

RAFTER J RANCH HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING MINUTES—APPROVED
November 29, 2011, at 7:00 p.m.
Rafter J Office

In Attendance:

Directors: Kip MacMillan, Paul Boillot, Tyler Hardy, and Brian Remlinger; absent: Joe Greene

Staff: Cheryl Fischer

ISD Directors: John Shipman and Gordon Gray

Homeowners: Barbara Goody and Pam Zernis

President's Report: Kip MacMillan, President, called the meeting to order at 7:03 p.m.

Financial report: The October totals included: Revenue, \$8,825; Operating Expenses, \$15,491; Major Repairs and Replacements, \$79; and Net Operating Income, (\$6,744). The amounts in the Rafter J bank accounts: Checking (Wells Fargo), \$449,597; Money Market Fund (Wells Fargo), \$18,802; Money Market Fund (Bank of Jackson Hole), \$202,232; Petty Cash, \$1,069; 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 \$671,699.

Maintenance report: Chuck told Kip that there are no major problems in the subdivision. Kip noted that Chuck is doing a very good job with snow removal.

Improvement and Service District (ISD) Issues: Gordon Gray and John Shipman reported on ISD issues.

- **Water meter billing:** Gordon stated that the water monthly maintenance fee billing is expected to be mailed at the end of next week. He also noted that ISD has found 40 residences that have meter issues which are being resolved. Some meters appear to be not working or reading erroneously. In addition, irrigation water for some residences is not flowing through the meters and common grounds are being watered using illegal taps off of the main line. There also may be software programming issues. The ISD anticipates having these issues resolved and begin reading meters for water use billing in early January. Subsequent bills will be issued quarterly.
- **30-year financial study:** Gordon reported that they hired Matt Ostdiek of Rendezvous Engineering to prepare a 30-year financial study for the Rafter J Improvement and Service District.
- **Leaking yokes and meters:** A person from Ferguson Company has taken pictures of the leaking yokes in Rafter J and is researching approaches for fixing or replacing them.
- **Infrastructure project:** Gordon stated that they are in the process of closing out the Westwood Curtis infrastructure contracts. Board members asked if the silt fence and the trash near the mound will be removed. Gordon replied that Westwood Curtis will take care of that.
- **HOA dues and snow plowing:** Gordon mentioned that the ISD Board met with Brian Remlinger and Estela Torres concerning plowing of the townhome streets. It was noted that John Shipman is doing a cost analysis of snow plowing and annual assessments. Brian asked about the possibility of road maintenance being included in future plans. Gordon stated that ISD will consider it.
- **ISD responsibilities:** Gordon noted that the ISD is coming to a close on the recent major infrastructure projects and have commissioned a 30-year study of future needs. They request input from the HOA and agreement on future strategy. The ISD will prepare a list of ISD responsibilities and associated financial consequences. The primary responsibilities are roads, water, and sewer.
- **Street signs:** Brian asked whether traffic signs are the responsibility of HOA or ISD. Gordon replied that they are components of the roads. There was discussion regarding the mismatch of signs throughout Rafter J and the fact that most do not meet current national standards. Gordon will have Matt prepare an inventory of Rafter J signs and determine which are in compliance.
- **Speed bumps:** Gordon asked the HOA Board for their opinion on speed bumps and proposed that they look at the speed tables, and corresponding signage, at Melody Ranch which have been in place for six years. There was discussion regarding

dips versus tables, road design, and landscaping. Gordon agreed to research the issues and return to the HOA for further discussion in two to three months. The Board agreed that feedback from homeowners will be important.

Design Review Committee report: The Board reviewed the Design Review Committee report.

Homeowners' and Resident Issues and Concerns:

- The Board and a few homeowners had further discussion on speed bumps and there were comments regarding placing signs stating "thank you for slowing down". The Board agreed that such signs must be approved by the Design Review Committee.
- Barbara Goody noted that she is concerned about water in her crawl space which used to be dry. She was asked to speak with ISD.

Discussion Items:

- Correspondence: The Board reviewed a letter from a resident regarding package delivery in the postal unit in the south area of Tensleep Drive. It was noted that this is not an issue for Rafter J, but the Post Office.
- Wilson Ditch users: Kip reported that he contacted Paul D'Amours who will send a letter to Bret King with Flat Creek Fishing Club regarding their portion of the ditch repair.
- Playground equipment: Rafter J has not yet received the donated playground equipment from the Children's Learning Center.
- Green Turf Lawnscaapes weed control for 2012: The Board reviewed the weed control bid for spraying dandelions. A 7% discount is offered for payment by February 29, 2012. There is an additional 3% discount if payment is made before December 31, 2011. Following comments, Paul moved to approve spraying and accept the 10% prepay discount price. Brian seconded the motion. It passed unanimously.
- Board meeting dates for January-June, 2012: The Board reviewed the proposed meeting dates for January through June, 2012, and the following dates were scheduled: January 31st, February 28th, March 20th, April 24th, May 29th, and June 26th.
- Covenant enforcement: There was discussion regarding covenant violations letters and the follow up process.
- New items for the Rafter J office: Kip noted the new track lighting installed in the entrance side of the office and suggested having similar lighting installed on the meeting-room side.
- Rafter J Café: Kip reported that he will be speaking with individuals from the Rafter J Café tomorrow regarding parking.
- Holiday plans: Kip noted the holiday wreaths decorations at both Rafter J entrances and a Christmas tree in the office. The Board reviewed a draft copy of a holiday letter and Kip noted that he would prepare a cover letter.

Adjournment: The meeting adjourned at 8:53 p.m.