

**RAFTER J RANCH HOMEOWNER'S ASSOCIATION**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES—APPROVED**  
**April 29, 2008, at 7:00 p.m.**  
**Rafter J Office**

**In Attendance:**

**Directors:** Vernon Martin, Kip MacMillan, Jason Wells, and Paul Boillot; absent: Joe Greene

**Staff:** Cheryl Fischer

**Homeowners:** Jim Huspek, Wayne Flittner, Fred Meyer, and Chris Moulder

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

**Design Committee:** Kip spoke with Chris Moulder of the Rafter J Design Committee regarding improving the communication between the HOA Board and the Design Committee. There was also discussion regarding the Design Committee minutes, applications forms, fees, and Design Committee guidelines. Kip suggested that Chris set a time to meet with Vernon, Cheryl, and himself to discuss the process and guidelines for the Design Committee.

**Financial Report:** Jason presented the March 2008 Financial Report and noted that the Liability Insurance expense line item was due to a one-year renewal. Vernon moved to accept the Financial Report. Paul seconded the motion. It passed unanimously.

**Improvement and Service District (ISD) Issues:**

- **Infrastructure project:** Jim Huspek reported that a formal bid opening for the ISD Infrastructure Project occurred last week and both the water and sewer bids were competitive. The ISD also received a bid to install the water meters and stated that the ISD Board will meet the following day with the meter manufacturers and award a contract so we can begin installation. Jim noted that the ISD needs approximately an additional \$3M to complete the infrastructure improvement project and the ISD Board is considering options. Jim stated that there is new money available with the State Lands and Investments and the application is due by June 5<sup>th</sup>. The money is 100% grant, but won't be available until August. The ISD Board will submit a formal application the next day to the County for \$3M. Jim also stated that the infrastructure contracts cannot be awarded until the total amount of money is available.
- **Water storage tank:** Jim reported that work on the water storage tank is underway; the concrete work is almost finished, and tank installation will begin soon.
- **New well:** Given the efforts regarding the bids and contract awards for the infrastructure improvement project, Jim stated that the new well is a low priority at this time.

**Homeowners' and Resident Issues and Concerns:**

- Fred Meyer asked about the Teton Meadows Ranch and Rafter J roadway connectivity. Kip reported that he had Paul D'Amours, Rafter J Attorney, draft a second letter to the Teton County Board of Commissioners stating that the HOA Board is opposed to any road connectivity between Teton Meadows Ranch and Rafter J. Kip did mention that an easement has been granted to the county for a pathway to the southern boundary of Rafter J.
- Wayne Flittner commented on a letter from the Department of Transportation to Blair Leist, Planner, Teton County Planning & Development, regarding the traffic impact of Teton Meadows Ranch and the road connectivity. Wayne stated there is nothing noted in the letter about the intersection of Big Trail and Route 89 at the north entrance to Rafter J. Kip stated that the county is looking into the traffic survey as it relates to the Day Care Facility proposed by the county for the Public Facility Lot.

**Discussion Items:**

**Correspondence:**

- **Day Care Facility:** Kip reported that he had received a letter from Jan Friedlund, Teton County Administrator, regarding the Day Care. He would like the Board to review the letter. Jason stated that he wanted to be on record that he was supportive of the Day Care Facility.
- **Rafter J Rules:** Kip signed the amended Rafter J Rules that were revised on February 26, 2008, including the new rule regarding monetary fines for Covenant or Rules violations.

- Overtime, Employee Compensatory Time, and Paid Time Off Policies: The Board discussed the proposed Overtime, Employee Compensatory Time, and Paid Time Off Policies. Paul suggested that the Board review the language and provide Vernon their corrections to the policies. The Board tabled the item until the May Board meeting.
- Covenant Amendments: Vernon reported that he had reviewed the Covenants for issues that needed revision and discussed them with the Board. He stated that the potential Covenant amendments were for their review. The Board agreed to re-address this issue at the next meeting.
- FY 2008-2009 Budget and Homeowner Fees: Jason presented a draft version of the FY 2008-2009 HOA budget based upon a 5% increase in homeowner fees. Expense estimates are also based on a 5% increase, except for items for which actual numbers are known such as the ISD fee for office and vehicle usage. It was noted that the Board's policy is to have one year of operating expenses in reserve; however, the reserve fund is projected to be below this target at the end of the current fiscal year. Jason noted that the draft budget includes \$72,000 in capital expenditures for a front end loader, additional fencing, a new snow plow, sand spreader, and a new copier. Following comments, Jason moved to increase the homeowner fees by 5% for the upcoming year. Vernon seconded the motion. It passed unanimously. Vernon also moved that the maximum annual assessment be increased by 5%. Jason seconded the motion. It passed unanimously.
- Interest rates on bank accounts: Paul reported that interest rates available on cash accounts continue to decrease. Paul suggested looking into options and establishing some criteria for the relationship between the Association and its bank. Following discussion, Paul suggested talking to bank representatives or sending them a letter requesting that they provide us with their best interest rates for our cash accounts.
- Director Nominating Committee: The Board revisited the topic of having a Director Nominating Committee in accordance with the Rafter J Bylaws. Following discussion, Jason and Paul agreed to serve on the Nominating Committee. Notices seeking interested individuals will be placed on the Rafter J website and posters will be placed on the Rafter J Office door and in the postal buildings.
- Advisory Committee: The Board revisited the topic regarding an Advisory Committee proscribed by the Rafter J Bylaws. It was noted that there has not been an Advisory Committee for many years; that residents can and do present their opinions and suggestions to the Board at monthly meetings; that the current wording of the Bylaws requires two representatives from each of the five neighborhoods in the subdivision which must meet at least once a calendar quarter; and that, given the recent difficulty in identifying candidates for Director positions, as evidenced by the general lack of contested elections, the requirement for an Advisory Committee appears to be unnecessary. The Board agreed to propose a revision to the Bylaws at the 2008 Annual Meeting to delete the requirement for the Committee.
- Standards of Conduct and Ethical Behavior: The Board reviewed the current Standards of Conduct and Ethical Behavior guidelines for Board Members. Following discussion, Kip agreed to provide some changes to the guidelines for the Board to review at the May Board meeting.

**Adjournment:** Jason moved for adjournment and Vernon seconded the motion. All were in favor. Meeting adjourned at 10:00 p.m.