

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, December 16, 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, December 16, 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

Management Representatives

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 5:30 pm. A quorum was established.

Approval of Agenda

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

Consent Agenda

Directors Gausnell and Kitching seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of November 18, 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

- DRC Minutes – December 3, 2015

There were no comments on the DRC minutes.

Staff Report

General Updates

2016 Budget is on target for approval. The ‘pick-up’ period was completed on November 15th and remaining budget packets were mailed out on November 16th.

Facilities

- **Ranch House Building** –
 - Shower Remodel – The shower remodel project has been completed. The community response has been overwhelmingly positive. The shower remodel included:
 - demo and repair of significant structural damage due to water leakage;
 - careful grading of the mortar beds and installation of ‘infinity’ or trough drains to ensure proper drainage;
 - installation of flex-mesh in the mortar to prevent hairline cracks in the mortar that allow water seepage;
 - installation of floor tiles with a COF (co-efficient of friction) of .62 to avoid slipping hazards;
 - installation of modern and clean looking wall tiles;
 - installation of aesthetic tile detailing;
 - installation of high quality, ‘never seal’ grout in all areas;
 - installation of a shower product ‘cubby’ to hold the RVR provided products;
 - installation of a product shelf for personal shower products;
 - installation of ADA approved shower fixtures that allow users to easily adjust the shower head height and remove the shower to use as a ‘hand-held’ device;
 - re-installation of all ADA grab bars and seats;
 - installation of new shower curtains and rods in the women’s showers;
 - installation of new towel hooks;

- repair and repainting in the shower and steam room alcoves; and
- re-staining of trim boards, shelving and counters in both locker rooms.

The project came in on budget. The project timeline was extended from 15 days to 20 days in order to accommodate necessary structural repair, and specific drainage requirements that we requested.

- Great Room ‘Face Lift’ - The Great Room ‘face lift’ project has been completed on schedule and on budget. Community reaction has been very positive. The project included:
 - replacement of the worn out rugs,
 - refinishing table damaged by water and general use,
 - recovering of faded and damaged chair fabric,
 - repositioning of existing furniture,
 - repotting of plants, and
 - new pillow accents

- Audio Visual Upgrade - The AV upgrade has been completed to very positive community reaction. The upgrade included:
 - replacement of the green hutch and TV in the Great Room with custom cabinetry
 - installation of a 75” flat screen TV
 - programming for the system on a ‘I-pad’ controller
 - a new PA (microphone and speakers) system.

The system will allow us to show lecture presentations on the big-screen TV as well as watch other programming. The entire system is ‘I-pad’ controlled; the controller device will reside in the Office and be managed by staff. The AV upgrade came in on time and on budget.

- Window Coverings – Automated window coverings for some of the great room windows should arrive and be installed just prior to the Annual Meeting. The window coverings will allow us to minimize glare and sun damage to the Great Room furnishings while still retaining a view of the outside. The automated window coverings will be linked to the ‘I-pad controller’ for the AV system and will raise and lower at programmed times in the morning and evening. We will also be able to raise or lower them as we wish.

Site Work/Landscape

- **RVR Irrigation H2O** – The water reconciliation conversations with Golf will begin shortly. 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. Staff will be implementing a ‘snowflake link’ on the website for community members to get real-time updates on snow plowing activities.
- **Turf Grass/Tree/Flowers/Leaves** – Nothing new to report.

- **Noxious Weeds** –Nothing new to report
- **Settlement 2015 Painting Program** - Nothing new to report.
- **Old Town 2015 Paint Program** – Nothing new to report.

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

- **Capital Reserve Expenses** – The shower remodel, AV and Great Room upgrade are all completed and each came in on budget and schedule.

RVR Property Sales and Closings – Nothing new to report.

Governance – Nothing new to report.

DRC– There are currently six homes under construction at RVR, one of which should be finishing before the end of the year. Two new applications are beginning the review process. Both Fairways Residences projects are in the process of receiving 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. Sales for the business directory are starting to pick up again. The button on the landing page for the ED search is still active; it will be disabled and repurposed when a new ED has been secured. Preparations are underway for the installation ‘snowflake’ button on the Home Page. Similar to the red/green mailbox, clicking the snowflake will lead homeowners to real-time snow removal information.
- **Programming** – RVR recreational activities have moved into Fall/Winter programming mode.
- **Events** – The November events included a very well-attended Neuro-talk on November 13th and December 11th. Preparations are well underway for the Annual Holiday party which will be held on Saturday, December 12th from 5:00 – 8:00pm at the Ranch House.

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 5:47 pm. The Board returned from Executive Session at 6:44 pm.

Adjourn

It was moved and seconded to adjourn the meeting. The meeting was adjourned at 6:45.