

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, May 27, 2015, 5:00pm
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, May 27, 2015 at 444 River Valley Ranch Drive, Carbondale, Colorado 81623 with the following people present:

Executive Board of Directors

Jim Noyes, President
Yvonne Perry, Secretary
Lani Kitching, Director-at-Large
Jack Gausnell, Director-at-Large

Management Representatives

Ian Hause, Executive Director
Pamela Britton, DRC Administrator
Brenda Bamford, Member Services Manager
Patrick Boas, Special Services Manager

Homeowner Attendees

Frosty Merriott

Call to Order

RVR Executive Board President, Jim Noyes called the meeting to order at 5:00 pm. A quorum was established.

Approval of Agenda

Directors Kitching and Gausnell moved and seconded to approve the agenda. The motion passed unanimously.

Consent Agenda

Directors Kitching and Gausnell moved and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of April 22, 2015. The motion passed unanimously.

Public Comment

- Homeowner Frosty Merriott shared some updates of key things that are going on in the Town of Carbondale including potential development of a Kroger grocery store, and an upcoming Town of Carbondale Trustee election. Frosty encouraged River Valley Ranch residents to be interested and involved in the future of Carbondale.

Announcements

- **Artist of the Month** – Ken Krehbiel, wildlife photography
- **Habitat Workday** – May 21st
- **Request for Board Candidate Declarations** – May 21st
- **Pool Opens** – May 22nd
- **Annual Hot Dog Give Away** – May 23rd

- **Board Meeting** – May 27th, 6:00pm
- **Last Day of School** – June 3rd
- **DRC Meeting** – June 4th
- **Roaring Fork Football Team Barbeque** – June 4th, 4:00 – 7:00pm
- **Wine to Art** – June 5th, 5:00 pm
- **Garage Sale** – June 6th
- **Board Candidate Declaration Deadline** – June 12th
- **“Exposed: Tragedy and Triumph in Mountain Climbing” Book Event** – June 13th, 5:00pm
- **Ranch House Extended Hours: Open until 9:00pm** – June 13th
- **Habitat Workday** – June 18th
- **DRC Meeting** – June 18th
- **Hoe Down** – June 19th
- **Margarita Mixer** – June 20th, 11:00am – 2:00pm
- **Board Candidate Meet ‘n Greet** (if needed) – June 24th
- **Board Meeting** – June 24th, 6:00pm
- **18th Annual RVR Classic USTA Tennis Tournament** – June 26 – 28th
- **Board Election Voting Deadline** (if election is held) – July 10th, 5:00pm

Committee Reports

- DRC Minutes of May 7th and 21st. There were no comments on the DRC minutes.

Executive Director’s Report

- **General Update** – The organization is operating within the Board adopted, Member ratified 2015 Operations Budget and Capital Expense budgets. However, our “high season” is just beginning. It should also be noted that 5 outside seasonal staff were brought on a month early due to hot and dry conditions. This additional labor cost was not budgeted.

The RVR Trash and Recycling program is underway with same day, single provider service that commenced April 1st. Management of the ‘self-service’ and ‘temporary-holds’ has gone smoothly. Distribution of the trash barrels and recycling tubs has gone smoothly. All trash barrels are grey in color; we are working to get all recycling in the grey color as well, or if grey and blue, place all blues on west and all greys on east, or by neighborhood. The goal is a consistent streetscape aesthetic.

Patrick Boas, Special Services, is handling all special requests on a case-by-case basis. Comments regarding the program have been universally positive. We will be performing our first reconciliation on Wednesday, May 27th with MRI. The results of that process will be discussed at the May Board Meeting

We are fully involved in Summer Camp operations. Seasonal staff for swim and juice bar are coming on Board as planned and budgeted. Our function and event schedule for the high season is the most robust it has ever been with a function or an event every week thru mid-September.

Please see the Member Services section for details for activities, functions, and events.

Tennis Director, Cristina Sirianni commenced professional services on April 20th with 3 courts and all 5 courts were open by May 1st. The Assistant Pro commenced services on Monday, May 18th. His name is Nathan Hugette. Nathan comes to us from the Ferris State University Tennis Professional and Business Management Program. Nathan has just finished his junior year and we hope to retain him for next summer as well.

Tennis Membership sales have exceed the budgeted revenue with more revenue anticipated with the sales of the 3 month Peak Memberships (June, July and August).

Despite very unusual weather, irrigation operations are running smoothly. The Irrigation Reimbursement Assessment, which has remained the same for the fourth consecutive year, is at a 92% collection rate.

The Thompson Park PUD has received Master Plat approval from the Town Trustees. There were several conditions the RVRMA had for this approval, all of which were placed on the Master Plat, in the Subdivision Improvements Agreement or both. The ED will update the Board at the May meeting if need be. Through following the process and multiple plat revisions, our interests were protected and a spruce tree planting buffer was installed at the developer's expense.

Preliminary construction has commenced with surveying, access road and placement of the staging area. Gould Construction will be doing the Subdivision backbone infrastructure and the site work for Ross Montessori School. The ED has a long standing relationship with the contractor and will continue to monitor the construction activities for the duration of the project.

The Concept Plan for the Crystal River Restoration Project was very well received and is moving forward as planned. We have three grant applications submitted to complete the construction plans and obtain the necessary permits from referral agencies. Once the project is "shovel ready" many more grants become available. This is the stage at which we will begin hard pursuit of private donations as well.

- **RVR Irrigation H2O** – RVR Irrigation H2O is operating per plan and budget to date.

We have completed cleaning of the sediment catchment basin and intake pond. The sediment pond captured approximately 50% of the in-flow sediment which was the design criteria. The bunker in the intake pond captured the remaining 50% which radically reduced sediment intake into the east side irrigation system. Annual cleaning of the upper/upper Bowles and Holland Ditch and relining the west side outfall at Heritage Drive are complete. The Bowles and Holland Ditch, Town Ditch and Lowline are now fully operational.

All Community, Old Town, Settlement and Private Irrigation Systems are fully operational.

The limited snowpack suggests this could be a very challenging irrigation season.

- **Member Services, Hospitality, Media and Public Relations** –Ken Krehbiel is the featured artist May and June. The featured artist wine tasting will be held on Friday, June 5th at 6 pm. July and August will be RVR Owners Cheryl Baumgarner and Marci Reed.

The children's book reading on April 25th at 1:30 pm at the Ranch House was well attended. The book was written and illustrated by RVR Owner Pam Porter, which she read to the kids.

The Habitat for Humanity Recognition night, celebrating the contributions of the RVR community and the Carbondale Rotary was held on Friday, April 17th at 6:00pm. The function was very well attended and enjoyed by all.

The Forest Conservancy Function held on Thursday, May 7th was not as well attended as we had hoped. However, 4 new volunteers were signed up that night which makes the function a success. We will run this program again but later in the year and in full summer season.

This month's Third Thursday's with Habitat was a smashing success with 11 RVR Owners participating, 4 of which were brand new to the program. The June Third Thursday with Habitat will be on Thursday, June 18th. Go Pam!

The rec and wader pools opened on Friday, May 22nd. Considering this is an early Memorial Day weekend and we have had many days of rain, our hats are off to the maintenance team for pulling the proverbial "rabbit out of the hat" and delivering the pool on time, as planned and within budget. The crew certainly deserves a pat on the back! The Free Hot Dog give away is planned for Saturday, May 23rd. Last year we served over 500 hot dogs. If the day is rainy we will re-schedule to Saturday June 6th, the same day as the Annual Garage Sale.

The Annual Garage Sale will be advertised twice in the local newspapers and will be executed as has been in the past. However, due to lesser buyer attendance last year than in years past, we have placed advertisements in local shops and establishments to bump up the traffic. We currently have 6 homes signed up and need to recruit more participants so please spread the word so we can get your home on the Garage Sale Map. Coffee, Donuts and Maps will be handed out beginning at 7 am at the Ranch House. Signage and balloons will be placed at both entries and at the Ranch House.

The Second Annual, Way Past the Last, RVR Wild West Hoe Down and Chili Cook-Off will be held on Friday, June 19th, from 5:30 to 8:30pm. This event was a huge success last year and we hope it will only get better this year. All attendees are encouraged to "Cowboy Up" as they deem appropriate for this fabulous event.

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

- **Operational Refinement** – At the request of a few owners, we have placed additional grab bars in the ladies shower area.

Due to “signage creep” we are fabricating a bulletin board which will be placed to the left of Suzi Mathew’s door where all pool and locker room information will be placed.

We have placed decals on the new half-light on Suzi’s door and have updated the admin office door to include Pam Britton’s name. Shades will be placed on Ian and Suzi’s door when they need private time to complete certain tasks.

Staff has created and printed the ‘Ten Ways to Be a Good Neighbor at RVR’ brochure which outlines 10 keys areas for neighborly and responsible citizenship at RVR including: cleaning up after pets, asking before making exterior changes to a property, and parking appropriately. Additionally, in the Weekly News we are now placing “This Week’s Top Three” items in pursuit of positive neighborly relations.

- **Special Services (FAC)** - The Friday Afternoon Crew (FAC) has performed numerous special services during the period. We now have several projects in the hopper and will complete as time and resources allow. There is a very high level of customer satisfaction with this program.
- **Social Media (Website, Weekly News, Surveys, Facebook)** – The website continues to receive significant use by our members. The system permits us to track what areas are being accessed both on the Website and in the Weekly News. This provides valuable information that helps guide our communication efforts. The service provider directory has expanded and is going through a restructuring of the index to be more user friendly and to reflect new service provider categories. Website ad sales are behind budget as Patrick Boas time has been consumed by the RVR Trash and Recycling Program and Swim Instructor Training. Once he is ahead of the curve on those items he will be able to focus on ad sales.
- **Technical - Ranch House Mechanical** – The current utility charts and notes are not included in the Board packet for the period. Costs and usage for the period are less than last year and within budget. We are updating the utility tracking chart and it will be included in next month’s packet. We had to switch consultants mid-stream in the process due to non-performance of the original consultant.

In the Capital Expense Budget for this year we had budgeted for replacement of the Juice Bar reach in coolers due to three failures last year. We have had no failures to date this year so that project will likely be deferred.

- **Ranch House Pool** – The annual deck repairs are complete. The deck has been sealed and furnished. Life Guards are staffed. All systems are a go!
- **Tennis facility and Programming** – All hard courts and all clay courts are open for play. The tennis staff is providing a full menu of professional services. There is a very high level of customer satisfaction. The

18th Annual RVR USTA Tennis Tournament will be held June 28th thru June 28th. We are currently confirming volunteer staff and sponsors for the event.

In the Capital Expense Budget for this year we had budgeted for a revision of the easterly tennis courts fence/wind screen. For a variety of reasons we have determined that project does not meet a meaningful cost/benefit equation.

- **Ranch House Building** – The tile of 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. “Wonder Board” was not installed behind the tile at the time of original construction. All shower all tile in both locker rooms will have to be demolished, re framed, re backed and re-tiled at some point in the next year. We re-grouted the floors in 2012 and that repair is performing well. The ED preliminary estimate for this entire shower stall replacement in both locker rooms is between \$25,000 and \$30,000. This work will need to be done either this fall or spring 2016 as the Band-Aid repairs are good thru next April/May but prior to Summer camp 2016.

This project cannot be deferred any further as continued leakage will compromise the structural integrity of the floor joists and the mechanical systems below.

- **Site work and Landscape**

Snow Removal- Services are completed for the season.

Turf Grass – We have completed clean-up and aeration in all of our mow areas. Seasonal irrigation crews have commenced services 1 month earlier than budgeted. We will likely incur unbudgeted additional costs due to an accelerated MOW SCHEDULE.

We are now bagging all clippings in the Settlement which has reduced complaints by 99%.

Trees – Structural and aesthetic pruning of trees was completed in February to realize discounted services from Aspen Tree Service. We have now performed these services throughout RVR over the past four winters. We have completed current, seasonal pest control throughout RVR including Dormant Oil Spray, White Pine Weevil, Root Zone Enhancement, and Southwestern Pine Tip Moth Spray.

The National Forest Service Regional Arborist has stated that we should not be concerned about, nor treat, our numerous Ash Trees at RVR. The Emerald Ash Borer was first discovered in Boulder County and the County was then quarantined. The quarantine appears to be successful to date. The NFS will continue to closely monitor and are placing borer traps throughout the state to monitor the borer behavior. This is encouraging news. However, we will have to stay in touch with regional experts as time passes. With over 600 Ash trees at RVR, a borer invasion would be devastating and costly.

Flowers – Services have commenced. Annuals will be placed the first week of June. 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 Plat Care will continue to do vacant lots. The opt-out has been noticed in the Weekly News several times and will the deadline has passed. We will monitor the situation as listed species have not yet presented due to colder temps and heavy rain. Once we have hot sunny days and warmer soils, they will flourish due to environmental conditions. We have crews on deck when the weeds present and are ready to receive the herbicide.

Beautification and Mitigation – Pond 11, near the North Bridge, is undergoing repairs and enhancement. A new 12 foot Spruce Tree has been placed at no cost to the RVRMA. Fine grading and sod will be placed the week of May 25th. The project looks great and provides much greater curb appeal to that MCA.

We have finally completed the fine grading, irrigation and sod placement at the north entry. There is now cost recover from CDOT as this is within their ROW and the project has been closed out. We have maintained a positive relationship with the CDOT local staffers which will be of benefit going forward.

We have also obtained at no cost several large boulders from a Town project which will be used for various landscape and river restoration projects over time.

Special Projects – Nothing new to report during this period other than what was previously stated.

Infrastructure – 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 have repaired street signs in our shop during the winter. We have commenced placing cold rolled steel caps on the sign backing to prevent failure caused by poor original design with respect to moisture protection.

- **Settlement and Old Town 2014 Paint Program** – Painting services have commenced in both The Settlement and Old Town. Both neighborhoods are 50% complete. The target completion date will likely be August 1st instead of the contractual date of July 1st due to heavy rains.
- **Budget and Finance** –April 2015 Financials are included in the Board books. The utility tracking sheet is under a rebuild by Lucks Digital. Once that is complete, staff will take that process over from owner/volunteer Roy Davidson. We appreciate all of Roy's help over the years in our energy efficiency initiatives. It should be noted that all operational energy use nuisances remain tracked and costs are within budget for the year.
- **Capital Reserve Expenses** - We are on track and within budget for planned and completed capital expenses. There are two planned projects that will not occur this year or at all. The Reach-In Cooler Replacement has been deferred and the East End Tennis Court Fence and Screen has been determined as no added value and will not happen. These two projects had a planned expense of \$11,000. However, there is approximately \$10,000 in unanticipated capital projects completed to date that were

not planned for when the capital budget was produced in August of 2014. Additionally, we have procured two spruce trees and 150 padded new event chairs at no cost for a value of \$12,500. The ED suggests that going forward we simply place an allowance in the annual capital expense³ budget for unanticipated projects. Please see the 2015 RESERVE SPENDING TRACKING SHEET I the Financials for the detail.

- **Licensing and Registration** – Ian, Suzie, Pam, and Brenda have each passed the State of Colorado HOA licensure exam (and all the preliminary requirements including the M-100 exam, CMCA certification exam, fingerprinting/background check) and their applications for HOA Manager License have been submitted are pending State approval. We anticipate receipt of licenses by June 1st. The statutory deadline is July 1st.
- **Continuing Education and Training** – Now that the State mandated licensing process is complete, the management team will then be required to perform 8 hours annually (each) for continued certifications and licensing. We continue to take the monthly HS webinars which count towards our CMCA continuing education requirements, including “Boost Morale and Banish Negativity in your Workplace” and “Committees: How and Where to Create t hem”. We have also completed the Kiplinger webinar “Improved Morale and Banish Negativity in your Workplace” program.

Pam and Brenda are heading up an integrated staff training and development effort that will include hospitality education, and skills-related training. Pam and Brenda have completed training on Studio 13 software which will enable them to create ‘stand-alone, on-demand’ learning modules that use power point, video, interactive elements, and skills/knowledge testing to train staff on all aspects of their jobs. Modules will be brief (3 – 10 minutes). They will be archived and can be accessed at any time by staff and from remote locations via the internet.

The management Team is scheduled to join the on-line Kiplinger webinar, “Boosting Sales by Mastering the Lost Art of Cold Calling” on Wednesday, May 27th.

- **Notary Services** – Pam and Brenda continue to offer Notary services regularly, without charge, to RVR Members and Residents. Over 75 notarizations have been completed and community members seem to genuinely appreciate this additional service.

Old Business

- None

New Business

- None

Executive Session

- There was no Executive Session

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 5:31.