



**AGENDA**  
**RVRMA EXECUTIVE BOARD**  
**MONTHLY MEETING**  
**Wednesday, May 23, 2018, 5:30pm**  
**The Ranch House Meeting Room**

**Executive Board of Directors**

Scott Darling, President  
Yvonne Perry, Vice-President  
Leslie Marcus, Secretary  
Todd Richmond, Treasurer  
Ron Rouse, Director-at-Large  
Lani Kitching, Director-at-Large  
Gary Schalla, Director-at-Large

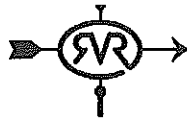
**Management Attendees**

Sterling Page, General Manager  
Kendra Ford, Community Services Manager  
Brenda Boas, Accounting

**Agenda**

Time	Agenda Item	Page(s)
I. 5:30	Call to Order – Establish Quorum	
II. 5:30	Approval of Agenda	
III. 5:30	Consent Agenda	
	<ul style="list-style-type: none"><li>• Approval of Meeting Minutes of the Regular Board Meeting, held on April 25, 2018.</li></ul>	
IV. 5:35	Public Comment	
V. 5:40	Announcements	
	<ul style="list-style-type: none"><li>• Art Installation – Dave Durrance is featured artist for May and June</li><li>• Memorial Day Party - May 26<sup>th</sup></li><li>• Pool Opens for Summer -May 26<sup>th</sup></li><li>• Community Garage Sale- June 9<sup>th</sup></li><li>• Happy Hour with Sterling and Kendra- June 19<sup>th</sup></li><li>• USTA Tennis Tournament – June 22-24<sup>th</sup></li><li>• Executive Board Meeting – June 27<sup>th</sup></li><li>• July 4<sup>th</sup> Jubilee – July 4<sup>th</sup></li></ul>	

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- VI. 5:40 **Committee Reports**
- Design Review Committee Meeting
    - **DRC Meeting – June 7th**
    - **DRC Meeting – June 21<sup>st</sup>**
- VII. 5:45 **Management Update**
- **Staff and Operational Report**
- VIII. 6:00 **Old Business**
- **Woodbridge Status**
  - **Braeburn Status**
- IX. 6:15 **New Business**
- **No New Business**
- XI. 6:30 **Adjourn**

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**RVRMA EXECUTIVE BOARD**  
**Record of Proceedings**  
**Regular Monthly Meeting**  
**Wednesday, April 25, 2018, 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, April 25, 2018 at 444 River Valley Ranch Drive, Carbondale, Colorado, CO 81623 with the following people present:

**Executive Board of Directors**

Scott Darling, President  
Yvonne Perry, Vice-President  
Leslie Marcus, Secretary  
Ron Rouse, Director-at-Large  
Lani Kitching, Director-at-Large

**Management Representatives**

Sterling Page, General Manager  
Kendra Ford, Community Services Manager  
Brenda Boas, Accounting

**Homeowner Attendees**

Gary Lesser  
Sarah Murr  
Mark Siomiak  
Charlie Lozner

**Call to Order**

RVR Executive Board President, Scott Darling called the meeting to order at 5:30 pm. A quorum was established. Scott Darling extended congratulations to Board Member, Lani Kitching as a newly elected Trustee for the Town of Carbondale. The Board would also like to formally congratulate Frosty Merriott for his service to the Town of 10 years and representing River Valley Ranch during that time as well.

**Approval of Agenda**

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

**Consent Agenda**

Directors Leslie Marcus and Ron Rouse moved and seconded the adoption of the meeting's consent agenda and to approve the Board Meeting minutes of March 28, 2018. The motion passed unanimously.

**Public Comment**

Homeowner, Mark Siomiak, came to the meeting to express his concerns about irrigation. As of today, he does not have water. He tried three times to turn a valve on and got nothing. Sterling Page explained there had been three different main line breaks in the past week and that we are waiting on the golf course because they have a main line break in the K Block which is what Mark's house is connected too. The golf course crew is trying to isolate the area where the break has occurred. Mark requested an email be sent out to affected homeowners.

Sterling noted the information could change so quickly on the status that an email could be outdated within in moments after it is sent. Mark acknowledge he had not called or met Sterling to discuss his concerns, he just decided to come talk about it in front of the Board, but he would like to request a system for an email announcement.

Charlie commented to the Board's recent meeting minutes indicating there will be some discussion around and possible changes to short-term rental allowances. He explained he has done short term rentals with his ADU and it is important economically to his family. They need it to flex back and forth between using it for family when they come visit and short-term rental income. He explained that as the owner of the main house he is there at the times it is rented and therefore feels they have close control over the situation. It is a small unit, so they only let two people stay there with one car. He requested if rules are ever going to change that they cover both their type of set up where it is an ADU which was designed for a rental opportunity versus someone renting their entire house while they are gone and having no idea what is happening with and around their property, while they are absent. He asked the Board that as they take the VRBO or Airbnb issues into consideration and that they look at it from all directions and think about situations where rental units have been intentionally attached to a house versus when people rent out a whole house which were not intended as rental properties.

Scott Darling acknowledged that what Charlie explained speak to the exact variability of this issue. It is very dynamic so that is why the Board has started having conversations and data gathering about what are all the rental situations that are being observed, what do the current CC&Rs state and is there something the Board needs to do to change those. The Board is in the due diligence process and will probably start publishing ideas they come up with and then gather feedback and go through the required procedural process.

## Announcements

- **Art Installation** – Dave Durrance is featured artist for May and June
- **Tennis Kick Off Event** – May 5<sup>th</sup>
- **Art Opening** – May 12<sup>th</sup>
- **Happy Hour with Sterling and Kendra** – May 15<sup>th</sup>
- **Executive Board Meeting** – May 23<sup>rd</sup>
- **Memorial Day Party** - May 26<sup>th</sup>

## Committee Reports

### Design Review Committee Meeting

- **DRC Meeting** – May 3<sup>rd</sup>
- **DRC Meeting** – May 17<sup>th</sup>

## Staff Report

### General Update

All summer staff has been hired and the month of May will be spent focusing on trainings, orientations and some staff get together. The tennis program is under way and we have had a robust amount of seasonal tennis memberships. The irrigation system is up and running. DRC applications for new construction are steady. The next DRC meeting has two final reviews on the agenda and two preliminary reviews with more applicants pending to present in May. The month of May will have new fitness programs including a Wednesday afternoon kids swim club as well as quite a few events, and with the longer day light hours we are extending the Ranch house hours until 9 p.m. starting Monday, April 30<sup>th</sup>.

**Finance Monthly Financial Reports/Capital Reserve** – The Community is operating within budget with consideration of seasonal adjustment.

### Human Resources

- We are fully staffed for summer positions and are excited that many of the seasonal staff from past summers are returning for another season with RVR. We had a significant number of applicants for few open positions which we feel speaks to what a welcoming community and environment the clubhouse is for teens to work in.
- Jules King is taking on the role of the RVR Event Coordinator and is tasked with managing all currently published events as well as bringing at least two additional small monthly events to the Ranch House. She has started to create her own list of excellent social mixer ideas but is very open to all suggestions and request. She will continue to be a welcoming face at the front desk so feel free to chat with her about this when you come in!
- Emily Page will be the juice bar lead/manager for the summer season bringing with her the experience of two summers of full time work at the RVR Juice Bar. She has looked closely at the historical sales of all our juice bar items, our cost and profit margins and is working closely with Kendra on coming up with a new look to the juice bar offerings for this summer.
- Lindsey Busk will be the head lifeguard/manager for the summer now heading into her fifth year as a lifeguard with RVR and she will be taking the lead on the staff scheduling, conducting in services (on going trainings) and anything pool related.

### Member Services

- **Art** – RVR resident Dave Durrance is the artist for the months of April and May and will be doing an art opening on Saturday May 12<sup>th</sup>.
- **Programming** – Becky is working closely with the fitness instructors as well as spending time talking with our members about new programs to add to the regular calendar as well as requested workshops. We do have a Wednesday afternoon Kids Swim Club starting up as of May 2<sup>nd</sup> and the first offering was so popular we were grateful our instructors were willing to add a second session, so we have two times available each Wednesday.

May 5<sup>th</sup> – Tennis Kick Off Round Robin Event

May 12<sup>th</sup> -Will be Dave Durrance's Art Opening. We will be doing one with each new featured ranch house artist.

May 15<sup>th</sup> - Kendra and Sterling will be hosting Happy Hour Conversations with our Owners. This will take place once a month on a Tuesday evening to be sure there is dedicated time for open discussions and request. Announcements about this will go out in the newsletter as well as be posted around the ranch house.

May 26<sup>th</sup> – Memorial Day Pool Opening Party.

- **Juice Bar-** We will be changing out the regularly offered peanuts and chocolate covered pretzels for some new offerings at the bar. Stay tuned!

We are teaming up with Pan and Fork for our own specialized "Ranch House Menu" and have been working closely with Philip on a simple, delicious, healthy offering which will be made fresh daily specifically for us and available every day at the juice bar We will also have our own great new selection of drinks and quick easy healthy snack options.

#### **Design Review Committee Report**

**Lot: Q-02**

Owner: Pirzadeh  
Review Type: Preliminary Design Review  
Address: 969 Cedar Creek Drive

**Lot: Z-11**

Owner: Kasper  
Review Type: Preliminary Design Review  
Address: 280 Crystal Canyon Drive

**Lot: HH-13**

Owner: Lawrenz  
Review Type: Final Design Review  
Address: 1241 Heritage

**Lot: Boundary 7**

Owner: Stowell  
Review Type: Final Design Review

**Lot: B-05**

Owner: Benis  
Review Type: Preliminary Design Review  
Address: 653 Northbridge Drive

**Lot: K-10**

Owner: Cook

Review Type: Preliminary Design Review

Address: 53 Crystal Canyon

**Operations**

- **Irrigation** – Our ditch water was turned on April 16, and all lines pressured up. We have had 2 main line leaks at 1235 Heritage and another at 70 Old Barn Lane. These result in 2 day shut downs of those Cl-Valve Zones. We have our stock of seasonal sprinkler parts and are working on replacement of broken heads and clogged filters. We will start this season watering the Ranch House side of the river on a M-W-F and T-Th-S schedule. This will allow our irrigation and landscape crews to do repairs, filter cleaning and lawn care with less interference. We are adding a spring application of organic humates to help with necrotic fungal ring environmental conditions and water penetration.
- **Grounds** – Aspen Tree Service has removed 11 diseased trees and ground the stumps around the Ranch House. They also have pruned the drive areas of the community and completed White Pine Weevil of Spruce trees and dormant oil spray of Aspens. Rocky Mountain Landscape crews are prepping lawns by thatching and aerating prior to the start of mowing. Green Landscapes has prepared our flower beds for annuals next month. Pre-emergent and broadleaf weed control will happen in May. All deer fencing has been cleared from common areas.
- **Facilities** – Courts 2,3 and 4 are open for play. The Conference room has become more multi-purpose with the spin bikes located here and removed only for meetings scheduled in this room. All chairs and tables are stored in the closet. The step between tennis courts 1 & 2 have been replaced with concrete and are beautiful. Many thanks to Bill Barham of Architectural Concrete Finishes for their professional work on this capital improvement. The Suitmate water extractor in the women’s locker room was removed, cleaned and re-installed. The call list with APEX Security has been updated removing Lani as lead contact. Sorry for the late-night call. An emergency call cell phone has been established for after hours and weekend needs. This will be rotated among system knowledge technicians.

**FYI**

- Kendra and Sterling are continuing online classes for CAM Licensing even though this qualification standard will be sunset in June of 2019.
- A capital spending budget based on priorities listed in the June 2017 Full Reserve Study will be on next month’s agenda.
- A full financial audit has been priced by Brian Smith CPA, who currently does our taxes.
- A mixed group of leaders from Aspen Valley Land Trust, Town of Carbondale, American Rivers, Colorado Parks and Wildlife, Trout Unlimited and River Valley Ranch met to begin the communication and planning of a new head gate for the Weaver Ditch inflow. Further information will be available to the community as well as public input as plans are solidified on the project.

## General Update

Ron Rouse suggested the deer fencing extension be announced significantly in advance and an extension date is set and not further extended.

There is a retention pond at the back of the property which and has no protection around. Sterling recommended this is a hazard and we should figure out how to mitigate it. Sterling did note that Colorado does not have rules on ponds and lakes. if you have a 4:1 ratio of depth into your lake or pond you don't have to take a safety measure. However, if you get more than that, which this retention pond has about a 30% slope, that you need to do something about it but there are no rules, so it is more about what is the right thing to do. It backs up to a very open area and the side of it is at a steep slippery angle. There has been a review with an insurance agent walking around the property with them, but Sterling is not sure they saw this one which is at the top of Old Town. The purpose of it is a sediment trap pond. Scott Darling noted a suggestion had been made of creating a tire ladder at the corners of it.

Ron Rouse brought up the issue of spring bringing out the RV's, campers, boats and trailers that get parked around the community. He requested a more regular inspection and drive arounds and notes going to those who are not in compliance. He would like to see a long-term solution for having more structure around how these are handled.

Scott Darling noted that he, Sterling and Kendra have discussed the need to start getting more rigorous with compliance around these issues, and a matrix of the compliance issues, courses of actions and fines. Scott Darling wanted it noted for the minutes that the Board is going to start getting more rigorous with compliance. Sterling suggested having homeowners getting a permit tag from RVR for a recreational vehicle, trailer etc. parked and they keep it on there, so we know it was one we allowed, and the neighbors know as well. If we see something without a permit tag, then we know it is not in compliance. Ron Rouse agreed he would like to stimulate a long-range program to bring consistency to the efforts.

## Old Business

Woodbridge continues to stay current and we continue to monitor all the filings. Also, some of the lots involved in this bankruptcy are under contract and so far, the sale and closing process seems to be smooth.

Thompson Park had another P&Z and they changed their density a bit, so the local developer continues to try to tune this process to make it happen. Scott reinforced that this is not on RVR property but there are some home owners who have been vocal in representing RVR at the P&Z meetings about the concerns around traffic and density.



## **New Business**

Regarding Capital Improvement projects Ron Rouse asked that when this is taken up that the list be presented to them about 7 days prior to the next Board Meeting.

## **Executive Session**

The Board entered Executive Session at 6:40. The Board returned from Executive Session at 7:00 p.m..

## **Adjourn**

The Board meeting was adjourned at 6:38 pm.

### **General Update**

The entire Ranch House staff is focused on all things summer!! Our two seasonal managers Lindsey Busk and Emily Page are in full swing with their preparations for the summer season. They are hosting the summer -hire orientation this week and creating the work schedules for our seasonal staff. Jules King is planning a festive Memorial Day/Pool Opening event as well as beginning the planning and preparations for our July 4<sup>th</sup> Jubilee. The next DRC meeting has two preliminary reviews and three final reviews on the agenda with more other potential applicants to be scheduled. Becky is planning some new fitness programs for summer, taking into consideration the desire for some variety, including people moving to the outside for their exercise and recreation. We have had a great turnout and excellent feedback for the new Kids Swim Club this month, and Becky is continuing to keep kid activities at the top of her priority list moving forward.

**Finance Monthly Financial Reports/Capital Reserve** – The Community is operating at budget with consideration of seasonal adjustment.

### **Human Resources**

Thankfully we have everyone officially in place in their new roles since Cheyene's departure and no new hires to report. With so many different transitions we understand it can be confusing of who to talk to about what, so here is a reminder of what each staff member is responsible for handling:

- Becky Denning- Fitness Director and Front Desk Manager
- Jessica Hennessey- Membership and Communications
- Brenda Boas- Accounting
- Jules King - Events
- Heather Siomiak- Purchasing and Inventory
- Emily Page- Seasonal Juice Bar Manager
- Lindsey Busk -Seasonal Life Guard Manager

We are grateful for the entire Ranch House staff, their amazing attitudes and support and commitment to teamwork. This is the most positive and willing team of ladies I have ever had the privilege to work with in my various careers.

### **Member Services**

- **Art** – RVR resident Dave Durrance is the artist for the months of May and June. The art opening, we held for him on May 12<sup>th</sup> had about 50 in attendance. RVR Resident Frosty Merriott will be our artist for July and August, and an art opening will be planned for his show as well.

- **Programming**

**May 26<sup>th</sup>** – Memorial Day Weekend Pool Opening Party from 12-2 p.m. with the annual Hot Dog Event and a Raffle. Since the raffle was such a success last summer we will be adding more raffle opportunities this year.

**June 9<sup>th</sup>** – Community Wide Garage Sale will be taking place from 8 a.m. to 12 p.m. So far, we have 18 homes signed up for this. Residents can contact the Front Desk to get on the list.

**June 19<sup>th</sup>** - Kendra and Sterling will be hosting their second Happy Hour Conversations with owners. The first one was held on May 15<sup>th</sup>, and we had approximately 30 in attendance. This was a great opportunity for us to meet residents we had not yet met at our 6-month mark as well as catch up on issues and feedback without the usual workday interruptions. These will continue to take place once a month on a Tuesday evening, and we would love to have feedback and /or suggestions about these evenings.

**June 22<sup>nd</sup>-24<sup>th</sup>**- USTAA Tennis Tournament. This is THE tennis event of the summer, and Cristina is working on the sponsorships and the program. The USTA Tennis dinner will be held that Saturday evening in the backyard area of the Ranch House.

- **Juice Bar-** The menu and plan with Pan and Fork for fresh daily items has been finalized and will be available starting this Friday. Also, we have had a great response to the change out of our complimentary snack items at the juice bar and will continue to rotate those around with different offerings this summer.
- **Pool-** Lindsey Busk and I did a comprehensive walk-through with our Red Cross auditor last Friday to make sure we have all the equipment properly organized and available, along with creating updated emergency action plans, which will be discussed at this week's staff orientation.
- **Inventory Cost Analysis-** Since Heather Siomiak has taken on the purchasing and inventory, she is investing her time with vendors, pricing, and product comparison for many of the items used daily around the ranch house. We foresee significant savings in these areas in the months ahead.

### **Design Review Committee Report**

We have had a tremendous variety and increase in Administrative Review Requests since the start of the warmer weather. We then reviewed the process for submittals and approvals of which there really was not a clean process for this type of request. We have since created an itemized form for each applicant to fill out and submit, which we believe lays out the process and requirements clearly for both the owner and for us. Although the volume of request has continued to increase, we have already noticed a difference in the time spent for both the applicant and us in the approval process. The form has proven to make the process streamlined and efficient.

Lot: Y-03

Owner: Dave Shepard

Review Type: Preliminary

Address: 171 Sopris Mesa Drive

Lot: Boundary Unit 9

Owner: Stowell

Review Type: Preliminary

Lot: B-05

Owner: Sandor and Amanda Benis

Review Type: Preliminary Review

Address: 653 Northbridge

Lot: HH-23  
Owner: Christopher Swallows  
Review Type: Landscape  
Address: 1185 Heritage Drive

Lot: X-07  
Owner: Carrese  
Review Type: Preliminary Review  
Address: 40 Patterson Drive

Lot: Y-3  
Owner: Shepard  
Review Type: Final Review  
Address: 171 Sopris Mesa

Lot: Boundary 10  
Owner: Stowell  
Review Type: Second Preliminary

Lot: K-9  
Owner: Cole  
Review Type: Revisions to Approved

## Operations

- **Irrigation-** Water in all areas is on. We continue to field watering questions and requests around the RVR community. We were able to get start up completed with the aid of only one part-time temporary helper. After this month's meter reading it was determined that 2 meters were not functioning. They have been replaced, and the previous 3-year average was used for the water consumption record of those zones. The turf is getting greener and every other day (M-W-F) or (T, Th, S) watering schedule will begin next week.
- **Grounds-** Our pre-emergent and broadleaf weed control contractor, Outdoor Services, has completed their application of herbicide on the 40 acres of streetscape. Rocky Mountain Landscape has worked out the mowing schedule throughout the community and parks area. Deer fencing removal was extended from April 15 thru May 15 community wide. Exceptions of extensions have been granted to those in the Upper Crystal Canyon Dr., Perry Ridge Dr., and Shadowood Lane areas on a personal request basis. We have received two bids for the fence around the sediment pond east of the tennis courts and adjacent to Harris Drive in the Old Town Community.
- **Facilities-** Our maintenance staff has been busy opening the pool and water features functions. All tennis courts are open and available for members to play. The juice bar has been moved to a summer service area on the east end of the Ranch House. Adult beverages will only be available at the inside bar. This should eliminate water from the pool guests on the wood floors while maintaining the ranch house atmosphere inside the main member area. Fire Extinguishers were inspected and meet current NFPA standards.

- **Painting/Staining-** Re-staining of the homes in the Settlement neighborhood is underway. Mid-Valley Painting has completed 4 of the 11 homes and plans to be complete by June 30, weather permitting. The Old Town community will be next with completion of these 11 homes in September. We will complete the color selection process for all homes on next year's list early this fall to prepare for new contracts.
- **Governance-** Notices of non-compliance have been sent to those whose children's recreational equipment are not installed according to the RVR Master Design Guidelines Section 6.6. These are given 15 days to remove the items or submit a plan meeting the necessary criteria to the DRC for approval.