

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

In Attendance:

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

Staff: Cheryl Fischer

Homeowners: Larry Kummer, Rick Paul, Angela Duplantis, and Robert "Buster" Taylor

President's Report: Kip MacMillan, President, called the meeting to order at 7:07 p.m.

Minutes (June 24, 2008): Vernon moved to approve the June HOA minutes. Jason seconded the motion. It passed unanimously.

Financial Report: Jason presented the June 2008 Financial Report and noted that the Professional expense line item was for legal costs and the Major Repairs and Replacements line item corresponded to the purchase of a used front end loader. Vernon moved to accept the Financial Report. Joe seconded the motion. It passed unanimously.

Maintenance Report for HOA and ISD:

- **Water meters:** Kip said that he had spoken with Chuck M. who reported receiving some concerns from residents regarding excess noise from recently installed Rafter J water meters.
- **Excavation on Lot 337:** Kip reported that the phone and cables lines which pass through Dr. Richter's property (lot 337) are being moved to another location.
- **Chlorine tank:** Vernon mentioned that Chuck M. contracted with Wetco Inc. to clean a flow meter in the Rafter J water lines due to contamination associated with chlorine. This must be done approximately once a year. Kip reported that Chuck M. is having a new chlorine tank delivered tomorrow.

Improvement and Service District (ISD) Issues:

- **Infrastructure Project:** Vernon reported that some of the new Rafter J water meters are noisy. He mentioned that the water meter representative will be here tomorrow to address the issue. Vernon reported that the nozzle jet spins a rotor which is coupled magnetically to the readout. At high flow rates (e.g., when the sprinklers are on), turbulence causes the rotor to vibrate and the vibration is transmitted to the pipe.

Homeowners' and Resident Issues and Concerns:

- Angela Duplantis, Robert "Buster" Taylor, and Rick Paul were on the agenda regarding the Board's consideration in placing a least one "no outlet" sign in Rafter J. Buster mentioned that he came to a board meeting in 1990/1991 to request that a sign be placed near the Tensleep and Big Trail Drive intersection to inform drivers that there is no outlet. The HOA at that time didn't respond. Buster stated that the traffic problem is worse now and drivers become upset and speed when they realize there is no outlet and they have to go all the way back to Highway 89. Following discussion, Joe moved to add a "private property" and a "no through traffic" sign at both of the entrances of Rafter J and one "no outlet" sign just past the intersection of Tensleep and Big Trail Drive. Jason seconded the motion. It passed unanimously.

Buster and Rick Paul also noted that their new water meters are very noisy and change pitch as faucets and sprinklers are turned on and off.

- Larry Kummer had some questions for the Board regarding the Day Care Center. He commented on the county being in the process of a rezoning change to allow a Day Care Center on Lot 331. He also asked if the first phase of the Day Care Center was to be 12,000 sq ft and how many kids would be attending. Joe answered that the square footage is correct, but that the number of kids has been changing and is presently 68 full-time equivalents. Thus, the total number of kids/day would be approximately 2 to 2.5 times that. Larry also asked whether the Wyoming Department of Transportation (WYDOT) would consider placing a stop light at the intersection of Big Trails and the Highway 89. Joe answered that will not happen in the short term.

Discussion Items:

Correspondence:

- **2008-2009 FY Budget:** Jason mentioned that he had e-mailed the draft budget to HOA Board members last week. Following discussion, Joe moved to approve the 2008-2009 FY Budget. Vernon seconded the motion. It passed unanimously.
- **Additional Bylaw Amendments:** Vernon reported that based upon changes at previous meetings, additional Bylaws revisions were added. Following discussion, the Board agreed to present all proposed Bylaw revisions as a single issue on the Ballot for the 2008 Annual Meeting.

- Annual Meeting mailing material: The Board reviewed the annual meeting material which was approved for mailing to property owners in Rafter J.
- Architectural or Designer for the Design Committee: Vernon reported that the Rafter J Office sent out an e-mail requesting another Architect or Designer to serve on the Design Committee.
- E-mail protocol: The Board discussed amending the Bylaws statement: "The directors shall have the right to take any action in the absence of a meeting by obtaining the written or e-mail approval of all the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors." Joe suggested adding an e-mail protocol as follows.
 1. An e-mail motion is only to be used for issues arising between Board of Directors Meetings which require action before the next scheduled meeting. E-mail motions should not be used in the normal course of business.
 2. The proposer shall check with the President and Secretary before transmitting an e-mail motion to verify that the issue addressed by the proposed motion has not already been dealt with. The President shall also determine the vote deadline for the proposed motion.
 3. It is the responsibility of the proposer of an e-mail motion to find a second for the motion.
 4. It is the responsibility of the proposer to provide sufficient background information to allow Directors an informed vote.
 5. The proposer and seconder shall send the motion with detailed information to the Secretary who specifies a vote deadline and e-mails the full package, including the names of the proposers, to all Directors.
 6. Only e-mail motions authenticated and posted by the Secretary are valid.
 7. The vote deadline shall be no more than one week from the date of posting by the Secretary to allow time for the Directors to consider the motion. The vote deadline may be sooner if the President judges that more urgent action is warranted.
 8. Directors may change their vote at any point up until the vote deadline, after which the votes are counted by the Secretary who reports the results to all Directors as soon as they are known.
 9. The motion and the vote results shall be reported by the Secretary at the next Board of Directors Meeting and thereby recorded in the minutes for that meeting.

Following comments, Vernon moved to accept the e-mail protocol. Jason seconded the motion. It passed unanimously.

- Enclosed Bulletin Board: The Board discussed having an enclosed bulletin board mounted outside the office for posting information and a large color map of Rafter J. The Board agreed to add a holder for distributing smaller maps of Rafter J.
- Rules for a swimming pool: The Board agreed to move the discussion regarding the rules for a swimming pool to the August meeting.
- Rafter J playground equipment: The Board agreed to move the discussion regarding the Rafter J playground equipment to the August meeting.
- HOA Directors and Officers liability insurance: The Board reviewed the current director and officer's liability insurance coverage along with a quote from another company. Following discussion, Jason will ask an expert for his opinion regarding our current coverage.
- Ditch easement: Vernon reported that an owner/operator of the east side ditch said that some adjacent homes have fences and/or mature trees in the ditch easement. This could be an issue if repair is required. Following discussion, the Board agreed to send an e-mail to the owner/operator of the ditch easement stating that it is their duty to contact the homeowners.
- Homeowner gravel pad area: The Board discussed the issue of the homeowner with a large gravel area that other individuals park on. Following discussion, Kip will ask Chuck M. to look into the cost for top soil and seed to replace the graveled area.
- Fence: The Board discussed a letter response from a homeowner who had received a "notice of violation" regarding the repainting or staining of her fence. The homeowner discussed the condition of the fence and prefers the "weathered look". It was noted that the Design Committee Rules and Regulations for a residential fence specifies that it must match the house unless approved by the Design Committee. Following discussion, Vernon will send a letter to the homeowner with a copy to the Design Committee.
- Trampolines: The Board discussed a question from a homeowner in a townhome association as to whether trampolines are allowed in Rafter J. The Board suggested that the individual first contact their townhome association.
- Drift boat parked in driveway: The Board discussed a question from a resident regarding parking of a drift boat in a driveway overnight throughout the summer. The Board agreed that this is against the Rafter J Covenants and a letter will be sent to the homeowner.

Adjournment: Vernon moved for adjournment. Jason seconded the motion. It passed unanimously. The meeting adjourned at 9:49 p.m.