

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

April 24, 2012, at 7:00 p.m.

Rafter J Office

In Attendance:

Directors: Kip MacMillan, Paul Boillot, Brian Remlinger, and Tyler Hardy.

Staff: Cheryl Fischer

ISD Director: Wayne Flittner

Other: Ilene Zwerin

President's Report: Kip MacMillan, President, called the meeting to order at 7:01 p.m.

Minutes (March 20, 2012): Brian moved to approve the March, 2012, HOA minutes. Paul seconded the motion. It passed unanimously.

Financial report: Brian presented the March, 2012, Financial Report including the following totals: Revenue, \$12,501; Operating Expenses, \$24,211; Major Repairs and Replacements, \$4,598; and Net Operating Income, (\$16,309). He noted that the amount \$8,772, a Liability Insurance line item, represents a full year of insurance and the amounts \$2,651 and \$1,947 under Major Repairs and Replacements were for the lighting in the Rafter J Office and for installing a new garage opener at the shop and ordering a new handle for the office door. The amounts in the Rafter J bank accounts are: Checking (Wells Fargo), \$437,829; Money Market Fund (Wells Fargo), \$18,810; Money Market Fund (Bank of Jackson Hole), \$202,448; and the Petty Cash, \$1,163. The total in the Ending Cash Balance (sum of Checking, Money Market Funds, and the Petty Cash) is \$660,250. Brian and Cheryl are investigating the establishment of a Money Market Fund with First Interstate Bank. Paul moved to approve the March, 2012, Financial Report. Brian seconded the motion. It passed unanimously.

Maintenance report: Kip reported that Chuck has no maintenance items for discussion.

Improvement and Service District (ISD) Issues: Wayne presented the ISD report.

- **ISD election:** Wayne and Gordon Gray were reelected as directors and John Shipman is currently the Treasurer.
- **Water system:** The water billing system is now working and the second billing is out. Gabe Klamer is helping to resolve water meter issues.
- **Water survey forms:** A second notice letter, including a water survey form, has been mailed informing residents that they should have their water system inspected for leaks before June.
- **Storage tank area:** The ISD is cleaning up the storage tank area. Some of the landscaping trees died, so the water system is being inspected and MD Landscaping will replace the trees.
- **NE-40 Townhomes:** Kurt Stout and Gordon are working on a plan to resolve the flooding in the NE-40 Townhome areas.
- **Snow plowing costs:** John Shipman analyzed the cost required to snow plow the entire Rafter J as a step in resolving the issue with the townhome residents.
- **Water well:** Wayne noted that the ISD is close to paying off the final expenses for the new well.
- **Staging area:** Westwood Curtis is in the process of removing the asphalt and concrete from the staging area. Brian inquired about cleaning up the dirt which clogs the drains on the road. Wayne agreed to pursue the issue. Paul asked if the ISD has money to clean up and beautify that area, including seeding or planting around the hill. Wayne agreed to look into this issue as well.
- **30-year financial plan:** Paul asked about the 30-year financial plan. Wayne replied that Kurt Stout was working on it. The office will receive a complete set of all plans and maps for the development along with a summary of dates when items were installed and replaced. This information will be used to project expected service life and maintenance cycles. Such data are essential for predicting annual expenses. As part of the overall project, Cheryl is developing a spreadsheet listing every residential connection in Rafter J.

Design Review Committee Report: Kip attended the last Design Review Committee meeting and reported the following.

- **Estoppel certificate:** The estoppel certificate request that the Design Review Committee received for a setback issue has been taken care of.
- **Signs for the Café Bean:** The DRC reviewed plans for signs at the Café Bean and gave conditional approval, noting the bottom of the sign cannot be below 7'-0" from the top of deck.

Homeowners' and Resident Issues and Concerns: There were no issues.

Discussion Items:

Correspondence:

- **Final Plat, Walden Pond Phase B, 2nd Filing:** The Rafter J Office received notification that an application for a Final Plat has been filed with the Teton County Planning and Development Department by Nelson Engineering on behalf of the owners Too Buds, LLC, and Mr. and Mrs. Kent and Mary Beth Riemody. The applicant proposes to replat the W. Eider Road cul de sac to accommodate emergency vehicle turnaround and snow storage near Lots 51 through 57.
- **Placement of signs in Rafter J:** Additional no parking signs were placed near the central mailbox shed. There was discussion that if the signage is ineffective, we could place boulders around the perimeter of the park or even consider erecting a wood fence.
- **Nominating Committee:** It was noted that Kip and Paul's HOA terms end this fall. Thus, a Nomination Committee should be established at next month's meeting.
- **Annual Homeowner's meeting date:** The Board discussed the possibility of August 21st or August 23rd for the annual homeowner's meeting. The decision will be made at the May meeting.
- **Pathways:** The Board questioned who has responsibility for maintaining the pathways in Rafter J. Paul agreed to check with Paul D'Amours, Rafter J Attorney.
- **2012/13 Budget items and fees for the next fiscal year:** Brian reported that he will have a 2013 draft budget available for the next Board meeting and requested input from HOA Board members regarding special projects. Potential projects he is aware of include landscaping around the storage area, extending the concrete apron around the central park, and, since the ponds are now permitted, reconnecting the ditch to the west pond. Ilene suggested budgeting for returning the dike road to a walking path. Brian agreed to discuss the issue with ISD. Following Board discussion on future budgeting, Brian said that he would use actual revenue and expenditures for the past three years in developing the 2013 budget.
- **Barb's file proposal:** The Board reviewed Barb's proposal for the Rafter J Office and decided to schedule a meeting with her for more detailed discussion.

Other Business:

- **Common space along the pond:** Brian reported the common space along the east pond, approximately 0.5 acre, has never been reclaimed. The neighbor's flowers, daisies, are encroaching on that area. Last fall, he had spoken with the resident regarding trimming the daisies and reclaiming the area with native grasses. Bids have been received to spray the daisies with herbicide, depositing 1" of topsoil, seeding the area with native seed mix, adding mulch, and placing a temporary fence around the perimeter to keep the geese out. Bid amounts are: Firewise Landscapes, \$7,754; Native Ecoscapes, \$9,636; and Yellow Iron Excavating, \$7,951. Following discussion, Brian moved to approve the Firewise Landscapes bid, Paul seconded the motion. It passed unanimously.
- **Park benches:** The Board discussed placing park benches and trees at strategic places in Rafter J common areas. Brian had previously received a bid of \$325, including labor and material, for each redwood-stained bench. Recycled plastic was also discussed. Brian suggested placing the benches in concrete pads. Kip agreed to ask Chuck to obtain additional bids for park benches and trees.

Adjournment: The meeting adjourned at 8:50 p.m.