

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, January 28, 2015, 6:00pm
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, January 28, 2015 at 444 River Valley Ranch Drive, Carbondale, Colorado 81623 with the following people present:

Executive Board of Directors

Jim Noyes, President
Bob Schoofs, Treasurer
Yvonne Perry, Secretary
Lani Kitching, Director-at-Large
Peter Frey, Director-at-Large (by phone)

Management Representatives

Ian Hause, Executive Director
Suzie Matthews, Director of Finance
Pamela Britton, DRC Administrator

Homeowner Attendees

Call to Order

RVR Executive Board President, Jim Noyes called the meeting to order at 6:00 pm. A quorum was established.

Approval of Agenda

Directors Schoofs and Perry moved and seconded to approve the agenda. The motion passed unanimously.

Consent Agenda

Directors Kitching and Schoofs and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of December 17, 2014. The motion passed unanimously.

Directors Kitching and Schoofs and seconded to approve the 2014 Annual Meeting minutes of December 17, 2014. The motion passed unanimously.

Public Comment

- None

Announcements

- **This Cursed Valley** – Larry Meredith Lecture, January 22nd
- **Habitat for Humanity** – February 19th
- **DRC Meeting** – February 5th
- **DRC Meeting** – February 19th
- **Dave Rosgen** – at RVR the week of February 23rd
- **Board Meeting** – February 25th
- **Board Meeting Change** – **April 22nd**

Committee Reports

There were no comments on the DRC minutes of January 22, 2015. Pam provided the Board members a site map with all the current and pending construction projects noted.

Executive Director's Report

- **General Update**—The RVRMA, The Settlement and Old town operations have all come in under budget for 2014. Operations excess funds will be allocated to the various entities reserve funds at the January meeting.

The organization is operating within the Board adopted, Member ratified 2015 Operations Budget. However, we are very early in the RVRMA fiscal year.

The budget was ratified overwhelming by the Members and announced at the Annual Meeting. The ratification was by a vote of 325 yes votes, 2 no votes and 1 abstention.

The RVR Trash and Recycling program is underway with same day, single-provider service to commence April 1st. MRI offered the best package and pricing and was thereby awarded the bid.

Informational packets (and form documents if requested) are now being distributed by the Front Desk team. Owners must acknowledge receipt by signature. The informational packet and form documents are also on the website. The pick-up window for info packets will go thru the month of February. Those info packets which have not been picked up will then be mailed to the Owners' address of record via US Mail.

With one minor exception, staff has received nothing but support for the program.

Please see the Member Services section for details for period functions and events. All functions and events were very well attended with a very high level of customer satisfaction.

Tennis Director, Cristina Sirianni is under contract for the 2015 Tennis Season. Lone Wolf is under contract for next year. Hindeman-Sanchez is on retainer for 2015. 4Seasons is under contract for the 2015 mow and blow. Aspen Grove Property Management is under contract for snow removal for winter 2014/15. Aspen Tree Service is under contract for discounted select winter tree pruning throughout RVR. All of the above contractual terms and conditions are per the Board adopted and ratified 2015 Budget and are consistent with last year's terms and conditions.

A new employee handbook has been completed by Pam, Brenda, Counsel and an HR Consultant. The handbook was further reviewed by Lani Kitching, Jim Noyes and the ED. The handbook is now in effect and all existing staff have acknowledged receipt.

- **RVR Irrigation H2O** – RVR Irrigation H2O is operating per plan and budget to date. Monthly payments are being made as per the mutually agreed upon budget, less a Lone Wolf payment provided on their behalf to Rich Myers. The 2015 Reimbursement Assessment shall remain the same for the fourth consecutive year. Our pro-rata share should incrementally increase as more homes are completed and under irrigation. Accordingly, there will be more participants in the program keeping operational costs generally the same.

The Cla-valves have been serviced over the winter. Rich Myers has performed this service under a revised, inclusive 2015 Independent Contractor Agreement (ICA). They will be re-installed by Rich under his contract once we have warmer temperatures.

Rich Myers will commence seasonal contract work beginning March 1st. Shortly thereafter, seasonal irrigation staffing will amp up as we prepare for 2015 irrigation services.

- **Member Services, Hospitality, Media and Public Relations** –Local wildlife photographer Dale Petefish, the featured artist, for RVaRT in November and December has been extended thru February due to the attractiveness and popularity of his work. He plans to selectively replace some of the images with new ones around the first of the year. RVR Owner Pam Porter will be presenting her print work during March and April.

The Holiday Event was on Saturday, December 13th to rave reviews and the Annual Meeting was held the following Wednesday on December 17th.

This Cursed Valley was presented by author, Larry Meredith, on Thursday, January 22nd to a strong crowd of approximately 50 members and Guests.

Crystal River consultant Dave Rosgen will be at RVR the week of February 23rd.

The 2015 Meeting, Event and Function Calendar is on the white board in the admin office. All dates are subject to change.

Operational Refinement – We have placed an additional coat rack at the front restroom for large functions and coat check. All Owners and Members are having their check-in pictures retaken so we have current digital images on the check in screen.

- **Special Services (FAC)** - The Friday Afternoon Crew (FAC) has performed numerous special services during the period including snow removal and holiday decoration services. Staff is exploring expansion of special services in 2015.
- **Social Media (Website, Weekly News, Surveys, Facebook)** – The website continues to be updated, including freshening the color scheme, repurposing the Visual Nav Buttons on the home page, adding a new weather widget, changing the Video icons in the footer, adding a Trash Collection page, adding new content to the Maps, Local Attractions, Realtor, Forms, and other pages. All governing documents for the RVRMA and sub-associations has been updated. A winter image loop is rotating in on the home

page slideshow. This is refreshed at least twice each month. The service provider directory is being populated and invoiced.

- **Technical - Ranch House Mechanical** – The December utility charts and notes are included in the Board packet for the period. Costs and usage for the period are less than last year and within budget. We have had a minor failure of the small hot tub pump which was repaired by RVRMA staff.
- **Ranch House Pool**- The rec and wade pool are closed and winterized for the season. The lap pool and spas will remain open thru the winter.
- **Ranch House Building** – The tile in the men’s shower divider wall facing failed. This has been repaired but it should be noted that substantial moisture has gotten behind the wall tile as cementitious backing was not installed behind the tile at the time of original construction. All shower tile in both locker rooms will have to be demolished, reframed, re-backed and re-tiled at some point in the next few years. We re-grouted the floors in 2012 and that repair is performing well.

The 2015 capital expense plan and budget includes re-painting of the Ranch House and Tennis Center.

- **Site work and Landscape**

Holiday Decorations- RVRMA crews have completed removal of most Holiday Decorations. The Ranch House and North Entry LED tree lights will remain functional until mid-March.

Snow Removal- Services have commenced for the 2014/15 winter. We have switched providers for this service. Aspen Grove Property Services is under contract. The Snow Removal Protocol Document is on the website under “Living at RVR”.

Turf Grass – 4Seasons and Lone Wolf are under contract for 2015. All RVRMA seasonal crews will be returning this spring.

Trees – Structural and aesthetic pruning of trees will occur in February to realize discounted services from Aspen Tree Service. We have now performed these services throughout RVR over the past four winters. In 2015 we will re-touch of all of the trees pruned to date and also address the cottonwoods at the Ranch House which has never been performed. The 2015 capital expense plan and budget includes placement of additional Aspen trees at the north entry.

A volunteer Cottonwood tree was removed from the Weaver-Leonardy Ditch Easement which traverses MCA 4, right above Pioneer Court in The Settlement. The ditch pipeline sits on a 2:1 slope and staff was concerned about root penetration into the pipeline, pipe leakage and a possible resulting slope failure. All adjacent property owners were notified. The RVRMA was also legally obligated to remove this tree as per the terms and conditions of the Weave-Leonardy Ditch Agreement.

Flowers – Services will re-commence in the spring of 2015. The 2015 capital expense plan and budget includes installation of flower beds at the south entry.

Noxious Weeds –2015 Noxious Weed control services on RVRMA Open Space will be performed in-house. Prima Plant Care will continue to do vacant lots.

Beautification and Mitigation – Pond 11, near the North Bridge, is undergoing repairs and enhancement. RVRMA Staff has placed a bentonite liner and re-established the water feature. Rock for the water feature has been procured at no charge as it was left over from a recent RVR private landscape project. This work is completed with the exception of fine grading and sod which will occur in 2015. The project looks great and provides much greater curb appeal to that MCA.

Special Projects – In partnership with the Town, the AVL T and the RVRMA, Dave Rosgen with Wildland Hydrology has completed a preliminary conceptual plan and budget for a river and trout habitat enhancement project and program for the 1 and 1/4 mile of Crystal River which passes thru RVR. The ED met with the TOC and the AVL T on January 19th to discuss roll-out and funding. More details will be provided as they become available.

Re-painting of the Triangle Park restrooms is included in the 2015 capital expense plan and budget.

Infrastructure – The CDOT/Town Highway 133 project effort is largely complete for this year. Some portions of the project had to be deferred to 2015 due to early cold weather. The north entry traffic signal is now functional. Minor site work and sod are all that remains.

We have placed CDOT Hwy 133 construction updates on the website and links to CDOT web portals for current construction updates. This information may be found in the Living at RVR section of the site. RVR Owners, Members and residents may directly sign up for updates by going to SH133@PublicInfoTeam.com.

The Town of Carbondale performed significant crack sealing on Crystal Bridge Drive and Perry Ridge in anticipation of possible chip seal and fog coat of the upper bench in 2015 subject to funds availability and other priorities. As we move into summer, we will keep the community informed.

RVRMA Crews are repairing street signs in our shop during the winter.

- **Licensing and Registration** – All licensing, registrations and inspections are either complete for 2015 or to be renewed, with the exception of CCIOA HOA Manager Licensing, (see Continuing Education below for details). At least one Manager in the organization must be licensed by July 1st, 2015. The entire management team is pursuing the certifications required and licensing. Suzie and Ian will take the CMCA Exam on January 30th and Pam and Brenda will take the test on February 7th. Once that is complete, background checks will be performed and the State Licensing will be obtained.
- **Settlement and Old Town 2014 Paint Program** – All services in both neighborhoods are complete for 2014. 2015 planning and budgeting is complete. The intent is to commence 2015 services in April and be complete by July 1st.

- **Budget and Finance** – 2014 Year End Financials are included in the Board books.
- **Continuing Education** – Pam Britton and Brenda Bamford have successfully completed the M-100 pre-requisite class for the Certified Manager Community Associations (CMCA) certification. Ian, Suzie, Brenda and Pam will now proceed towards the CMCA Certification and State Licensing. CMCA Exams will be taken at a testing center in Denver on January 30th by Ian and Suzie and on February 7th by Brenda and Pam. The Management team will then all take the State exam in Grand Junction probably in March or early April. The State license must be in place by July 1st, 2015. Bi-weekly study sessions are on-going.

Pam and Brenda have completed the State Certification for Notary Services. This service is offered without charge to RVR Members and Residents. Many residents are taking advantage of this service. If an outside party requests Notary services there will be a five dollar fee for these services.

Ian Hause, Suzie Matthews, Bob Schoofs and Jim Noyes completed the CAI Theft and Fraud Prevention Webinar on March 19th. Pam Britton, Suzie Matthews, and Ian Hause participated in a Sustainability and Alternative Energy webinar on Wednesday, July 9th.

Ian, Suzi and Brenda Bamford completed the Components of a Good Rule webinar on August 13th. On September 10th, the webinar is Annual Meeting Pitfalls, was attended by Brenda, Suzi and Pam. Brenda, Suzi, Pam and Ian participated in the Contracts webinar on October 8th.

Staff has obtained numerous books and pamphlets on various Association matters which are being passed around. A pamphlet has been placed in the Board books.

Pam Britton has completed delivery certification and re-certification on the AED and Basic First Aid device for Staff. We have also completed additional training with the CRFPD regarding building evacuations and 911 protocols as well. A fire extinguisher training was also provided by the CRFPD.

Old Business

- None

New Business

- **Allocation of Excess Operating Funds – The Settlement**

Directors Schoofs and Kitching moved and seconded the following **Draft Motion A**. The motion passed unanimously, with Board President Jim Noyes voting the affirmative Proxy vote for Director-at-Large Jack Gausnell.

Draft Motion A: Resolved that the RVRMA Executive Board hereby approves reallocation of \$5,085.02 in excess funds from the 2014 Settlement Operating Budget to The Settlement Painting Reserve Fund.

- **Allocation of Excess Operating Funds – Old Town**

Directors Schoofs and Kitching moved and seconded the following **Draft Motion B**. The motion passed unanimously, with Board President Jim Noyes voting the affirmative Proxy vote for Director-at-Large Jack Gausnell.

Draft Motion B: Resolved that the RVRMA Executive Board hereby approves reallocation of \$1,937.46 in excess funds from the 2014 Old Town Operating Budget to the Old Town Painting Reserve Fund.

Executive Session

The Board entered Executive Session at 6:06 pm. The Board returned from Executive Session at 6:21 pm.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 6:22.