

**RAFTER J RANCH HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING MINUTES—APPROVED**

April 26, 2011, at 7:00 p.m.

Rafter J Office

In Attendance:

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

Staff: Chuck McCleary and Cheryl Fischer

Homeowners: Pam Zernis and Mark Memmer

President's Report: Kip MacMillan, President, called the meeting to order at 7:06 p.m.

Minutes (March 29, 2011): Brian moved to approve the March HOA minutes. Vernon seconded the motion. It passed unanimously.

Financial report: Brian presented the March 2011 Financial Report including the following totals: Revenue, \$6,152; Operating Expenses, \$22,688; Major Repairs and Replacements, \$13,910; and Net Operating Income, (\$30,445). He also reported the amounts in the Rafter J bank accounts: Checking (Wells Fargo), \$438,013; Money Market Fund (Wells Fargo), \$18,785; Money Market Fund (Bank of Jackson Hole), \$201,614; Petty Cash, \$1,029; and the Wells Fargo Weekend Sweep, 0. The total in the Ending Cash Balance (sum of Checking, Money Market Funds, Petty Cash, and the Weekend Sweep) is \$659,442. Brian noted that most of the \$13,910 in the Major Repairs and Replacements line item is for a 50% deposit on the new Rafter J street signs. Joe moved to approve the March, 2011, Financial Report. Vernon seconded the motion. It passed unanimously.

Maintenance report:

- **Sewer lift station:** Chuck M. reported that our spare pump for sewer lifts one and three was delivered to Pump Tech and he will pick it up.
- **Ford plow:** Chuck M. noted that he had replaced the snow plow blade on the Ford truck.
- **Water tank:** Chuck M. ordered parts to fix the drain in the old water tank.
- **Silt fence:** Chuck M. reported that the silt fence near the staging area worksite was removed in the front section of the subdivision. He will check the back of the subdivision as soon as the weather allows.
- **Lawn mower:** Chuck M. is having the Rafter J lawn tractor serviced soon.

Improvement and Service District (ISD) Issues:

- **New well:** Vernon Martin reported that the ISD is planning to drill an approximately 450' well. It will have screened sections to minimize sand permeation, while obtaining acceptable water flow. Rendezvous Engineering is working on the project. Kip asked about the time frame; Vernon responded that it would be this summer.
- **Paving:** ISD has asked Owens to begin the final stages of paving in Rafter J as soon as possible this summer. Owens has not yet provided a start date.

Design Review Committee report: The Board reviewed the Design Review Committee report and noted the approval of a storage shed for a Rafter J property.

Homeowners' and Resident Issues and Concerns: No issues or concerns were raised.

Discussion Items:

- **Fence:** The Board discussed the final part of the Rafter J re-fencing project along the southern boundary for which we received a request for a \$6,200 deposit. The price is \$6.70/ft for a total of approximately \$13k. The hourly labor cost has remained constant for the past two years. Brian asked whether we can erect a wildlife-friendly fence in this area. The Board agreed that this is preferable. Chuck M. will check to see whether fencing material has already been ordered.

- Correspondence: The Board reviewed and discussed the following correspondence.

Teton County Planning Department: The Board reviewed a “neighbor notice” for final development and conditional use permit applications for a Youth Shelter at Adam’s Canyon. No action was necessary.

South Park Ditch Company: The Board discussed a letter and bill from the South Park Ditch Company regarding our portion of the South Park ditch maintenance cost. The Board asked Cheryl to request a complete list of the ditch owners and their portions of the total cost.

- Rafter J street signs: Brian noted that that the Rafter J street signs are 34” in length and will be available soon. Thus, we need to order posts: primarily 6”x6” 8ft posts/prestained with a few 10ft posts/prestained for the low areas. Chuck M. will obtain local bids for the posts; Paul volunteered to obtain additional bids in Victor, Idaho.
- Wilson Ditch users: Cheryl reported that Polo Ranches paid their portion of the Wilson ditch repair bill. Paul D’Amours, Rafter J Attorney, will be asked to pursue payment from Flat Creek Fishing Club.
- Covenant enforcement regarding signs: Cheryl prepared two sets of proposed Rafter J rules, based upon information from Teton County, for erecting political and real estate signs. There was also discussion about construction signs. The proposed sign rules will be given to the Design Review Committee for review.
- Playground equipment in the south park: Cheryl reported that a homeowner inquired whether there were any plans for installing playground equipment in the south park area on Tensleep Drive. It was noted that the equipment in the central park is for all Rafter J residents and that the south park area is presently being used for soccer. Following discussion, the Board suggested inviting the homeowner to the next board meeting.
- Building plans of property owners. An e-mail note was sent to the Design Review Committee requesting them to prepare a draft copy of a policy for viewing Rafter J building plans.
- Pond permits: We have heard nothing from Pierson Land Works LLC regarding pond permits. Brian agreed to contact them for updates.
- 2011/12 Budget items and fees for the next fiscal year: The Board discussed holding a budget workshop focused on 2011/12 budget items and fees for the next fiscal year. Chuck M. suggested adding a budget line for staining the Rafter J north and south entrance signs.
- Employment practices: Cheryl determined that the Rafter J Ranch Homeowner’s Association insurance policy covers employment practices.
- Nominating committee: It was noted that Vernon and Brian’s Homeowner’s Board terms are up for election this fall. Joe agreed to serve as Chair, with Brian as Vice Chair, of the Nominating Committee.
- Annual Homeowner’s meeting date: The Board agreed to check their schedules for August 16th as a possible date for the annual homeowners meeting date. The Rafter J Bylaws state that the annual meeting date shall be held on a day falling within the third full week of the month of August, at 7:00 pm.
- Rafter J soliciting rule: Kip noted that an issue arose in which missionaries from the Latter Day Saints church were going door to door in Rafter J, but claimed they were not soliciting. The county Sheriff’s office was called and the officer on site suggested that we strengthen our solicitation rule. Paul D’Amours, Rafter J Attorney, was asked to provide wording. Following discussion, Joe moved to adopt Paul D’Amours suggested language. Vernon seconded the motion. It passed unanimously.
- New Wyoming Legislation law: Kip provided information regarding the new Wyoming law regarding enforcement of traffic laws, including speeding on private roads. It appears that the Sheriff’s department can enforce speed limits in private subdivisions under certain situations. Kip suggested that this topic be placed on the agenda for discussion next month and asked Board members to read the legislation.

New Business:

- Rafter J pond island reclamation: Brian suggested reclamation work on the island in the larger Rafter J pond. He has requested bids for removing the structure, planting trees to stabilize the island, increase the size from 6' in diameter to 12', and install wetland sod mats. The Board concurred. Brian will e-mail Board members when he receives bids.
- Edging of road between pathway and grass: The Board discussed stabilizing portions of the strip between Big Trail Drive and the pathway. Suggestions included placing boulders and replacing the graveled area with cobble in cement. Following comments, the Board asked Chuck M. to obtain bids.

Adjournment: Vernon moved for adjournment and Paul seconded the motion. It passed unanimously. The meeting adjourned at 8:44 p.m.