

**RAFTER J RANCH HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING
MEETING MINUTES—APPROVED
September 26, 2006, at 7:00 p.m.
Rafter J Office**

In Attendance:

Directors: Vernon Martin, Kip MacMillan, Chuck Rhea, and Jason Wells; Absent: Joe Greene

Staff: Cheryl Fischer

Homeowners: Phyllis Greene, Jim Huspek, and Don Martin

President's Report: Kip MacMillan, President, called the meeting to order at 7:00 p.m.

Minutes: (August 24, 2006) Chuck R. moved to approve the minutes. Vernon seconded the motion. All were in favor.

Acceptance of the Financial Reports:

Jason Wells mentioned to the Board that he had some suggestions for changing the cash flow report template and will work with Cheryl on this issue. Chuck R. then moved to approve the financial report. Vernon seconded the motion. All were in favor.

Improvement and Service District (ISD) Issues: Jim Huspek reported to the Board regarding the following ISD-related information:

- Jim attended a pre-bid meeting for the infrastructure improvement project and noted that the project has been advertised. He did not know when the bid opening will be, but he expects that it will be at the end of this month or the first part of October.
- The bids for the new water storage tank were too high for the ISD to proceed, so the ISD is going to request additional money from the state. The water storage tank won't be bid again until next year.
- The state has not yet provided the ISD with the paperwork authorizing ISD to spend money on the new well.

Discussion Items:

Design Committee Members: Kip reported that we need additional Design Committee Members. Phyllis Greene stated that she was interested and also mentioned that Janice Smith was interested. Following discussion, Kip said he would call Janice tomorrow and confirm her interest. Vernon then moved that Phyllis Greene and Janice Smith, if she agrees, be approved as members of the Design Committee. Chuck R. seconded the motion. All were in favor. Chuck R. and Kip thanked Phyllis for her interest. In addition, Kip suggested that we identify one or two more individuals for the committee.

Lower Valley Energy requesting an easement from Rafter J: Kip reported that we are still waiting for a response from Lower Valley.

House and Fence Maintenance: Kip gave an update on two individuals whose houses need staining. Following discussion, Kip noted he will monitor the two properties. In addition, Chuck R. provided the Board with a list of homeowners whose fences need staining. Following discussion, Chuck R. suggested that the HOA write to the owners of the Public Facility asking that the wire fence on their property be removed. Phyllis also noted that the Jackson Hole Wildlife Foundation removes fencing, at no charge, inhibiting wildlife migration. She suggested that we discuss the project with them. The Board decided to write to the Public Facility owners and give a reasonable completion date of July 1, 2007. Chuck R. then moved that the Board correspond with each property owner whose fence requires staining. Vernon seconded the motion. All were in favor. Kip said that he would work with Cheryl to generate the letters. The Board also discussed other houses that may need painting. Chuck R. agreed to examine these houses.

Livestock on the Public Facility Lot 331: Vernon reported on the correspondence from the Rafter J Attorney regarding a rule that deals with livestock on the Public Facility lot. Following discussion, the rule was amended to include the lot number and to leave the effective date January 2007. In addition, Vernon suggested that we specifically inform the owners of lot 331 of the new rule. Kip further suggested that he will include this in the letter to the owners regarding wire fence removal.

Homeowners' Debit and Credit Policy: Chuck R. moved to adopt the Homeowners' Debit and Credit Policy as written. Jason seconded the motion. All were in favor.

Privacy Policy: Chuck R. moved to adopt the Privacy Policy as written. Jason seconded the motion. All were in favor.

Employee Paid Time off Policy: Kip asked the Board members if they had read the draft of the employee paid time off policy. Vernon noted that he was not ready to act on it yet. Following discussion, Kip noted that he will put it on the agenda for October.

Rafter J Directory: Kip asked Board members to check the Directory and make sure their coordinates are correctly recorded. He also asked that new information, e.g. new Design Committee members, be included.

Signs for the Ponds: Kip noted that an individual asked that additional signs be placed at the ponds. Following discussion, Chuck R. suggested we study the issue. Kip further suggested that all Board Members drive past the ponds, determine the number of signs, their location, and their wordage. The issue will be discussed in October.

Playground Equipment: Chuck R. reported that he hasn't determined whether standards exist for playground equipment. Jason asked if we have liability insurance. Following discussion, Vernon commented that he will look into the cost of insurance by the end of the week and Chuck R. agreed to check whether playground equipment standards exist. Following comments, Kip suggested that this be done before the October Board Meeting.

Off Street Parking: Chuck R. reported that he hasn't inspected properties for non-compliance. Following discussion, Chuck R. commented on 22 properties with graveled easements and further noted there are 7 to 8 properties in which vehicles are parked on the easement. Kip suggested we send these owners a letter advising them of the covenant parking rules. Chuck R. agreed to investigate the 22 properties on the list and send correspondence to owners who are non-compliant.

Cell Phone Policy Charge: Vernon summarized the current situation in which Rafter J pays a \$10 upgrade fee on Chuck M's cell phone contract. Following discussion, Vernon moved that we rescind the present policy and that Rafter J pay the entire bill since it is to our benefit to be able to reach Chuck M. at any time. Chuck R. seconded the motion. All were in favor. It was further noted that Chuck M. is still responsible for any private calls that result in additional charges above the standard monthly fee.

Fines: Vernon stated he hasn't yet drafted a policy on instituting fines for covenant non-compliance.

Web-site: Jason reported that he did some research into designing a Rafter J web-site. Following discussion and suggestions, Chuck R. moved to set aside \$1,000 for this project with Jason and Vernon in charge of it. Jason seconded the motion. All were in favor. Chuck R. also suggested that they consider hiring some of the necessary labor. Jason noted that he will check some available software and if it seems to be usable and intuitive, consider designing the website ourselves. If not, he will look into hiring an expert.

Minutes: The Board reviewed the paragraph in the Amendments to the Bylaws regarding the publication of minutes. There were two issues. One is the costs related to mailing the minutes to all property owners each month and the other is adherence to the time requirements. The Board will continue discussion of this issue at the October meeting. Kip suggested that we consider rewriting this Bylaws paragraph to include e-mail and website posting and present it for a vote at the next annual meeting. Kip further noted that until these changes are made, we should attempt to adhere to the current Bylaw.

Correspondence: Kip summarized correspondence received for the month.

Other items: The Board reviewed and commented on the following.

- There was discussion concerning an individual who has parked a vehicle in a non-designated spot, which blocks other parking places in the Rafter J Storage Parking Lot. Following discussion, Kip agreed that either he or Chuck M. will call the individual and ask him to move the vehicle within a reasonable time. Kip will report on this issue at the Board Meeting in October.
- Jason informed the Board that individuals are living in a RV parked in the River Rock Lodge parking lot. Following discussion, Kip will ask Chuck M. to bring the issue to the attention of River Rock Administrators. Kip will then follow up with a letter.
- Vernon reported that following authorization by the Board last month, he spent approximately \$65 to purchase recycling receptacles for the office. These will be labeled appropriately according to content.
- Jason suggested having the Board packets available several days prior to each meeting to allow time for preparation. Following discussion, Kip asked that Cheryl have the packets available by the end of the business day on the Friday preceding each monthly Board meeting.
- It was decided to provide office keys to the Directors.
- A homeowner noted that the Rafter J entrance sign lights are too dim and requested brighter bulbs.
- A resident requested that the fallen tree near the Rafter J entrance be removed. During discussion, it was noted that the tree was on county, not Rafter J, property.
- Kip noted that a property owner who had received a letter requiring him to stain his house still has not done so. Kip will send a second letter.
- Board members reviewed and signed updated bank forms for Rafter J checking and money market accounts.
- Kip commented that he had received the Patronage Capital Certificate from Lower Valley Energy and noted that in the past we had cashed it. Following discussion, all Board members agreed to cash it again this year. Kip will sign the certificate.

Adjournment: Vernon moved for adjournment and Jason seconded the motion. All were in favor. The meeting adjourned at 9:11 p.m.