

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, July 24, 2019, 5:30 p.m.
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, July 24, 2019 at 444 River Valley Ranch Drive, Carbondale, Colorado, CO 81623, with the following people present:

Executive Board of Directors

Yvonne Perry, President
Ben Johnston, Secretary
Todd Richmond, Treasurer
Gary Harada, Director-at-Large
Cathy Cooney, Director-at-Large
RJ Spurrier, Director-at-Large

Management Representatives

Sterling Page, General Manager
Kendra Ford, Community Services Manager

Homeowner Attendees

Laura Hanssen
Don Willins

Call to Order

RVR Executive Board President Yvonne Perry called the meeting to order at 5:30 p.m. A quorum was established.

Approval of Minutes and Consent Agenda

Directors Gary Harada and Cathy Cooney moved and seconded to approve the agenda and the adoption of the Board Meeting minutes of June 26, 2019. The motion passed unanimously.

Public Comment

Laura Hanssen asked if she would be allowed to opt for a drip irrigation system in her front yard if she paid for the equipment and installation on her own. Laura lives in Old Town, where the front yard irrigation is maintained by RVR. Sterling stated she would be allowed to do this and agreed to set up a time to take a look at her current irrigation system to give a final approval and instructions.

Announcements

- August 7, 6:30 pm: Presentation by Dr. Sandy Deveny on Bonyo Kenya Mission -providing health care for impoverished people of western Kenya
- August 15: Party for college age community members
- August 18: last day of pool with lifeguards and snack shack during weekdays
- August 20, 5:00 pm: Settlement Association Annual Meeting
- August 21, 5:30 pm: RVRMA Executive Board Meeting
- August 22: Pickleball Informational Event with Jim Noyes
- August 24, 8:30: Dive in Movie

General Update

The Ranch House has been an extremely lively place this summer and even more so once the warm weather settled in. The number of people using the Ranch House averages about 192 per day, and has been as high as 260. We have had a steady stream of guests daily with a low of about 30 guests and a high of around 70 (adults and children in total). With such a significant number of guests in attendance this summer, we have been coaching our staff to make sure owners are adhering to our guest policies and being present with their guest at check in. We would also like to encourage members to have their guests respect the staff and facilities. Our dedicated summer staff continues to be covering a variety of roles at the Ranch House and so many guests who are not familiar with our Ranch House procedures can make this challenging during our busiest days.

The new Square Pay system for purchasing drinks and food has been in place since the first week of June. We have experienced a positive transition to this new payment system and a large percentage of our members have graciously made this change with us. We have been doing our best to accommodate those who have not yet switched over, however at this point in the summer we are now requiring all owners/members to pay with a credit or debit card in order to be able to purchase anything at the Ranch House in the future.

We are less than a month away from the summer operations beginning to wind down. The pool and Snack Shack will be “closed” <not sure I understand the quotes> during the week “no lifeguards on duty and no slide” as of Monday August 19 which is back-to-school day. The pool and snack shack will be fully operational the weekends of the 24th and the 31st before we go into “off season” status.

Human Resources

Our steadfast morning front desk staff, Becky Denning, is away with her family for two weeks. Emily Barron has stepped in to help us out a great deal with coverage during the early morning hours along with Jules King, who has added some morning shifts to her existing schedule to make it possible for Becky to have this time away. We continue to be grateful for our staff’s flexibility and willingness to be a part of our team and keep operations running smoothly at the Ranch House.

Events

Our annual July 4 event had 260 in attendance and was a beautiful evening with a variety of entertainment, excellent music by the Confluence band and outstanding food catered by Homestead. This year Jules decided to move away from the traditional July 4 BBQ menu in exchange for build-your-own Buddha/Rainbow bowls, with a wonderful selection of add-in proteins. The plant-based menu was a well-received change with a tremendous amount of positive feedback.

With so much to account for in terms of food, drink and staffing we did need to have a cutoff date for RSVPs as we did last year. We recognize this can be frustrating for those who may decide at the last minute that our July 4 party is the best option for their family, and/or end up with guests in town, and we will continue to work toward how to best accommodate these requests for future events. We will also be moving to an online RSVP system and require all responses be streamlined to one central location and make the invitation and RSVP procedures easy and more accessible for our members.

Communications

Our main form of communication with the community is the Friday e-newsletters. There is significant thought put into what should be included in each newsletter, as they are relevant to issues or questions of the different seasons and events and information, we want everyone to be aware of.

The newsletter contains a lot of answers to many questions and we so encourage everyone to not only subscribe but read what we have share with you. We also post up-to-date information on the RVR Facebook (River Valley Ranch Master Association) page and on Instagram (@RVRCarbondale).

We would also love to hear from you, so if you have suggestions, comments or feedback on what you see or would like to see around the Ranch House, **please** email Kendra at csm@rvrcommunity.com and let her know what is on your mind!

Design Review Committee

Month of July activity: (3) Final Construction Inspections, (1) Pre-Construction (12) Administrative Reviews

DRC July 11: no applications

DRC July 22: (2) Preliminary Review, (1) Revision

Governance

- Covenants, By-Laws, Resolutions and Policies.
 - Summer Hiatus of the IT Committee.
 - Governing Documents Committee is seeking participating members

Facilities

- Ranch House
 - We are experiencing ongoing maintenance of all mechanical systems as this is the busiest season with all equipment in use.
 - The A/C compressor for the lobby, great room and offices stopped working in June. This replacement part takes several weeks to arrive, as the manufacturer only builds parts as ordered. An additional compressor has been ordered for standby for the next time this happens. When the time comes to replace the full system, we will choose a manufacturer who stocks parts on the western slope.

- Pools & Tennis
 - The annual RVR USTA tournament was a great success with more than 80 players from around Colorado. Christina estimates a 25 – 25 – 50 % split between owners, tennis members and guest players. RVR proves to be a big draw for this event.
 - Our pools are open and functioning, weather permitting.

Grounds

- Common Areas
 - Repairs of the sprinkler system are ongoing. The additional snow and late spring rains have increased the volume of native grass to mow. This is taking longer than planned.
 - Dead Ash trees were removed on RVR Drive and Heritage Drive. They will be replaced with Silver Maples, which match the those along the golf course driving range.
 - Spraying for noxious weeds will be skipped this year as our post-emergent application is doing a good job of control. The same effort will be postponed for a year on lots as a sample survey of vacant lots found only one weed type from the State of Colorado “C” list. The State goal and plan is to not stop the continued spread of these species but to provide additional education, research, and biological control resources. We will review and take action in future years.

Irrigation

- Main Line and Cla-Valves
 - Our crew repaired a major 4” mainline failure at 3862 Crystal Bridge Dr. This disrupted service to the D and JJ blocks from Friday evening until Tuesday Morning.
- Community Service
 - We are implementing an email protocol for irrigation service requests using the RVRirrigation@rvrcommunity.com address. All members are invited to take a photo and send it with the street address only in the subject line. The General Manager gets a copy of all emails to this address. The irrigation crew picks up the emails every morning and will complete the work. When finished they will **reply all** to inform the member reporting and management of the completed task.

Operations

- Old Town
 - Continuing to educate owners on the split system of front and back yards.
- The Settlement
 - The Settlement Advisory Committee met to discuss the agenda of topics for their upcoming neighborhood meeting which is scheduled for August 20 at 5:00 pm. Topics for the agenda include DRC approval of new roofing materials; irrigation – over and under watering; lawn maintenance; tree quantity; snow removal; organic lawn care practices; painting schedule; and budget.
- Boundary
 - Residents have requested that the drainage area between building 1 and the Barn parking area be filled in. They were asked to submit a plan approved by a civil engineer for review by DRC.
- The 24
 - In a meeting with the developer it was agreed that the developer would submit fencing details with their landscape plans to simplify the process and avoid confusion.
- Crystal Bluffs
 - The golf course maintenance crew has closed the half gates on the access road. This will only allow smaller golf and maintenance type vehicles access to the area. It won't stop pedestrians or bicycles which would be trespassing. <not sure what this sentence means>

Finance Report – James Maguire

- The Master Association is running within 1% of budgeted total income to date. We budgeted \$1.244M and, at the half-year mark, we are at \$1.258M. The major variances in income projections are with Private Fitness income, which is significantly shorter than budget and previous year-to-date by over \$9K and DRC Fee income, which has brought in over \$23K more than anticipated and \$15K more than last year.

Expenses are still running under budget. At the half year mark, we are \$86K under budget. The significant variances include Golf Legal Fees \$23K under budget, Wages \$11K under, Grounds and Tree maintenance under \$15k total, Common Area Irrigation \$12K under, Cleaning Labor 17K over, and other Admin Expense \$21K under.

Grounds and Tree maintenance are mostly timing issues. We see increased costs in near future months. Common Irrigation is due to the reduced payments to RVR Golf as figured during the annual water reconciliation. Cleaning Labor is high because we terminated an employee <do we want to say this? It's true, but maybe we could just say "we replaced an employee with an outsourced company." Might sound cleaner> and replaced them with an outsourced company. Part of this is counterbalanced with decreased Wages expense. Other Admin Expense was a contingency account that hasn't been used.

- I have added the CDs to the Balance Sheet. The interest on the CDs won't be paid until maturity so I created an Interest Receivable account for each CD which will track the accrued monthly interest. When the interest is paid at maturity, the value in the Receivable account will go down and the CD asset will go up.
- As for the Reserve accounts, we only had some additional costs for the irrigation expansion project in the Boundary. No other reserve funds were spent in June. The Settlement continues to spend their Reserve funds on house painting. Old Town did not use any of their Reserve funds in June.
- There are no issues to report with Accounts Receivable. There are some stragglers with small balances due, but I continue to remind them and some are getting back in balance. We do have one homeowner who owes \$17 for weed spraying from last year. He is on auto pay for dues. Can I charge his account for the \$17 weed spraying? I have tried calling, emailing, and mailing with no response. Lot Yo8 <Is it YO8?>Dale & Cheryl Gray.
- I am making significant progress with Woodbridge. We had a 2-hour phone meeting last week and went through every pending item in detail. As you can see on page 7 of the financial reports, they owe us for about 28 overdue accounts. We also owe them more for duplicate payments on sold lots. All netted out, we owe them \$2,457. I'm just waiting on them to get approval of the final amount so we can pay them off and clear up all these accounts.
- Taxes still need to be filed. I will be getting the financial reports to Gary Porter CPA so he can evaluate whether it would be in our best interest to file a 1120-H or if we can even qualify. I will keep you posted with his feedback.

I. Old Business

- **Long-term facilities planning committee discussion**

Todd Richmond suggested starting by he and Sterling looking at a Capital plan decide what needs to be done in the next 2 to 5 years. During this process, they will also discuss the need for larger facilities planning and then possibly the formation a Capital Committee.

II. New Business

- **Appointment of Board Officers**

Motion: Board Directors, Cathy Cooney and RJ Spurrier moved and seconded, a Motion that the RVRMA Board Officers for 2019-2020 are; Yvonne Perry President, Gary Lesser-Vice President, Ben Johnston -Secretary, Todd

Richmond, Treasurer, Gary Harada, Cathy Cooney and RJ Spurrier as Directors at Large. The motion passed unanimously.

There was a reminder that the next Board meeting is August 21, 2019.

Adjourn

The meeting was adjourned 5:50 pm.

Executive Session