

RIVER VALLEY RANCH

RVRMA EXECUTIVE BOARD MONTHLY MEETING

Wednesday, June 24, 2020, 5:30 p.m.

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, Accountant

Homeowner Attendees

-
- 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 May 20, 2020
 - IV. **Public Comment**
 - V. **Management Reports**
 - Ranch House Report-Kendra Ford
 - Operational Report- Sterling Page
 - Finance Report- James McGuire
 - VI. **Committee Reports**
 - Governing Documents Committee
 - VII. **Old Business**
 - Landscaping of empty lots
 - Results from the Call for Candidates
 - VIII. **New Business**
 - Pool: reservation policy, guests policy and no shows
 - Plans for July Annual Meeting
 - IX. **Adjourn**

Ranch House Report- June 2020

Significant changes have occurred at the Ranch House in the past month. We have now opened the tennis courts, the lap pool and the large recreation pool and toddler pool. We have filed a Covid 19 Social Distancing Plan with Garfield County Public Health for each activity that is now available to our owners. Any visit to the Ranch House requires a reservation and all of those are handled through our online reservation system which used to be used solely for booking the tennis courts. Jessica Hennessey has worked closely with our customer representative of the online booking system to create the parameters, various reservations requirements and login now needed for the lap pool and the larger outdoor pools. There are reservation "buttons" for each individual activity on the home page of the RVR website (rvrma.org). Each owner must check in and confirm their reservation with our front desk staff. The snack shack space has been converted to an outdoor front desk station and it is set up to do everything that was done at the inside front desk. All those coming to swim or play tennis enter through the side gate. The pool use requires that everyone bring their own towels as we are not offering towel service during this season. Owners can bring in their own food and alcohol and we have messaged about this primarily through the newsletter and have requested that no glass containers are brought into the pool and tennis area.

The large recreation pool area is available during three different reservation blocks each day. They are 10:00-1:00, 2:00-4:30, 5:30-8. 48 owners can be on the pool deck area during each reservation block and the reservation system is set to show how many spaces have been booked and how many are available for each time. We have found that during the week the 2:00-4:30 block consistently has a wait list and on weekends all of them do. In the most recent newsletter we have asked owners to be courteous about how many days in a row they come at the same time and possibly open it up for others. We have the ability to limit the online reservations to every other day per household but are waiting

The pool area is closed for an hour in between each block for full sanitizing of all furniture around the pool deck and high touch areas. Our summer staff also sanitizes the high touch areas around the pool (handrails, door handles, bathroom areas) every hour on their rotations from the lifeguard chairs and the slide attendant station.

The slide is on and lifeguards on stand from 10:30 to 4:30 each day. The 5:30- 8pm pool reservation block does not have a slide or lifeguard, and this is indicated on the reservation calendar each day for that time.

The bathrooms and showers are available, but locker areas are closed off and not allowed to be used at this time. All bathroom amenities have been removed (shampoo, conditioner, soaps etc..) because each item that can be touched would be required to be cleaned immediately after so owners need to bring their own if they plan to do more than rinse off.

We continue to keep the gathering spaces of the Ranch House closed to the public.

Zoom classes

Pool guest- how we are managing pool

Lap Pool 256 bookings from June 3 to Jun 17

Rec Pool 110 bookings a day from June 12 to June 17

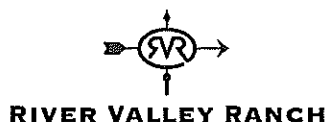
Summer staffing

Staff COVID monitoring

Swim Lessons

Gym opening - as we work through this we are working with the goal that you would like for it to be open.

DRC Updates



Monthly Report to the Board of Directors

June 24, 2020

Facilities

- Governor Polis' office amended the Public Health Order to allow occupancy of up to 50 people in groups not larger than 10 all subject to social distancing guidelines. This allowed us to open the Recreation, Lap and Wader pools. The state guide requires that the operator of the facility maintain cleanliness. We have our summer staff cleaning the pool furniture after every session with a CDC approved decontaminate (dilute bleach solution). We are also required to hourly clean the touchable surfaces of the bathrooms, toilets, sinks and showers. Also cleaned regularly are the tennis court sweep implements and benches.

Grounds

- Our summer crew has begun mowing the common native areas around the community. A fallen Cottonwood on the north end of Crystal Bridge Dr was removed and cleaned up. Tree trimming around the bases and de-limbing of dead branches is on-going. Replacement of dead trees will be coordinated with the Town Arborist. Application of organic weed control will begin in the common areas and managed communities next week. This material is essentially an overdose of an iron micronutrient or lemon oil extract. Although these are organic, we will post notification flags around the areas to be applied and post the materials in the RVR newsletter.

Irrigation

- We have encountered several major irrigation line failures around the community. Notably, the main line that crosses RVR Dr at Triangle Park. We were able to remove a failed 4" steel supply pipe that had rusted through. This was replaced with new PVC. Luckily, we did not have to cut the street. Many failures of main line valves, zone valves and isolation valves are a sign of things to come. The control boards for the common area irrigation are failing and will soon not be able to be repaired by RainBird. This line item replacement is in the Reserve Study Budget but is spread out every 5 years over the next 20 years. This will need to be addressed in total as the existing technology is not compatible with the newer equipment. We will gain many advantages as a result of this change over

Operations

- Old Town – Irrigation mapping is underway. Residents expressed dismay over our statement in the newsletter that the police would be called if we found persons in the irrigation ponds and that we were too rigid in our enforcement of policies considering the mandated Covid-19 lockdown.
- The Settlement- We will be removing abandoned irrigation meters as they begin leaking.
- The 24, Boundary and Crystal Bluffs have no report.

Financial Report

May 2020

Prepared by James Maguire

Financial Update

Despite May being the 3rd month of the Ranch House being closed, the overall financial situation has been fine. Total income was only under budget by \$2K in May, compared to \$30K in April. Total expenses in May were under budget by \$30K.

For year to date, income is under budget by \$51K and expenses by \$90K.

The largest loss of income has been tennis at \$42K below budget. However, memberships and lessons have skyrocketed in June. We are also running \$10K under budget due to the loss of guest fees and locker rentals.

On the flip side, tennis expenses are running \$24K under budget, including commissions and repair and maintenance. Other expenses running below budget include payroll (\$38K) and pool R&M (\$8K). Cleaning labor and irrigation maintenance are running over budget by \$14K and \$11K respectively.

PPP Loan

On April 17, we received \$155,800 in SBA Payroll Protection Loan proceeds with the expectation that it would be forgiven after spending it on 8 weeks of payroll costs. New federal legislation recently pushed this to 24 weeks (October) along with some other changes, so there should be no issues with getting 100% of the loan forgiven. When it does, we will convert the balance from a loan to income. This should be more than enough to cover any economic losses due to the shutdown this year.

Reserve Funds

We spent approximately \$20K of reserve funds in May. We purchased a Toro mower, made final payment on trees at Perry Ridge & Bowles, and made additional purchases for the playgrounds at the Ranch House and Triangle park.

Dues (A/R)

Regarding dues, all homeowners are caught up except for some miscellaneous under-payments.

Audit / Taxes

The audit is complete. We are still waiting on the results which will include 3 reports: an audit report, management letter (internal controls) and board governance letter (discusses broad issues regarding audit process). Our auditor will also be completing our 2019 tax return. We hope to see everything finalized by the end of June.

RVRMA EXECUTIVE BOARD
Record of Proceedings
Regular Monthly Meeting
Wednesday, May 20, 2020, 5:30 p.m.

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, May 20, 2020 via Zoom Video Conference.

Executive Board of Directors

Yvonne Perry, President
Gary Lesser, Vice 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

Stan Kleban
Rick Galli
Betsy Gatehouse
Nina Price
Paul Brown

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

MOTION: Treasurer Todd Richmond and Secretary Ben Johnston moved and seconded to approve the consent agenda and the adoption of the Board Meeting minutes of April 16,2020. The motion passed unanimously.

Public Comment

Homeowner Mark Gatehouse had a question about when the spraying of the common area trees will take place, and what will happen with the stumps that are left from trees that were cut down. Sterling said the trees will be sprayed in June and the stumps will be ground down this summer.

Announcements

- May 18: Tennis Courts Open
- May 21: Design Review Committee
- June 4:-Design Review Committee

- June 24: Executive Board Meeting

Ranch House - Operational - and Finance Reports

President Yvonne Perry addressed the Board and attendees to recognize staff. She stated that she wanted to recognize Sterling, Kendra, Jessica and James for all their hard work during the Ranch House closure. All continued to work above and beyond from both home and the Ranch House. Thank you.

Kendra is extremely busy with DRC business, as we have never had so many people in the pipeline for new houses. In addition, with more people stuck at home, they are doing home improvement projects that need DRC approval. So, it may take longer for homeowners to get the answer they need before they begin work. Sorry, but the workload is overwhelming. Kendra is planning to get someone up to speed to help her as quickly as she can.

RANCH HOUSE REPORT – KENDRA

We have been in a constant state of reopening preparation mode. This has involved staying in regular contact with the Town of Carbondale and our HOA Attorney to best understand the ever-changing public health orders and what that means for our programs, activities, and owners. We continue to have weekly and sometimes biweekly staff meetings to keep everyone informed of what plans are for keeping our staff and owners protected as we take the next steps for reopening. We have worked closely with our tennis pro, Cristina, to come up with the rules and strategies for getting the tennis program back online and in compliance with the public health orders. We have also applied for a variance to open our lap pool and are hopeful we will have more information on the answer sometime this week.

Currently anyone coming to play tennis and at some point, swim laps, will enter the premises through the side gate and check in will be at the outside kiosk that last year served as our snack shack. That area has been converted to an outside “front desk.” Rules for social distancing and safe play have been posted at the tennis courts, our regular newsletter, and the tennis newsletter. When the lap swim pool becomes available, swimmers will check in that same area, bring their own towel, access the lap pool from outside and at this time will not have access to the locker areas.

Tennis reservations are now open online, and we have updated the reservation system so each player can be registered. It is now required to register each person who will be playing at a court; this is essential and was part of our plan submitted to Garfield County Public Health. There will be hand sanitizer, wipes and gloves stationed at each court. Also, for the next two weeks, Cristina is offering free 30-minute private lessons to homeowners who are new to tennis and may be interested in trying it out.

Our front desk staff will be coming back to the Ranch House as of Monday the 18th and the hours will be 9 am to 6 pm. Tennis and lap lane reservations will be set so they are completed by 6 pm. We will be open on weekends for the same hours. When interacting with the community, staff will be wearing masks.

Fitness

Our current fitness offerings are all available through Zoom or other similar online platforms. The classes are listed on our Fitness Calendar on the website with the links needed to access each of them. The classes all continue to have a solid regular “attendance” and we are getting great feedback on the accessibility. Owners are very appreciative of this option to continue to work out from home and we anticipate continuing our fitness classes like this for some time to come. The next steps in months ahead could be outside classes as well. Much of this will be determined by the public health orders, how our next few weeks look with owner’s cooperation on reopening standards, and the request and comfort level of our owners.

Events

RVR hosted a Mother’s Day gift give way to honor the mothers in our community. We hoped to make it easy for kids and dads, so they did not have to navigate the stores during this time. Jules potted a variety of beautiful plants from pansies to succulents and included chocolates made by a local Carbondale chocolatier, Cocoa Tree Chocolates: <https://www.cocoatreecarbondale.com/>. The giveaway took place outside of the Ranch House between 10 am and noon on Mother’s Day.

Jules is working on planning more fun summer events, some of which we hope to have outside with social distancing in place, so you are not restricted to your computer for your entertainment source. An example – a drive-in movie night. We plan to have a calendar of these events for the summer posted in the next few weeks. There is a lot of planning going on behind the scenes and we look forward to sharing them with you as we get the details into place.

Communications

Keep an eye out for important announcements and information in the following places, which are all being regularly updated by our staff:

- Weekly Friday Newsletter
- Mail Room Flyers
- RVR website: www.rvrma.org
- Instagram: rvrcarbondale
- Facebook: River Valley Ranch Master Association

DRC

We currently have 16 homes under construction (12 of them ongoing for some time and 4 that have recently broken ground). There are 6 new approved homes waiting on building permits and 7 new home applications under review. Since the last Board meeting, we have had 3 pre-design meetings for new homes we expect will be submitted to DRC for review in the next month.

Over the course of the past two months the “smaller” projects under both administrative and DRC review are numerous and at a volume we have not experienced before. These can be anything from a request for a few tree removals to solar installations, new roofs, fences, paint, raised garden beds, landscape revisions and more. As a result, our time for review and approval for any of these projects regardless of size and scope is now about three to four weeks, depending on level of review needed. The DRC activity as it relates just to new construction since the last BOD meeting:

Lot: Y-1

Review: 2nd Preliminary

Lot: Z-6

Review: 1st Preliminary and 2nd Preliminary

Lot: HH-10

Review: 1st preliminary and 2nd preliminary

Lot: B-02

Review: Revisions

Lot: V7

Review: Initial Preliminary

Lot: JJ-8

Review: Initial Preliminary

OPERATIONAL REPORT-STERLING

Governance

- The April 30 deadline for removal of deer fencing was extended until May 15.
- Notice was given through the RVR Newsletter that covenants regarding the parking of RV's in the RVR community would be enforced beginning May 12. Most residents have complied.

Facilities

- Governor Polis' office listed several job types as essential and the maintenance service and Irrigation Utility staff were deemed as essential allowed to continue work under CDC guidelines for social distancing.
- The hard surface tennis courts were opened by the Town Parks and Recreation Department.
- Power washing and re-staining of the exterior of the Ranch House has been completed by Mid-Valley Painting and looks great.

Grounds

- Our summer crew has been busy installing the new playground equipment in Triangle Park and should be completed by the end of May.
- Soil aeration of all common areas and yards maintained by RVR is in process. This will be done again in the fall to help reduce runoff of irrigation in the summer and capture moisture throughout the fall and winter seasons.

Irrigation

- We have encountered several major irrigation line failures during the startup process. This has delayed the completion. We pressure up the entire main line and then fix breaks as they occur. We then check the supply to each neighborhood and home stopping to fix leaks and failures. And, we check individual homes in the Old Town and Settlement neighborhoods. Again, we must stop and repair damaged pipe, wiring, and sprinklers. We then move to the common areas of the community. Therefore, you have received water to your home as soon as possible and we are still working on the common areas. It is 550 owners vs 6 irrigation techs. Your patience is greatly appreciated.

Operations

- Old Town: The original irrigation system components were inadequate and need to be replaced. We are working to complete a survey and quote for this upgrade.
- The Settlement: No report
- The 24, Boundary and Crystal Bluffs have no report.

FINANCIAL REPORT -JAMES MAGUIRE

1. Though April was the second month of the Ranch House shutdown, we are still running under budget by 8% or \$11K net year-to-date. Our income is down \$49K year-to-date mostly due to the loss of tennis income (\$39K), however we are running \$60K under budget in our expenses (COGS + expenses). Since our savings in expenses exceeds our loss of income, we are ahead.

The only other income source significantly affected by the closure has been Guest Fees, a loss of \$7K to date. We also lost a couple thousand from concession sales and Thompson Corner and ADU dues – we didn't charge them in April.

Our greatest savings has been payroll; we are \$23K below budget for the year, including wages, taxes, and other miscellaneous payroll costs.

We also saved on tennis costs: - \$7K in commissions/programming + \$5K in court repair and maintenance for a total of \$12K.

We've been performing a deep clean (maybe the deepest ever) on the Ranch House and so our cleaning labor is \$11K over budget.

2. On April 17, we received \$155,800 in SBA Payroll Protection Loan proceeds. This loan is expected to be forgiven after 8 weeks, so long as we maintain our employees and at least 75% of the funds are spent on payroll and the rest on other qualifying costs. We will apply for forgiveness of the loan in June.
3. We spent approximately \$93K of reserve funds in April. We purchased two used trucks, a gooseneck trailer, and four carts. We also stained the exterior of the Ranch House and spent more on the playground project at Triangle Park. Details can be found on page 3 of the financial report.
4. Regarding dues collection, we still have one homeowner who has not paid in several months and has not responded to any communication attempts. We may have to turn the account over to our attorney for further collection activity.
5. The audit is complete. We are still waiting on the results, which will include three reports: an audit report, management letter (internal controls) and board governance letter (discusses broad issues regarding audit process). Our auditor will also be completing our 2019 tax return. We hope to see everything finalized by the end of May, but with the lockdown it may take longer.

VI. Old Business

- **Governing Documents Committee**

The Governing Documents Committee met on April 27 and completed its review of the RVR governing documents. A sub-committee will now begin work on a draft report that will be the committee's recommendations to the Board. The sub-committee members are Bruce Warren, Bill Brown, and Gary Lesser. After the sub-committee produces its draft report, the full committee will review it and provide input on it, before the report is submitted to the Board — likely sometime this summer. The sub-committee's first meeting is scheduled for the week of May 18-22. Once the committee's report is presented to the Board (and accepted by the Board),

the committee will suspend its work. The report to the Board will likely include a revised timeline of events.

- **Playground Equipment for Parks**

Orchard Park: The Town Parks Commission unanimously approved the RVR Board-approved Orchard Park plan at the May 13 Town Parks Board Meeting. The equipment will be ordered by the Town immediately, with a planned August install. Leslie will continue to coordinate with RVR and Town staff for completion of this project.

Ranch House Playground: The equipment order is in process and should arrive within six weeks. Sterling is coordinating demo and install.

Triangle Park: Installation will be complete within the next two to three weeks. The Town Parks Commission has been updated on progress at this park, and they have expressed excitement that this playground will be ready to go once the Town parks re-open.

I. **New Business**

- **Ranch House and Activity Update**

The Ranch House building will remain closed to the residents at this time as there is nothing that residents are currently allowed to do that would take place inside the building. For example, gyms are still not allowed to be open. And we cannot have the Ranch House as a gathering place for coffee and hanging out.

However, on Monday, we opened the outside tennis courts. Until June, the courts will only be used for residents to play singles or have a lesson with Cristina. Check in for tennis has been moved outside. You go through the gate on the left side of the building and there is staff in the snack shack to check you in. Reservations are required for tennis.

We have asked the Garfield Department of Public Health to allow us to open the lap lanes. They denied the request until they hear back from the state on the variances that they have requested. New rules for June should be coming out on May 27th.

Exercise classes have gone very well on Zoom. They will continue to be offered on Zoom for the foreseeable future.

- **Landscaping of Empty Lots**

Kendra explained, historically when request for improvements of empty lots have been submitted to the DRC they were denied not based on a DRC guideline but an interpretation of a

the RVRMA Covenants which states that a lot can only be improved for single family use. The interpretation being that no improvements can take place on a lot unless a house is being built. Another way this has been addressed is some owners who have adjacent lots go through the process of combining them and then they can do whatever they want – if approved by the DRC -- once it becomes one property/parcel.

Ben Johnston noted the area of the covenants where this is stated is the 2nd Amendment Section 3.4 and he agrees with the past interpretation of this to not allow improvements of empty lots, however, variances can be requested and approved and by the Board.

There was discussion around some of the different scenarios that might arise with different requests and how they would be handled. Once the Board granted a variance, then the DRC would manage the submittal and review of improvements.

The overall opinion of the Board is they would be in favor of improving empty lots knowing the DRC would be overseeing the requirements and process. The Board requested that Kendra discuss with the DRC, what their requirements and recommendations would be if the Board granted variances for empty lots to have improvements.

- **Call for Candidates**

Three Board members' terms expire this July: Todd, our Treasurer; Ben, our Secretary and Governing docs guru; and Yvonne, our President. Both Todd and Ben are planning to rerun. Yvonne is not. She has been on the board for six years and feels it is time to let someone else have a turn.

So, if you are interested in serving on the Board, please send Kendra a statement of interest and qualifications beginning on June 1. If more than one person is interested, we will then go through the ballot process. Details of the process will be in the newsletter at the end of May.

Adjourn

The meeting was adjourned 6:14 pm