

**RAFTER J RANCH HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING
MEETING MINUTES—APPROVED
November 28, 2006, at 7:00 p.m.
Rafter J Office**

In Attendance:

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

Staff: Cheryl Fischer

Homeowners: Jim Huspek

Others: Pam Davidson, Agent of Tegeler and Associates

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

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

Maintenance Report: Kip noted there is nothing to report.

Improvement and Service District (ISD) Issues: Jim Huspek presented the following summary of ISD-related activities.

- **Well:** Jim reported that we still haven't received the formal paperwork from the state which is required before we can ask for bids on the new well. He expects that it will be two or three more months.
- **Water storage tank:** Jim reported that he went to Casper, Wyoming, approximately three weeks ago requesting partial funding from the state for a new Rafter J 200,000 gallon water storage tank. The request survived the first round of discussions. ISD had budgeted \$300,000, but costs and requirements have increased. The total project is now estimated at \$800,000. The state matching grant is for \$500,000 of which, if successful, Rafter J ISD is responsible for 1/3, or approximately \$165,000. The next step is that our proposal will be considered by the Wyoming Water Development Commission (WWDC) in mid-December. Jim further noted that the WWDC suggested that someone from Rafter J attend the December meeting in Cheyenne. Jim, together with Matt Ostdiek, from Rendezvous Engineering, will represent us. Following discussion, Jim noted if everything goes well, Rafter J will seek bids on the new water storage as soon as we receive the formal approval paperwork from the state.
- **Infrastructure Improvement Project:** Jim reported that Rendezvous Engineering is behind on this project, but that he hopes to receive bid specifications from them by mid-December which would allow us to go out for bid in early January, 2007. Even if we were able to initiate the project late this winter, it would still not be completed before the winter of 07/08.

Financial Reports: Jason presented the new cash flow report template and reported on the expenses, revenues, and cash flow for October. He noted that with the way our Quick Books accounting system is presently structured, it is difficult to change from an accrual basis to allocating revenue (homeowner's fees, storage fees, etc) on a monthly cash basis. Jason is working to resolve this issue. Vernon moved to accept the October Financial Report. Joe seconded the motion. All were in favor

Discussion Items:

Design Committee Members: Kip reported that Janet Smith declined a position on the Design Committee, but Laurie Blann accepted.

Lower Valley Energy requesting an easement from Rafter J: Kip reported that there are no new developments.

Correspondence:

- Kip commented on a Community Association Law Reporter hand out and noted that some of the legal decisions may be of interest.
- Kip reported that parking violation sheets have been distributed to all Board members and he requested that they keep track of the details of each incident in which violation sheets are handed out.

Web-site: Jason reported that the beta version of the new Rafter J website is available for review and summarized the annual costs for maintaining the site. The primary recurring costs (the server and domain name) are less than \$200 a year. Following discussion, Vernon noted that he hopes to have the full web-site ready by the end of December.

Insurance:

- **Liability:** Pam Davidson from Tegeler and Associates attended the Board meeting and reported on Rafter J's Homeowner's commercial and auto insurance. Pam noted that our policy is presently with Safeco Insurance, a financially sound A++ company, and that we are adequately insured. She also noted that both Rafter J playground equipment sets are covered and that we are waiting for the endorsement to come through. Rafter J's policy includes earthquake coverage, with a 5% deductible, and terrorism coverage. Following discussion, Kip suggested that she change the term "dumpster hut" in the policy to "mailbox hut." Pam agreed. Jason asked about the playground equipment maintenance requirements and Pam noted that Rafter J was only responsible for "reasonable general upkeep." Pam also summarized Rafter J's auto insurance. She noted there are two vehicles covered and including liability. Following further discussion, Vernon suggested increasing the deductible for both the comprehension and collision on the Ford truck from \$500 to \$1,000. Pam agreed to make the change. Finally, she pointed out that ISD has a separate liability policy.
- **Directors and Officers:** The Directors and Officers liability insurance for the Homeowner's Association is with Ed Murray and Sons and the premium is due mid-December. Following discussion, Jason volunteered to check with comparable organizations to see if Rafter J has reasonable coverage and report at the December Board Meeting.

Employee Paid Time-off Policy: Vernon discussed the latest draft of the Employee Paid Time-off Policy. Following discussion and suggestions from the Board, Vernon noted that he will also ask Chuck and Cheryl for their comments and report at the December Board Meeting.

Signs:

- Pond Signs: Kip noted that the new signs are ready to be placed at the ponds, three at the larger pond and two at smaller pond.
- Radar Sign: Kip reported that the Town of Jackson will periodically place a radar speed sign at different areas in Rafter J.

Board Meeting Dates: The Board agreed on the following meeting dates for January through June of 2007: January 30th, February 27th, March 27th, April 17th, May 29th, and June 26, 2007. The meetings will start at 7:00 p.m.

Adjournment: Joe moved for adjournment and Jason seconded the motion. All were in favor. The meeting adjourned at 8:29 p.m.