

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

**Executive Board of Directors**

Jim Noyes, President  
Ron Rouse, Vice-President (by phone)  
Bob Schoofs, Treasurer (by phone)  
Yvonne Perry, Secretary  
Lani Kitching, Director-at-Large  
Todd Richmond, Director-at-Large  
Jack Gausnell, Director-at-Large

**Management Representatives**

Suzie Matthews, Director of Finance  
Pamela Britton, DRC Administrator  
Brenda Bamford, Member Services  
Patrick Boas, Special Services

**Homeowner Attendees**

**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 seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of September 30, 2015. The motion passed unanimously.

**Public Comment**

- None

**Announcements**

- **Artists for the Months of September and October:** George Hendrix, photographer and Joyce Galli, painter/RVR resident
- **RVRMA Board Meeting** – Wednesday, October 28<sup>th</sup>, 5:00pm
- **Halloween Party** – Saturday, October 31, 4:30pm
- **DRC Meeting** – Thursday, November 5<sup>th</sup>
- **2016 Budget Pick-up** – November 9 – 13<sup>th</sup>
- **Neuro Talk Series, Part 2** – Friday, November 13<sup>th</sup> ; 6:00pm
- **2016 Budget Mailing** – November 16<sup>th</sup>
- **DRC Meeting** – Thursday, November 19<sup>th</sup>

- **Habitat for Humanity Workday** – Thursday, November 19<sup>th</sup>
- **Thanksgiving** – Thursday, November 26<sup>th</sup>, (Limited RHouse hours)
- **DRC Meeting** – Thursday, December 3<sup>rd</sup>
- **Neuro Talk Series, Part 3** – Friday, December 11<sup>th</sup> ; 6:00pm
- **Annual RVRMA Holiday Party** – Saturday, December 12<sup>th</sup> ; 5:00 – 8:00pm
- **Board Meeting** – Wednesday, December 16<sup>th</sup> ; 5:00 – 6:00pm
- **Annual RVRMA Meeting** – Wednesday, December 16<sup>th</sup> ; 6:00 – 7:00pm
- **DRC Meeting** – Thursday, December 17<sup>th</sup>
- **Habitat for Humanity Workday** – Thursday, December 17<sup>th</sup>
- **Christmas Day** – Friday, December 25<sup>th</sup> (Ranch House closed)

## Committee Reports

There were no comments on the DRC minutes.

## Staff Report

### General Updates

The Thompson Park PUD continues to be monitored to insure the terms of our agreement with the developer are honored. Construction on the bike path that was part of the Bike Trail Easement has been completed.

Preparation of the 2016 Budget is underway.

### Facilities

- **Ranch House Mechanical** – The current utility charts and notes are included in the Board packet for the period.
- **Ranch House Pool** – Pool is closed for the season. Lap pool continues to be available and used by lap and recreational swimmers.
- **Triangle Park** - Restrooms have been winterized and the TOC has placed port a johns out for any continued use of Triangle Park
- **Ranch House Building** – We will shortly be launching the remodel of the men’s’ and ladies’ locker room shower facilities. Anticipated construction period will be November 1 – 15. Shower facilities will be ‘taped off’ with floor to ceiling plastic barrier and will not be available during construction. However, members will be able to use the lockers and the restroom facilities during construction. Announcements will be made in the Weekly News and abundant signage will posted in the locker rooms.

### Site Work/Landscape

- **RVR Irrigation H2O** – RVR Irrigation Blow Outs has been completed. RVR Shared Irrigation H2O is operating per plan and budget to date. Water reconciliation conversations will begin with golf shortly.

We are in a favorable position since the percentage of residential water usage is less than the targeted 49%.

- **Snow Removal** - Contracts for the upcoming snow season have been finalized. Snow removal protocols will stay the same. Information about snow plowing will be included in upcoming issues of the Weekly News.
- **Turf Grass/Tree/Flowers** – Staff will be spreading fertilizer this week. Tree work is completed for the season. Pruning will begin after January 2016. We are currently placing deer fencing in common areas. Flower beds have not yet been winterized. Leaf pick has commenced and will continue into next week.
- **Noxious Weeds** –2015 Noxious Weed control services on RVRMA Open Space and vacant lots has been completed. There was one additional fall spraying completed in order to help with weed control next spring. Canadian Thistle, Oxeye Daisy and Tansy were targeted.
- **Settlement 2015 Painting Program** is not yet complete. One house was found to be overdue since 2013. This house will be painted over the next two weeks, weather permitting.
- **Old Town 2015 Paint Program** – Painting services have been completed.

**Budget and Finance** – September 2015 Financials are included in the Board packet. Board will also find the Proposed 2016 Operating and the Proposed 2016 Capital Budget.

- **Capital Reserve Expenses** - We are on track and within budget for planned and completed capital expenses. Two capital projects were reviewed and approved by the Budget Committee (Jim Noyes, Ron Rouse, and Bob Schoofs). A remodel of the men’s and ladies’ shower areas and an AV upgrade for the Great Room will each commence in November.
  - **Men’s/Ladies’ Shower Remodel** – Due to improper installation and materials when the men’s and ladies’ showers were originally built, numerous ‘temporary fixes’ have been made to these showers. This shower remodel effort will include:
    - total demolition of the existing shower stalls
    - inspection to ensure structural integrity of the units
    - repair of damaged substrate
    - installation of appropriate base materials
    - installation of a shower ‘pan’ that includes entire shower floor and extending to the vanity area where water also accumulates
    - revision of the drainage system
    - re-tiling of the showers, adjacent walls, and vanity area flooring
    - re-painting of the shower/vanity area.
  - The anticipated timeline for the remodel is November 1 – 15.
  - **AV Upgrade** – Our existing AV equipment (projector, screen, microphone, speakers, and TV) are in various stages of dying. Replacement costs for the individual items would run around \$9,000. Staff received a comparable proposal for an integrated AV system that will better meet our needs.

**RVR Property Sales and Closings** – In September there were 6 closings in RVR and there are currently 4 homes under contract, scheduled closings in October and November.

**Governance** – The Settlement and Old Town conducted their Annual Meetings on September 23<sup>rd</sup> and October 18<sup>th</sup> respectively.

**DRC**– There are currently nine homes under construction at RVR, four of which should be finishing before the end of the year.

**Member Services** – Photographer Lee Gelatt will be the featured artist for November and December

- **Social Media (Website, Weekly News, Surveys, Facebook)** – The RVRMA website continues to be utilized by RVR homeowners. Newsletters are updated with pertinent information on a weekly basis. The homepage of the website will be updated to a “winter theme” the week of Thanksgiving. Sales for the business directory are starting to pick up again. A button was added to the landing page for the ED search. Snow removal information will be highlighted soon.
- **Programming** – RVR recreational activities are moving into Fall/Winter programming mode.
  - **Tennis facility and Programming** – Tennis programming will conclude Saturday, October 24<sup>th</sup>. It has been an outstanding season with a very high level of participant satisfaction. The courts will have their irrigation system blown out next week, so there will no longer be any water available to keep them wet. Tennis play will be able to continue until Maintenance determines the courts are too dry for use.
  - **Fitness facility and Programming** - Fitness programming is being seasonally adjusted.
- **Events** – The October events included a very well-attended Neuro-talk on October 9<sup>th</sup>. There are two additional talks in this three-part series: November 13<sup>th</sup> and December 11<sup>th</sup>. In addition, the RFSD held an informational Q&A session related to the upcoming Bond measure.

Staff is currently preparing for the Halloween Haunted House and Carnival on Saturday October 31<sup>st</sup> from 3:00 – 5:00pm.

## **Staff Development**

- **Licensing and Registration** – Suzie, Pam, and Brenda’s State of Colorado HOA licensure certificates have been received and posted on the wall at the entrance to the administrative office.
- **Continuing Education and Training** – Pam and Brenda are heading up an integrated staff training and development effort that will include hospitality education, and skills-related training.
- **Notary Services** – Pam and Brenda continue to offer Notary services regularly, without charge, to RVR Members and Residents. Over 150 notarizations have been completed and community members seem to genuinely appreciate this additional service.

## Old Business

- None

## New Business

- **Proposed 2016 RVRMA Budget**

Directors Gausnell and Kitching moved and seconded the following Draft **Motion A**. Discussion was held.

**Draft Motion A:** Resolved, that the RVRMA Executive Board hereby approves the Proposed 2016 RVRMA Budget as presented.

- **Proposed 2016 Old Town Budget**

Directors Kitching and Gausnell moved and seconded the following Draft **Motion B**. Discussion was held.

**Draft Motion B:** Resolved, that the RVRMA Executive Board hereby approves the Proposed 2016 Old Town Budget as presented.

- **Proposed 2016 Settlement Budget**

Directors Kitching and Gausnell moved and seconded the following Draft **Motion C**. Discussion was held.

**Draft Motion C:** Resolved, that the RVRMA Executive Board hereby approves the Proposed 2016 Settlement Budget as presented.

- **Board Meeting Time Change**

Directors Kitching and Gausnell moved and seconded the following Draft **Motion D**. Discussion was held.

**Draft Motion D:** Resolved, that the RVRMA Executive Board hereby approves changing the Executive Board Meeting start time to 5:30, effective beginning with the November 18<sup>th</sup> Executive Board Meeting.

## Executive Session

The Board entered Executive Session at 5:30 pm. The Board returned from Executive Session at 5:40 pm.

## **Adjourn**

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 5:45.