

**RAFTER J RANCH HOMEOWNER'S ASSOCIATION**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES—APPROVED**  
**April 27, 2010, at 7:00 p.m.**  
**Rafter J Office**

**In Attendance:**

**Directors:** Vernon Martin, Kip MacMillan, Brian Remlinger, and Paul Boillot; absent: Joe Greene

**Staff:** Cheryl Fischer

**Homeowners:** Doug Pitman, Marie Suhre, Joann Grant, Herb Brooks, Chuck Rhea, and Jane Carhart

**Others:** Jeff Bates, Engineer with Jorgensen and Associates

**President's Report:** Kip MacMillan, President, called the meeting to order at 7:02 p.m.

**Minutes (February 23, 2010):** Vernon moved to approve the February HOA minutes. Paul seconded the motion. It passed unanimously.

**Financial Report:** Brian presented the March, 2010, Financial Report including the following total amounts: Revenue, \$8,260; Operating Expenses, \$21,559; Major Repairs and Replacements, \$5,947; Net Operating Income, (\$19,246); and Ending Cash Balance (sum of Checking, Savings, and Petty Cash), \$417,049. Brian also reported the amounts in the bank accounts: Checking, \$398,628; Money Market Fund, \$18,228; Petty Cash, \$193; and the Weekend Sweep, 0. The amounts in Other Short-Term Assets (Excludes Pre-Paid) and Other Short-Term Liabilities were \$4,332 and \$260, respectively. Vernon reported that the difference in the total amount in the Interest and Other Income of \$4,958 versus the budgeted amount of \$96,907 from the February Cash Flow Statement, was for fees charged to the District. The amount of \$87,500 was removed from the Interest and Other Income budget line and added to the ISD Support budget line item. It was paid in April, and will be reflected in the April cash flow statement. Brian also reported that the ISD Fees were added under Operating Expenses for next year. Vernon moved to approve the March 2010 Financial Report. Paul seconded the motion. It passed unanimously.

**Maintenance Report:**

- **Rafter J north entrance sign:** Vernon stated that the Rafter J north entrance light has not been repaired; he will call Delcon to follow up on the work order.
- **General report:** Kip said he had spoken with Chuck M. who reported that everything is going well in the subdivision.

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

- **Emergency diesel generator:** Vernon reported that the alternator has failed and a replacement has been ordered. The alternator is still under warranty.
- **Infrastructure project cleanup:** Vernon stated that some Westwood equipment is still in the staging area. Approximately 1/3 of the area has now been seeded and the hill also received grass seed.
- **Cedarwoods Townhomes:** Vernon mentioned that some sidewalks in the Cedarwoods Townhomes are being replaced.
- **Road Infrastructure project:** Vernon reported that the ISD hasn't heard anything more regarding the asphalt paving issue.
- **Water meters:** A homeowner reported that he had a loud water meter and asked when the larger meter would be installed. Vernon replied that a plumber could basically do it anytime.

**Design Review Committee Report for April 2010:** The Board reviewed a Design Review Committee Action Summary for April and noted the addition and fence applications submitted. Paul commented that a few additions were being built and assumed they were approved by the Design Review Committee. It was noted that a tree house structure had been built which was not approved by the Design Review Committee.

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

- **River Crossing:** Paul B. was thanked for his efforts in speaking to the Board of Commissioners at their April 20, 2010 meeting regarding concerns and inconsistencies in the River Crossing application submitted to the county. The Board of County Commissioners will continue discussion on the River Crossing application on Tuesday, May 4, 2010. Paul B. stated

that he has placed calls to commissioners regarding outstanding issues to be addressed, but he hasn't heard back from them. Individuals in attendance also commented on the size of the project, utilities, roads, and the traffic.

- Children's Learning Center: Jeff Bates, Engineer with Jorgensen Associates was on the agenda regarding plans for the Children's Learning Center heat pump. Jeff acknowledged the letter from the Board to the county with respect to the two-well system. Jeff presented a map showing the location of the wells and provided specifications on the depths and the anticipated water flow. Brian asked about the timeline. Jeff stated that they hope to start in two to three weeks and that he would like an approval from Rafter J on this application. Following discussion, Vernon agreed to provide a letter of approval to Jeff Bates, with a copy to the county for a two-well system for the Children's Learning Center heat pump.
- South Park Ditch User: Brian reported that the Rafter J office received a call from a South Park ditch user regarding a lack of water to supply his pond. Brian stated that he walked the Adams Ditch and noted there was no groundwater recharge. The ditch user was upset with Rafter J because he thought Rafter J was diverting and damming the ditch. This is not the case. Brian said he invited the person to walk the ditch with him. Following discussion, Brian will draft a letter to everyone reminding homeowners not to build dams and/or place obstacles in the ditches. Brian will also include a map of the active ditches in Rafter J.

### Discussion Items:

- Teton County Planning and Development Department: The Board reviewed notices from the Teton County Planning and Development Department regarding the following issues:
  1. South Park Service Center: LQQK, LLC filed an application for a replat of Lots 9 and 10 of the South Park Service Center 2<sup>nd</sup> amended subdivision with the Teton County Planning Department. The applicant proposes to replat Lots 9 and 10 to reduce the non-conforming location of three storage buildings on Lot 9. A public hearing will be held on May 4, 2010, before the Board of County Commissioners.
  2. Home Occupation Permit Request: The Teton County Planning and Development Department received an application to provide day care at 3065 S. Bridle Drive, Lot 321. The applicant proposes to operate a day care out of the home for not more than six children. Paul asked if we have heard from neighbors. Cheryl stated that the office had heard from one neighbor. Kip read the covenant regarding a home based business. Paul wondered if the Board has a position on the request. Kip stated no, we wait to see if it becomes a nuisance. Cheryl stated that a letter was sent stating that the office was notified that the applicant filed an application to the county for a Home Occupation permit for a day care and the letter served as a notice that this business is regulated by the Rafter J Covenants.
- Design Review Committee member: The Board spoke with Jane Carhart regarding the available position on the Design Review Committee. Jane gave the Board a summary of her background including employment, education, experience as a landscape architect, and service on another Design Review Board. Following discussion, the Board agreed to appoint Jane Carhart to the Design Review Committee.
- Painting/Staining estimate for the Rafter J postal sheds and swing set: Paul presented bids for painting and staining the Rafter J postal sheds and swing set. After discussion, the Board agreed to table this item, ask the bidders for more information, and obtain more bids.
- Request for bids for weed control contracts: Brian presented a weed control bid summary for Board review. There were four bids received--Benjamatic, John Branca, Naturescape Designs, and Hole Weed Control. Brian discussed each bid and the costs. The bid summaries reflect a three-year cost, but Brian wants a renewal clause each year. He suggested a \$6,000 maximum budget per year, including chemicals. Following discussion, Brian moved to budget \$6,000 for this year, which includes chemicals purchased from Teton County Weed and Pest, and award the one-year contract to Naturescape Designs. Paul seconded the motion. It passed unanimously.
- Erosion of ditch along Arabian Drive: Brian provided an update on the erosion of the Wilson Ditch along Arabian Drive. He stated that Roger Seherr-Thoss had performed the work to pay for his portion of the estimated ditch repair. The first phase of the repair is now complete. The wetland sod stream bank protection will be applied once the water is turned on in the ditch. Brian also mentioned that an additional 45' of bank repair approved by the Rafter J HOA Board resulted in an overrun of approximately \$1,000. Following comments, Brian suggested that we don't bill the Wilson ditch owners their portions of the repair cost until the wetland sod is installed.

- 2010-2011 Budget: Brian presented a proposed FY 2010-2011 budget for the Board to review. A 5% increase was added to most of the Revenue items, except for the storage fees, and to the Operating Expenses, except for a one time ISD fee of \$200,000 and an increase in the Ground Maintenance line item of \$15,000. Brian also reported on the proposed budget items in the Major Repairs and Replacements account. He stated that there is a small remaining area of the Rafter J fence to be repaired for \$12,000 and some carry-over costs for the Mitigation Pond of approximately \$920. He also reported that there are some other Major Repairs and Replacements items for discussion including playground equipment and Rafter J street signs. The Board discussed various types of street signs for Rafter J including a sand-blasted high-density plastic and a standard metal sign. Paul stated that he has spoken to manufacturers of playground equipment, but hasn't received any bids. The Board discussed transferring the ISD Fee of \$200,000 from the Operating Expenses to the Major Repairs and Replacements account since this will be a one-time expenditure. There was a proposal to budget \$200 for the Bank Service Charge line item under the Operating Expenses account. Brian will review the final budget numbers at the next Board meeting.
- Rafter J street signs: Brian is researching the cost of replacing and removing the Rafter J street signs for the FY 2010-2011 budget and will suggest a budget number at the next Board meeting.

**Other Business:**

- Ditch letters: Cheryl stated that David Quinn with Melody Ranch would like letters sent to individuals notifying them that trees and willows must be removed so they can get their equipment along the levy/dike.
- Maintenance of the lot to the edge of the road pavement: Vernon stated that letters will be mailed to property owners whose lots border Tensleep and Big Trail Drive reminding them to maintain their lots to the road pavement as required by the covenants.

**Adjournment:** Vernon moved for adjournment and Brian seconded the motion. It passed unanimously. The meeting adjourned at 9:42 p.m.