



## **RIVER VALLEY RANCH**

### **RVRMA EXECUTIVE BOARD MONTHLY MEETING**

**Wednesday, February 19, 2020, 5:30 p.m.  
The Ranch House Meeting Room**

#### **Executive Board of Directors**

Yvonne Perry, President  
Gary Lesser, Vice President  
Todd Richmond, Treasurer  
Ben Johnston, Secretary  
Cathy Cooney, Director  
Gary Harada, Director  
RJ Spurrier, Director

#### **Management Attendees**

Sterling Page, General Manager  
Kendra Ford, Community Services Manager  
James MaGuire, Accounting

#### **Homeowner Attendees**

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#### **I. Call to Order- Establish Quorum**

#### **II. Approval of the Consent Agenda**

- Approval of Consent Agenda

#### **III. Approval of the Minutes**

- Approval of meeting minutes of the regular Board meeting, held on January 22, 2019.

#### **IV. Public Comment**

#### **V. Announcements**

February 28 – Kids Art Opening/Family Bingo Night and Slider Bar 6pm  
March 17- St. Paddy's Day Celebration 6pm to 9pm  
March 18 - RVRMA Executive Board Meeting

#### **VI. Management Reports**

- Ranch House Report-Kendra Ford
- Operational Report- Sterling Page
- Finance Report- James McGuire



## **RIVER VALLEY RANCH**

### **VII. Committee Reports**

- Golf
- IT
- Landscape
- Playground
- Governing Documents

### **VIII. Old Business**

- Plan for educating Community on water usage
- Trash transition

### **IX. New Business**

### **X. Adjourn**

### **XI. Executive Session**

## **Ranch House Report 2.19.2020**

### **GENERAL UPDATE**

The Town of Carbondale has rolled out the sign up for the trash management in RVR that will go into effect April 1<sup>st</sup>. There has been a great deal of communication about this in our weekly newsletters as well as flyers around the Ranch House for the past month. The deadline to designate trash can preferences through the Town's website was February 15<sup>th</sup>. Anyone who did not choose a specific type of trash can size will be receiving the medium trash can and the medium recycling. We know there are still quite a few questions about what this transition will look like so we have created an RVR specific FAQ and have sent that out in the newsletter as well as separate email blast.

Our artist of the month at the Ranch House are some of our very own RVR kiddos! We have about 9 young artist so far and their work is fabulous!

The Ranch House is particularly quiet this time of year which allows us time to get caught up as well as prepare for our busy season around the corner. Thankfully I do not have any significant happenings to report since my last report three weeks ago.

We have not filled the Saturday and Sunday afternoon/evening coverage with any one specific to replace Anna Zekendorf and our regular front desk staff is stepping up to take those shifts until the timing is right for a new hire.

### **Human Resources**

We have had an all staff meeting to review the most current Employee Handbook, deal with 2020 paperwork for payroll and update everyone on the new health insurance policy and coverage. We are scheduling a CPR Course for all Ranch House and Maintenance staff and this will be taking place in the next month at the Ranch House.

### **Events**

We are always wanting to find ways to take care of our younger RVR community and plan events for the kids, however, we do find that they are often not as needed as we may think. There have been a variety of kid events in the past year that just do not get the turnout we expect. The upcoming Valentines for Kids night is a perfect example. Jules planned an eventful evening for kids so parents could bring them to the Ranch House to be entertained while they go out for Valentines and we only received 2 RSVPs, so the event was cancelled. We would love the opportunity to do more for the young RVR community and are open to suggestions and ideas.

The following are the upcoming events:

- February 28 - Family Bingo Night and Slider Bar 6pm
- March 17- St. Paddy's Day Celebration 6pm to 9pm
- March 18 - RVRMA Executive Board Meeting

### **Design Review Committee Report for February 2020**

There are currently 16 houses under construction, 3 in the permitting process and 8 new homes in review and we have had 3 pre- design meetings.

Since our last Board meeting the following have been in front of DRC:

**Lot: Y-12**

Review Type: 3rd Preliminary

**Lots: J-09**

Review Type: Final

**Lot: AA-4**

Review Type: Final

**Lot: D-09**

Review Type: Initial and Second Preliminary

**Lot Z-11**

Review Type: Final



## RIVER VALLEY RANCH

### Monthly Report to the Board of Directors

February 19, 2020

#### Governance

- Transition of data and operations from our existing software (CSI) to a new system is progressing and should be complete by the end of March.
- Verbal and written notices were given to an owner on Patterson whose tenants continue to violate the parking covenants.
- Verbal and written notices were given to a builder on Perry Ridge to correct overnight parking violations.
- The Town of Carbondale asked that no vehicles park adjacent to islands on Perry Ridge and Crystal Canyon Roads to ensure that emergency vehicles can maintain access. This message was forwarded to the builders in these areas who have been compliant.

#### Facilities

- The lap pool was closed for only 1 day and we will have to reschedule a cleaning day. The daytime temps were too low to use the cleaning chemicals.
- We are looking into changing our internet, telephone and cable provider to Comcast/Xfinity. This is anticipated to save \$400 per month. It will also improve our internet speed from 10mbps to over 100mbps.
- Maintenance staff spent 2 days in the attic vacuuming up the dryer lint that has accumulated over the past 20 years. They removed 12-50-gallon trash bags of lint. Bids for the vent extension are being accepted at this time.

#### Grounds

- Our maintenance crews have done a lot of snow shoveling and ice removal in the last few weeks. Along with snow removal comes repairs to our equipment and the guys have done a good job. The Town of Carbondale has changed their snow removal staffing and we have the same street and maintenance crew designated to our community. They have made a noticeable difference on the streets and sidewalks this winter.

#### Irrigation

- All the Cla-Valves have been cleaned and repaired for the upcoming water season.
- Raw water usage for the 2017, 2018, 2019 irrigation seasons in gallons

	2017	2018	2019
Residential	109,629,133	98,988,567	100,526,666
Golf	127,769,230	145,526,356	129,957,999
TOTAL	237,398,363	244,514,923	227,484,665

- The community responded to the 2018 drought water restrictions by reducing use by 10%. Usage in 2019 inched up 1.5% attributable to new homes coming on-line. As remaining homes are completed, we may need to discuss a water usage program to fill the demand in areas that are underserved by the existing infrastructure.

#### Operations

- Old Town  
Snow events February 5<sup>th</sup> and 7<sup>th</sup>
- The Settlement  
Snow events February 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>.
- The 24, Boundary and Crystal Bluffs have no report.

**RVRMA EXECUTIVE BOARD**  
**Record of Proceedings**  
**Regular Monthly Meeting**  
**Wednesday, January 22, 2020 5:30 pm**  
**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, January 22, 2020 at 444 River Valley Ranch Drive, Carbondale, Colorado, CO 81623 with the following people present:

**Executive Board of Directors**

Yvonne Perry, President  
Todd Richmond, Treasurer  
Ben Johnston, Secretary  
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  
James Maguire, Accountant

**Homeowner Attendees**

Leslie Marcus

**Call to Order**

RVR. Executive Board President Yvonne Perry called the meeting to order at 5:33 pm. A quorum was established.

**Approval of Minutes and Consent Agenda**

***MOTION:** Secretary Ben Johnston and Directory Cathy Cooney moved and seconded to approve the agenda and the adoption of the Board Meeting minutes, and the Annual Meeting Minutes of December 18, 2019. The Motion passed unanimously.*

**Public Comment**

There was no public comment.

**Management Reports**

**RANCH HOUSE REPORT: Kendra Ford**

**GENERAL UPDATE**

The Town of Carbondale has rolled out its sign-up for the trash management in RVR that will go into effect April 1. We have been notifying the RVR community of this via the Friday newsletter and have included a link to all

the necessary information from the Town. There are sample trash cans on display in the Ranch House vestibule, so homeowners can get a visual of what size they may need to sign up for.

Anna Zenkendorf, who has been such a constant with covering the front desk on Saturday and Sunday nights for the past four years, has resigned. For now, our other front desk staff personnel have been stepping up to cover these shifts and Anna is still available to cover on an as-needed basis.

We have been reaching out to the community via the weekly newsletter about sending in leases for short- and long-term rentals, as required by our governing documents. There has been quite a significant response to this with quite a few leases coming into us from homeowners who were just not aware this was a requirement and once they read it they wanted to get in compliance. What we have learned from this, is the importance of educating our owners on governance issues and their overall willingness and desire to cooperate and comply has been very encouraging.

### **Events**

So far in the month of January we had two events that had strong attendance and good feedback: The Full Moon X-Country Ski night in partnership with Homestead Bar & Grill and the Travel/Wine and Cheese event hosted by Lisa Voegle at the Ranch House. We do love giving owners reasons to come together during the winter months and encourage others to let us know what you may have to present or suggestions on what you would like to see happening here.

Upcoming events:

- January 30: Investment Outlook for 2020 with Peggy Corcillo
- Feb 12: Buddy Program Talk
- Feb 14: Kids craft and movie night (parents date night)
- TBD February: Family Bingo Night

### **Communications**

With so much useful information on our website, we thought it would be helpful to know you can bookmark it and add it to your home screen on your phone or tablet for easy accessibility. It is set up so that once you bookmark it the "RVR" logo will show on your home screen and take you directly to the website with just a touch.

We have been highlighting various areas of the website in the Friday newsletter, but wanted to take this time to emphasize an extremely useful section. When you go to the "Resources" tab you will find all of the Governing Documents, Executive Board Meeting Minutes back through 2015, Design Review Guidelines, forms and procedures, Finance (budgets back through 2015, 2017 Reserve study, Assessment, Collection Policy, etc.) and more. I encourage everyone to spend some time looking at what we have made available under "Resources."



## **Design Review Committee Report for January 2020**

There are currently 18 houses under construction, 3 in the permitting process and 7 new homes in review.

Since our last Board meeting the following have been in front of DRC:

### **Lot: J-09**

Review Type: 2<sup>nd</sup> Preliminary

### **Lot AA-04**

Review Type: Initial Preliminary

### **Lots: GG11&GG12**

Review Type: Lot Combination

### **Lot: AA-4-34**

Review Type: Second Preliminary

### **Lot: Y-12**

Review Type: Second Preliminary

### **Lot Z-11**

Review Type: Final

Yvonne wanted to highlight the website portion of Kendra's report and emphasized to the Board that under the "Resource" tab on the website, is wealth of information. Yvonne noted how well laid out all the information is with the new website format and she gave acknowledgement to Jessica and Kendra for the work they put into it. She asked about searchability on the website. Kendra noted there is a search feature on the website that will take you to the documents containing the key word but not to the specific part of the document where the key word shows up. Yvonne explained the need for a detailed search feature came up for her, when an owner asked when the HOA moved to monthly billing for irrigation. Yvonne had to go through five years of Board meeting minutes individually to try to find the answer, instead of being able to search for "water" "irrigation" or other related items.

Cathy Cooney inquired about how the enforcement of the guest policy for use of all aspects of the Ranch House was coming along and the reaction to it. Kendra shared that so far, everyone involved has been understanding about why we require the guest fees for use of areas of the Ranch House.

## **OPERATIONAL REPORT: Sterling Page**

### Governance

- Covenants, By-Laws, Resolutions and Policies.
  - Our Insurance Policy, brokered through Neil-Garing, was renewed through March 1, 2021 rather than at year end. This will allow time for better evaluation of this detailed and important task.
  - Telephone notice was given to an owner on Bowles Dr. to remove the enclosed trailer from his vacant lot. CPD were also involved and will monitor the 72-hour results.

- Email notice of the RVR Rules for Renters was given to an owner on Patterson.
- A courtesy was extended to owners on Crystal Bridge and Patterson whose trash cans were not taken in over the holidays.
  
- A Sopris Mesa owner had questions regarding monthly irrigation reimbursement and was answered to the best of our knowledge at this time.

Facilities

- Pools & Tennis
  - The lap pool will be closed February 4 – 6 for cleaning and replacement of the large sand filter.

Grounds

- The new playground equipment for Triangle Park has arrived and is ready to be installed when the weather permits, and the snow allows.

Irrigation

- Our 375 CFM compressor has been repaired and is ready to blow out this fall.
- Our Annual Water Reconciliation report with the Golf operator showed that we had an increased percentage of water usage over the previous year.

<u>Entity</u>	<u>2018</u>	<u>2019</u>
Golf	59.52%	55.81%
RVR	40.48%	44.19%

Operations

- Old Town
  - One snow event on January 10
- The Settlement
  - The staining schedule needs to move three homes from 2020 to 2021. This will balance the annual work effort and level the owner assessment for all members in the community. Bill Brown and Chuck Torinas are working on the plan.
  - One snow event on January 10 for both North and South facing drives.
  - One snow event on January 13 for both North and South facing drives.
  - One snow event on January 17 for both North and South facing drives.
  - One snow event on January 22 for both North and South facing drives.
- The 24, Boundary and Crystal Bluffs have no report.

**FINANCIAL REPORT: James Maguire**

1. The books are closed for 2019. I included a 2019 summary report and charts with the financial statements, which gives you an easy view of our results for the year. In conclusion, here are the totals for the year before taxes.

	Budget	Actual	Over/Under
Income	2,461,056	2,496,618	35,562
Expenses	2,461,056	2,304,216	(156,840)
Surplus	-	192,402	192,402

As reported throughout the year, the largest contributors to the budget vs actual variance were legal fees budgeted for the golf course, cleaning labor (we switched from an employee to an outsourced contractor), wages (we lost a full time employee), and DRC fee income which exceeded expectations by \$44K.

2. In December, we used reserve funds for a deposit on a new telephone system and preliminary work on the playground at Triangle Park.
3. We have engaged Porter & Lasiewicz to perform a full audit on the 2019 financial records. The audit will take place in February, although I have begun some preliminary work with them. I believe this will be the first full audit of RVRMA. The total cost will be \$8,150 which also includes filing of our 2019 tax return.
4. Regarding our cash situation, we recently moved \$1M from our checking account to Edward Jones leaving approximately \$240K in the checking account. Our checking account is only FDIC insured up to \$250K.

To better protect the funds of the HOA, we decided to move the \$1M to Edward Jones, of which \$675K will be invested in 3 certificates of deposits (CD's) of \$225K each for 2 years. These CD's are also insured. The remaining funds will be held in an "insured deposit" account and remain liquid and available for use for upcoming reserve fund projects. As well, we have CDs maturing every 6 months to ensure enough cash on hand.

James reported that there has been about \$7,000 in interest from Edwards Jones in 6 months versus \$0 when the money was sitting in accounts at Vectra Bank.

Yvonne addressed the water credit as it relates to the RVRMA water fees with the golf course. It was noted that in James's report there is a Water Resolution and it shows the golf course owed the RVRMA \$377 at end of year plus \$750 that went toward a bill the RVRMA paid. The total the golf course is reimbursing the RVRMA is \$1,100 to make us even for 2019. It was further explained that, this year's monthly payment for water is based

on a percentage of last year's water usage. This year (2020) we are paying RVR golf \$4,437/month. Last year (2019), we paid \$4,275/month.

Todd Richmond inquired about the actual total gallons used by RVR this past year. James noted the water usage for 2019 was 100 million gallons for residential and 126 million for golf. Todd requested to see the numbers for the past few years as well. He would like to see the historical water usage comparisons for reference and suggested the Board make it a goal to bring usage back down and set some commitments around this.

The Board also discussed making an effort to educate homeowners on tips for keeping water usage down. Among various ideas on how to best communicate to and educate the community, there was discussion around posting water usage information on the website and keeping it updated so the Community can see the usage in real time.

Sterling stated he would also like to implement watering on alternating days.

Yvonne also pointed out that James did a year-end balance sheet and she was wondering if this was something to post the website. Todd suggested a simplified version which includes cash, accounts receiving, accounts payable, and any long-term liabilities. It was agreed to post and provide this to the community.

## VII. Committee Reports

- **Landscape Committee**

Nothing to report

- **Golf Committee**

Nothing to report

- **Governing Documents Committee**

The next scheduled meeting is Jan. 29. The committee is continuing its review of the covenants, with emphasis on "focus areas" the committee believes are important to address. The Jan. 29 meeting will focus on short-term rentals, and a discussion of what "dimensions" they might include in a community survey and eventually a community vote. The dimensions are things like "how many," "how long," "what sorts of restrictions might be needed to maintain the nature of the RVR community."

Ben Johnston noted there is difficulty in having a committee with some members who are away more than they are here and therefore need to call in for meetings (more than 25% of the time) and he advised being more aware of candidate's availability for other committees in the future.

- **Playground Committee**

### **Triangle Park**

Playground equipment has shipped to RVR and should arrive Tuesday, January 21. Sterling and his team will inspect the shipment and provide the Town with a go-ahead for billing from our vendor to the Town. RVR will then reimburse the Town. The billing process so far seems to be proceeding smoothly. Weather will dictate next steps, with the goal of having a new playground installed at Triangle Park by April.

### **Orchard Park**

The Orchard park survey closed in late December, with 220 community members participating. Leslie Marcus has been working with Eric Brendlinger and Janet Buck, Town Planner, to clearly define approved uses for Orchard Park, as language is somewhat vague. The committee will share a summary of survey results with the community via Friday's newsletter, pending Board approval to share survey results. Larger community meeting tentatively scheduled for the first or second week in February. Leslie and RJ will coordinate with Kendra on dates, times and community communications.

Leslie mentioned to the Board for the record, the amount allocated in the Reserve Study for Orchard Park is incredibly low and this is partly because the largest piece of equipment at Orchard Park was removed before the Reserve Study was commissioned. Sterling agreed and noted everything on the Reserve Study is low. Orchard Park is also currently not ADA accessible and therefore not included in the Study and that will be needed with a new park and will increase cost as well.

There was discussion around recommendations about what to do with the playground area by the pool. The consensus from a previous meeting was to replace the two pieces of equipment by the pool with one new piece that will be universally appealing.

The cost estimate for Orchard Park is about \$60-\$70,000. Some of this depends on whether a third-party contract is going to be needed to do the demolition or if the RVR team can do it and this will depend significantly on the timing of the demolition and replacement.

Leslie stated she would like to see new Orchard park equipment in place by May or June of this year as a goal but that timing would likely require the third party help for demolition and installation which the RVR Team did at Triangle and saved about \$40,000.

RJ explained that if they can expedite the process by summarizing the survey, initiate a fundraising effort and get a grip on a realistic budget and if this could happen in the next four weeks, then Sterling's team may be able to help with the demolition of the existing Orchard Park which would be a tremendous cost savings (\$30,000).

Todd Richmond suggested we go for a summer without play structures at Orchard Park and wait until October to complete the project. Leslie requested if this is the course that is taken, then a great deal of communication goes out to the community about it.

Regarding the ADA requirements and the additional cost involved, RJ explained he would estimate it to be about \$5,000. The main adjustments needed at Orchard Park to meet the ADA requirements are things like creating access. The main way to do this is by creating one play area zone with one path from the parking area (about 15 x 4 crushed path) to the play surface area. He suggested taking the existing seesaw at Orchard Park and placing it in the same zone as the other equipment.

Leslie suggested that pool playground equipment be removed for the summer and left open until replacements are ordered and installed. This equipment will be ADA accessible as well although not required since it is private property. There was discussion around surveying what the RVR community would like to see at the Ranch House as well. Todd Richmond expressed what he believes to be the importance and priority that should be given to the area by the pool since it is so specifically for the RVR community.

There were some questions and discussions around the fundraising efforts for Orchard Park. There will be a "Friends of Orchard Park" kickoff event at The Homestead to bring awareness and some education around it.

- **IT Committee**

Nothing to report

## **VIII. Old Business**

- **Town of Carbondale Liaison**

John Krousouloudis has been attending the Town of Carbondale meetings and for the last two months he sends notes to Yvonne on issues that are significant. The most recent information of interest is the Town of Carbondale has hired two consultants to look at limiting single use plastic in the Town. We are looking into how RVR can be involved. The other notable current issue educating the community on the importance of the 2020 Census.

## **IX. New Business**

- **Reallocation of Settlement Funds to Reserve**

**Motion:** Board President, Yvonne Perry and Secretary, Ben Johnston moved and seconded, a Motion for the reallocation of \$10,446.17 from the 2019 Settlement Operating Account to the 2020 Settlement Painting Reserve Fund. The Motion passed unanimously.

- **Reallocation of Old Town Funds to Reserve**

**Motion:** Board President, Yvonne Perry and Secretary, Ben Johnston moved and seconded, a Motion for the reallocation of \$7,999.13 from the 2019 Old Town Operating Account to the 2020 Old Town Painting Reserve Fund. Ben Johnston. The Motion passed unanimously.

- Reallocation of RVR Master Association Funds to Reserve

**Motion:** Board President, Yvonne Perry and Secretary, Ben Johnston moved and seconded, a Motion for the reallocation of \$188,236.81 from the 2019 RVR Master Association Operating Account to the 2020 RVR Master Association Reserve Fund. The Motion passed unanimously.

### Adjourn

The meeting was adjourned at 6:54 pm.

### Executive Session