monthly Meeting**  
**Wednesday, November 30, 2016, 5:30pm**  
**The Ranch House Meeting Room**

A regular meeting of the Executive Board Members of the River Valley Ranch Master Association, in the county of Garfield, State of Colorado was held on Wednesday, November 30, 2016 at 444 River Valley Ranch Drive, Carbondale, Colorado, CO 81623 with the following people present:

**Executive Board of Directors**

Ron Rouse, President  
Jim Noyes, Vice-President  
Yvonne Perry, Secretary  
Todd Richmond, Treasurer  
Scott Darling, Director-at-Large

**Management Representatives**

Lani Kitching, Interim General Manager  
Suzie Matthews, Finance and Fitness  
Pamela Britton, Governance and DRC

**Homeowner Attendees**

Roy Davidson  
Bob Englebrecht  
Caroline Kleban  
Stan Kleban  
Chris Klingelheber

**Call to Order**

RVR Executive Board President, Ron Rouse called the meeting to order at 5:30 pm. A quorum was established.

**Approval of Agenda**

Directors Darling and Richmond moved and seconded to approve the agenda. The motion passed unanimously.

**Consent Agenda**

Directors Darling and Richmond seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of October 26, 2016. The motion passed unanimously.

**Public Comment**

- Ron welcomed the members of the community in attendance. He invited all to participate in future Board meetings as well.
- Homeowner Stan Kelban asked a question regarding a budget notation regarding the potential of increasing the cost of outside memberships including tennis, swim, and other. Stan expressed concern that this might drive outside tennis memberships away from RVR and might negatively impact our tennis program. Stan felt that our courts are some of the best in the Roaring Fork Valley, perhaps even in the State of Colorado.

## Announcements

- **November Art Installation** – Dale Petefish Wildlife Photography
- **2017 Budget Q&A** – November 29<sup>th</sup> 5:30pm
- **Executive Board Meeting** – November 30<sup>th</sup>
- **DRC Meeting** – December 1<sup>st</sup>
- **Holiday Party** – December 10<sup>th</sup>
- **Executive Board Meeting** – December 14<sup>th</sup>, 5:30pm
- **Annual Meeting** – December 14<sup>th</sup>, 6:30pm
- **DRC Meeting** – December 15<sup>th</sup>

## Committee Reports

- DRC Meeting – November 3<sup>rd</sup>
- DRC Meeting - November 17<sup>th</sup>

There were no comments on the committee reports.

## Staff Report

### General Update

Operations are proceeding smoothly. More...

**Finance** - 2017 Budget packets were mailed to homeowners on Monday, November 14<sup>th</sup>. A steady stream of ballots has been returned with 65 received as of November 21<sup>st</sup>. Ballot deadline is December 14<sup>th</sup> at 4pm.

2017 Capital Budget is next on the list, with some pricing in the works for several identified projects. October 2016 financials are completed with Operations showing RVRMA below budget for year-end.

- **Budget** –See budget to actual notes.
- **Financial Reports/Capital Reserve** – Enclosed

### DRC/Governance

- **DRC** – DRC new home construction applications have slowed down.
  - New home construction – 4 new homes are approaching completion. 2 additional homes are under construction. 6 new homes have received final DRC approval; 2 additional new home applications are pending.
  - Remodels – 2 significant remodels are underway; 2 additional remodels are pending.

- Administrative Reviews – Administrative requests primarily for maintenance activities (gutter installation, tree management, window replacement, and painting) are still being received.
- Certificate of Completion and Compliance was issued to Lot AA-01.
- **Governance**
  - The 30-day comment period of the proposed *Revised Policy for the Examination, Inspection, and Copying of Records* was completed. No comments were received. It will be presented at the November 30<sup>th</sup> Board meeting for an approval vote.

### **Human Resources**

- **Staffing** – Recreational staffing has ended for the season. Seasonal maintenance staff will continue field operations, i.e. native grass mowing, pruning, signage repair as long as mild weather permits.
- Year-end performance reviews of Front Desk Hospitality personnel were conducted by Hospitality Supervisor, Jessica Hennessey with Interim GM Lani Kitching in attendance.
- Organizational modeling is being done by the Interim GM at the direction of the Board in order to optimize staff composition and staffing levels to better meet overall Best Practices and our evolving Organizational needs.
- Employee benefits packages are being investigated with the 2017 Healthcare Plan products and associated costs having been released. Flexible Healthcare Savings Plans, Life Insurance and IRA options are under review.
- Continued exploration of both the Ellis and Associates Aquatic Risk Management hands-on and proactive approach to lifeguard training as well as a similar program offered by the Red Cross are being explored to enhance the competency of our seasonal lifeguards, provide third party oversight and position RVR to become eligible for liability insurance cost savings

### **Member Services**

- **Art** – Dale Petefish, wildlife photographer will make a return visit as the Art Installation for the months of November – December. Our own Marcie Reed and Cheryl Bumgarner along with several other local artists will be featured in January and February of next year.
- **Communication** – The Weekly News, Tennis News, and Business Buzz are all being produced on schedule and continue to serve as important points of communication with our owners along with select Public Service Announcements of topical importance. A Common Interest Community focused weekly “Staff Chat” section was also launched this month.

- **Programming** – The tennis courts have been closed and winterized. Some changes to the fitness schedule are being discussed. Desires for more yoga classes and adding a Barre class. We are currently working on finding qualified instructors for these classes along with an additional indoor cycling instructor. The Barre class will be added on November 30<sup>th</sup>, Wednesday at 4pm. Class attendance has been strong with many compliments on our program. We are looking at doing a fitness survey at the beginning of the year.
- **Events** –The Halloween ‘Trunk or Treat’ event on October 31<sup>st</sup> was successful. A Game Night was held on November 11<sup>th</sup>. Attendance was good and everyone enjoyed the event. Plans are underway for the December 10<sup>th</sup> Holiday Party.
- **Guest Pass Program** - Staff is working on final recommendations for revising the current Guest Pass program for 2017 by going paperless which would eliminate the current ‘paper passes’ and manage guest access electronically.

## Operations

- **Maintenance** – With the unseasonably mild conditions, regular grounds maintenance has been tracking on or ahead of schedule in preparation for what’s been forecast to be a hard winter. The two-week process of ditch cleaning, an annual procedure shared with RVR Golf, concluded on Friday, Nov. 18<sup>th</sup>. Emergency repairs to the Ranch House plumbing system have continued. Winter HVAC programming has been initiated. Pools and Spas sand filter replacements will occur in Q1-17 which will require the Ranch House to be closed due to water shut off for approximately one week in February, 2017. During the proposed closure other Ranch House cosmetic improvements and maintenance projects will be performed.
- **Settlement and Old Town painting services** – RFPs have been prepared for the 2017 schedule and bids returned. Settlement Advisory Committee member Chuck Torinus steered an initiative to vet the number of Settlement homes in need of fresh paint this upcoming season. Chuck’s input will be factored into the 2017 scope of work. The same will apply to the feedback received from the November Old Town Advisory Committee meeting.
- **Courtesy Leaf Removal** – Seasonal Fall clean-up concluded on Friday, Nov. 11<sup>th</sup>. Throughout this process it was evident that further homeowner orientation to this service is needed. The gating factor for the three leaf removals is not triggered by how many leaves have fallen on the ground but by the volume of leaves remaining in the trees. The starting leaf volume divided into thirds also taking into account the types of trees and overall weather conditions are what our service provider looks at to ensure the greatest impact at each of their three appropriately timed visits.

- **Irrigation Blow Out** - Complete irrigation blowout of RVR's main trunk and lateral lines was completed on Oct. 26<sup>th</sup>. Each of the 26 CLA Valves will undergo routine annual maintenance over the winter.
- **Irrigation Control Valve Boxes** - Homeowner receipt acknowledgement waivers have been recommended to eliminate compromised access to ground level control valve boxes due to aggressive deer fence placement as well as undue staff labor required to establish work-arounds for faulty irrigation timers or irrigation systems in known disrepair.
- **Irrigation Non-Compliance** - Staff recommendation in cases of non-compliance or neglect is to levy either a per unit (home) charge for time and materials that the property owner must pay back to the Association or to impose a fine.
- **Irrigation Work Orders** - A more detailed analysis of homeowner irrigation calls will commence with the implementation of Maintenance Work Orders that will track time and materials per unit (household). This data is intended to support the addition of a seasonal irrigation technician and/or ensure that the cost associated with calls for repeated or custom irrigation work is borne by the requestor and not unfairly subsidized by the Association.
- **Turf Maintenance and Lawn Care** - RFPs were issued in the first week of October and service provider bid sheets were due in this coming Friday, October 28<sup>th</sup>. Detail meetings have subsequently occurred with each interested vendor to include drives around the property to ensure RVR expectations can be met.

Added to the 2017 specs is a Lawn Care component specific to those neighborhoods requiring a more customized level of detail than the basic "mow and blow" service to which RVR has historically subscribed. This will likely result in a cost increase, however, given the nature and number of owner complaints tracked annually since 2012 it was necessary to include a private lawn scope of service to meet increased expectations.

- **Native Grass** - The Turf Maintenance component of the bid for the first time included the management of the close to 900,000 sq. feet of native grass that RVR has obligation to maintain. On balance, this will provide the option to call on our professional service provider for support during the busy summer months rather than rely on Temp Labor which comes with associated ramp up time and quality workmanship uncertainty.

## Facilities

- **Pool Stabilizer/Sanitizer** - Once the repairs to Ranch House plumbing have been completed we will look into the use of Bromine as an organic pool stabilizer/sanitizer as the salt or denatured chlorine (also NACL salt based) currently in use continues to cause corrosion to our plumbing infrastructure. Although the membership appears to prefer the inert salt compound over chlorine salt has shown to be unhealthy for our pipes. Bromine, although more costly, will be investigated as a potential organic replacement.

- **Elevator** - State inspection of the service elevator located just past the wall behind the Front Desk revealed two minor repair items now scheduled to be addressed. Use of the elevator will not be impacted and there was no safety hazard identified.
- **ADA Entry Evaluation** - In accordance with our General Liability Insurance carriers Risk Management protocol a modification to the Ranch House doors at the coffee bar exit/reentry is being evaluated. The purpose is to prevent unsupervised children from gaining entry to the pool & spa area. Appropriate diligence with the Town of Carbondale's Building inspector is underway to ensure that our Building and Fire Protection codes are not in conflict with the recommended child safety measures.
- **Showers** - Partial re-grouting of the men's shower room floors with a sturdier synthetic product was completed.
- **Gutter** - Heat tape and/or drain pipes and gutters will be looked into to prevent the risky 6 ft. icicle formation that routinely occurs in the corners of the Ranch House poolside roofline.
- **Fitness Center Flooring** – The condition of the carpet in the weight room and irremovable scuffs on the wooden yoga room floor have led us to look into heavy gauge rubber gym mat flooring material that can be installed on top of the existing yoga floor and replace the weight room carpet. These come in large rolls of 3 possible thicknesses. The benefits of this product is that it's easily cleaned, very long lasting and will provide sound insulation from the pounding heard downstairs during cycling and other vigorous exercise classes. Cost is being determined with samples to be evaluated by the fitness instructors.

### **Triangle Park**

- The Town of Carbondale in cooperation with RVR Maintenance staff has taken steps to reduce Triangle Park usage by redirecting the outdoor activity of the Ross Montessori School and by relocating and securing the soccer goals. Protracted warm and dry weather leading to continued daily park use has shown signs of damage to the unirrigated turf that RVR has a responsibility to maintain.
- Using leftover lumber from prior projects a portion of the deteriorated low guardrail type fence bordering the entry drive from River Valley Ranch Road has been replaced. A wooden swinging bridge in the children's play yard was also repaired.
- **Ranch House Holiday Tree Lighting**

Due to continued tree growth the holiday light strands around the aspens at the Hwy 133 entry will need to be removed at the end of this lighting season. The strands are becoming too tightly bound which will ultimately damage the trees. Replacement cost of lights and labor will be submitted for the 2017 capital budget with work to occur in late August of next year. Lighting in the two aspens at the Ranch House entrance have also become tightly bound and a number of strands are non-functional. These two trees are in the process of being redone this season.

## Crystal River Initiative

- Pitkin County Open Space (OST) and the county's Healthy Streams Board teamed up to present the purchase of the property, consisting of two side-by-side, 35-acre parcels, bordering the county's Redstone Coke Ovens property to the southeast.

Coal Creek meanders in and out of the property's northern border for about a mile. The Healthy Rivers and Streams Board will contribute \$250,000 toward the purchase with the goal of then financing a water-quality enhancement project along Coal Creek, just above its confluence with the Crystal. Coal Creek pours out of Coal Basin, formerly the site of extensive coal mining operations.

According to County attorney John Ely, "It's possible that the property could be utilized to filter out sediment from Coal Creek before it enters the Crystal River, particularly during spring runoff."

## Ranch House Security

- To curtail member/guest access through employee entrances, coded key pads, as recommended by the Carbondale Chief of Police will be budgeted to replace the existing keys and padlocks.
- Recent irregular activity around the Ranch House, to include graffiti vandalism of the River Valley Ranch monument at the Hwy 133 North Entrance in addition to last summer's repeated unlawful after hours use of the swimming pool area has caused us to reexamine updating our security monitoring system. The monument has been cleaned and the black lettering freshly painted by our Maintenance crew.

## Community

- A conversation around a Valley View Hospital Foundation initiative addressing a conceptual Cardiac Wellness program took place with the Foundation president on November 22<sup>nd</sup>. Given the RVR demographic, VVH physicians who are part of the RVR community and Brian Leasure's role as a Valley View Hospital trustee and VVH Foundation liaison it was suggested that RVR may at some point like to participate. Further detail TBD in early '17.

## Old Business

- **Proposed Revised Policy and Procedure for Examination, Inspection, and Copying of River Valley Ranch Master Association Records**

The following **Draft Motion A** was moved and seconded by Directors Perry and Noyes. The motion passed unanimously. Jack Gausnell's affirmative proxy vote was registered by Board President Ron Rouse.

**Draft Motion A:** Resolved, that the RVRMA Executive Board, following the prescribed 30-day community comment period, approves the proposed Revised Policy and Procedure for Examination, Inspection, and Copying of River Valley Ranch Master Association Records as written.

- **Board Discussion Regarding Periodic On-Line Posting of Basic Financial Records (e.g. Balance Sheet, Statement of Operations, Reserve Spending Summary)**

Director Scott Darling ask staff how much additional administrative impact there would be with posting the Financials on a monthly basis. He also asked if there were any ‘security’ considerations by having financials on the RVR website. Finance Director Suzie Matthews stated that the financials could be posted in a secure area of the website. She also expressed concern that having monthly financial statements might result in an even greater number of requests for information from homeowner, which would have a time impact on her.

Todd Richmond asked if we might consider a Year-to-Date consolidated (high level) financial summary. This could serve as an ‘executive summary’ that would be informative but not highly detailed. There was general support of this idea by the Board.

Ron expressed concern about impacts on staff. He indicated that this was a preliminary discussion; nothing would be adopted tonight.

Homeowner Stan Kleban indicated that if the Association has a policy that homeowners can, upon request, be sent the monthly financials. He felt that perhaps posting those financials on a secure section of the website might have less impact on staff.

Homeowner Roy Davidson suggested that we define more clearly what would be included in a ‘high-level’ executive summary, including perhaps thresholds for information that would be addressed in the summary.

Ron suggested that for the sake of clarity and efficiency, the summary be structured similarly to the current financial report documents.

Todd suggested that we could ‘mock-up’ a sample of the ‘summary’ document that has been suggested and see what that looks like. He indicated that some measure of increased transparency might be beneficial.

## **New Business**

- **Proposed 2017 Executive Board Meeting Schedule**

The following **Draft Motion B** was moved and seconded by Directors Darling and Richmond. The motion passed unanimously. Jack Gausnell’s affirmative proxy vote was registered by Board President Ron Rouse.



**Draft Motion B:** Resolved, that the RVRMA Executive Board approves the proposed 2017 Executive Board Meeting Schedule as presented

- **Proposed 2017 DRC Meeting Schedule**

The following **Draft Motion C** was moved and seconded by Directors Noyes and Richmond. The motion passed unanimously. Jack Gausnell's affirmative proxy vote was registered by Board President Ron Rouse.

**Draft Motion C:** Resolved, that the RVRMA Executive Board approves the proposed 2017 Design Review Committee Meeting Schedule as presented.

- **Proposed Capital Proposed 2017 DRC Meeting Schedule**

The following **Draft Motion D** was moved and seconded by Directors and . The motion passed unanimously. Jack Gausnell's affirmative proxy vote was registered by Board President Ron Rouse.

**Draft Motion D:** Resolved, that the RVRMA Executive Board approves the following proposed 2017 Capital Budget items as presented.

- 1) (4) Waterco sm1200 sand filters with muticyclone pre-filters, manifolds, sand/gravel, freight, additional plumbing materials including set-up, labor and state sales tax.
- 2) Replacement of basement ceiling mounted plumbing. Existing pipes, both hot and cold water, have experienced 8 leaks within the past 12 months.
- 3) Replacement and broadening of failing wooden tennis steps between tennis courts 1 and 2. Option #1 are similar timber steps and Option #2 are more durable stamped concrete steps.
- 4) Mail Room addition of 36 package size postal boxes. Cost of the post boxes may be absorbed by the Carbondale Post Master (TBD). RVR would provide a new center island custom built to house the expanded configuration.

Discussion was held on these four items. The following **Motion E** was moved and seconded by Directors Noyes and Richmond. The motion passed unanimously. Jack Gausnell's open proxy vote for this motion was registered by Board President Ron Rouse as affirmative.

**Draft Motion E:** Resolved, that the RVRMA Executive Board approves staff to proceed with securing the Waterco sm 1200 sand filters as presented.

The following **Motion F** was moved and seconded by Directors Noyes and Richmond. The motion passed unanimously. Jack Gausnell's open proxy vote for this motion was registered by Board President Ron Rouse as affirmative.

**Draft Motion F:** Resolved, that the RVRMA Executive Board approves staff to proceed with replacement of the basement ceiling mounted plumbing, including review of proposed materials, as presented.

**Tennis Court Steps:** A decision was tabled pending additional information. The Board requested that staff revisit the materials/use options and costs related to the tennis court steps prior to making a decision. The Board requested additional detail including schematic illustrations, step size options, material options (wood, concrete, pre-fab metal steps) be provided. The Board also asked for an assessment of whether the existing steps could be remediated safely to get us through the next season.

**Postal Boxes:** The Board approves, in concept, of staff proceeding with the effort, subject to the US Postal Service securing the parcel boxes to be installed.

### Executive Session

The Board entered Executive Session at 6:50pm to discuss pending service contracts. The Board returned from Executive Session at 8:45pm.

The following **Draft Motion G** was moved and seconded by Directors Noyes and Darling. The motion passed unanimously.

- Resolved, after review of bid submittals and comparison of potential contractors, as applicable, that the RVRMA Executive Board authorizes Board President, Ron Rouse, and Interim General Manager, Lani Kitching to finalize the following 2017 contracts:
  - Renew the retainer agreement with Hindman Sanchez;
  - Award the Flower Bed contract to Green Landscaping;
  - Award the Master Association, Settlement, and Old Town snow removal contracts to Aspen Grove; and
  - Award the Master Association, Settlement, and Old Town moving/lawn maintenance contract to Aspen Grove.

### Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 8:50pm.