

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, November 18, 2015, 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 18, 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
Bob Schoofs, Treasurer (by phone)
Yvonne Perry, Secretary
Lani Kitching, Director-at-Large
Todd Richmond, Director-at-Large
Jack Gausnell, Director-at-Large (by phone)

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 5:30 pm. A quorum was established.

Approval of Agenda

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

Consent Agenda

Directors Kitching and Perry moved and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of October 28, 2015. The motion passed unanimously.

Public Comment

- None

Announcements

- **2016 Budget Pick-up** – November 9 – 13th
- **Neuro Talk Series, Part 2** – Friday, November 13th ; 6:00pm
- **2016 Budget Mailing** – November 16th
- **Habitat for Humanity Workday** – Thursday, November 19th
- **Thanksgiving** – Thursday, November 26th, (Limited Ranch House hours)
- **DRC Meeting** – Thursday, December 3rd
- **Neuro Talk Series, Part 3** – Friday, December 11th ; 6:00pm
- **Annual RVRMA Holiday Party** – Saturday, December 12th ; 5:00 – 8:00pm

- **Board Meeting** – Wednesday, December 16th ; 5:30 – 6:30pm
- **Annual RVRMA Meeting** – Wednesday, December 16th; Refreshments: 6:00pm – 6:30; Meeting: 6:30 – 7:30pm
- **DRC Meeting** – Thursday, December 17th
- **Habitat for Humanity Workday** – Thursday, December 17th
- **Christmas Day** – Friday, December 25th (Ranch House closed)

Committee Reports

There were no committee reports.

Staff Report

General Updates

2016 Budget ballot delivery is underway and on target for approval. The ‘pick-up’ period will be completed on November 15th. The remaining budget packets will be mailed out on November 16th.

Facilities

- **Ranch House Mechanical** – The current utility charts and notes are included in the Board packet for this period.
- **Ranch House Pool** – Lap pool continues to be available and used by lap and recreational swimmers.
- **Parks and Common Areas** - Nothing new to report.
- **Ranch House Building** – The Shower Remodel unveiling is scheduled to take place on Friday, November 20th. That project has gone smoothly and with virtually no negative comments from community members. The Great Room ‘face lift’ project is proceeding per schedule and has been favorably received. Repotting of Ranch House plants has been completed, chairs are being recovered, and round tables refinished. The AV upgrade is proceeding with all equipment ordered and received. The green hutch in the Great Room will be removed and the flat screen TV will be installed in that location. Complimentary cabinetry will be installed below the TV to accommodate receivers and other AV equipment and for storage.

Site Work/Landscape

- **RVR Irrigation H2O** – Rich Myers and Golf are doing the Fall maintenance and ditch clean-out. Once that is completed and the final end-of-season water reading has been taken, water reconciliation conversations with Golf will begin. We are in a favorable position since the percentage of residential water usage is less than the targeted 49%. Rich’s contract is completed for the season and he is now on T&M for any additional work.

- **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/Leaves** –Fertilizer has been applied. Tree work is completed for the season. Pruning will begin after January 2016. Primary leaf pick has been completed; additional follow-up service is being provided as needed.
- **Noxious Weeds** –2015 Noxious Weed control services on RVRMA Open Space and vacant lots has been completed.
- **Settlement 2015 Painting Program** has been primarily completed. The one remaining house that was to be painted this year is underway.
- **Old Town 2015 Paint Program** – Painting services have been completed.

Budget and Finance – November 2015 Financials will be emailed to all Board members when they are completed.

- **Budget Balloting** - Suzie provided an update on the ongoing budget balloting. Over 100 ballots were picked up; the remainder have been mailed to the addresses of record.
- **Capital Reserve Expenses** – The shower remodel, AV and Great Room upgrade are both proceeding on schedule and at budget.
 - **Men’s/Ladies’ Shower Remodel** – The shower remodel project has gone smoothly. The official ‘unveiling’ of the showers will take place on November 20th. The following improvements were engineered into this remodel:
 - Replacement of water damaged joists
 - Replacement of drywall material with cement board and application of ‘Red Guard’ to provide water-proofing protection
 - Placement of flexible metal mesh on the shower and vanity floors prior to pouring concrete to reduce the likelihood of concrete cracks
 - Placement of a water barrier ‘membrane’ throughout the shower and vanity areas to provide water proofing
 - Placement of ‘trough drains’ to improve drainage
 - Re-grading of the shower and vanity areas to improve drainage
 - Removal of the shower ‘curbs’ in men’s and ladies showers
 - Selection and placement of slip resistant (COF .61) floor tiles
 - Use of high-grade tile grout that never requires additional sealing
 - Installation of recessed cubbies for shower products
 - Installation of higher grade ADA compliant shower fixtures with height adjustable and removable shower heads in all four showers
 - Repositioning of the shower curtain bars to an appropriate height
 - Replacement of ADA grab bars
 - Repainting of the shower and vanity areas
 - Replacement of towel hooks

- **AV /Great Room Upgrade** – AV equipment has been purchased and received. Cabinetry to replace the green TV hutch is under construction. When that is completed the AV installation will begin along with the installation of window coverings for the pool view windows in the Great Room.

RVR Property Sales and Closings – In October, there were two property closings and there are 6 homes under contract.

Governance – Nothing new to report.

DRC– There are currently eight homes under construction at RVR, three of which should be finishing before the end of the year. Two new applications are beginning the review process. Both the Ericson and Olson projects completed and received their Certificates of Completion.

Member Services – Photographer Lee Gelatt is 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.
 - **Fitness facility and Programming** - Fitness programming have been seasonally adjusted. A special Meditation class was offered and was very popular. Spin classes are picking up again as we enter winter. The gym is seeing more attendance as well.
- **Events** – The October events included a very well-attended Neuro-talk on October 9th. There are two additional talks in this three-part series: November 13th and December 11th. In addition, the RFSD held an informational Q&A session related to the upcoming Bond measure.

The Halloween Haunted House and Carnival was an unqualified success! Lots of happy kids and happy parents. Kudos to Brenda and Patrick for their creativity and hard work.

Staff Development

- **CAI Fall Conference** – Pam, Brenda, and Patrick attended the Fall CAI Conference in Denver on November 12th. In addition to attending educational sessions and making professional and vendor contacts, they also received 3 CEUs for maintenance of their HOA Manager licensure.
- **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. They are in the process of now pursuing the next certification, Association Management Specialist (AMS). The courses

required for this certification can be pursued on-line and will go even deeper into topics like: Risk Management, Finance, Governance, and Facilities management. These courses also provide continuing education credits for the maintenance of their HOA Manager licensure.

- **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. This is a very popular service that community members seem to genuinely appreciate.

Old Business

- None

New Business

- None

Executive Session

The Board entered Executive Session at 5:42 pm. The Board returned from Executive Session at 6:25 pm.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 6:26.