

RAFTER J RANCH HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING MINUTES—APPROVED
September 28, 2010, at 7:00 p.m.
Rafter J Office

In Attendance:

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

Staff: Chuck McCleary and Cheryl Fischer

Homeowners: Wayne Flittner, Pam Zernis, and Marilyn Paul

Others: Scott Eastman and Jessica Johnson

President's Report: Kip MacMillan, President, called the meeting to order at 7:04 p.m.

Minutes (August 31, 2010): Paul moved to approve the August HOA minutes. Joe seconded the motion. It passed unanimously.

Financial Report: Brian presented the August 2010 Financial Report including the following total amounts: Revenue, \$10,126; Operating Expenses, \$24,929; and Net Operating Income, (\$17,360). He also reported the amounts in the Rafter J bank accounts: Checking (Wells Fargo), \$364,863; Money Market Fund (Wells Fargo), \$18,769; Money Market Fund (Bank of Jackson Hole), \$200,409; Petty Cash, \$588; and the Wells Fargo Weekend Sweep, \$0. The total amount in the Ending Cash Balance (sum of Checking, Money Market Funds, Petty Cash, and the Weekend Sweep) is \$584,628. Brian also noted that Cheryl is allowed to sign Wells Fargo checks. Paul suggested setting a limit on the amount that Cheryl can sign for. Brian stated that most of the monthly bills are less than \$500, and suggested that Cheryl be allowed to sign checks for those amounts; paychecks should be signed by the Board. Following discussion, Brian moved to allow Cheryl to sign checks up to \$500; any check amounts over \$5k would require two Board signatures, and amounts in between would require one Board member signature. Paul seconded the motion. It passed unanimously. Joe moved to approve the August, 2010 Financial Report. Paul seconded the motion. It passed unanimously.

Maintenance Report:

- **Weed spraying:** Chuck M. reported that he had asked Rolland Kuhr of Naturescape Designs to complete a form from Teton County Weed and Pest that must be submitted by October 20th in order to obtain a 40% rebate from the Teton County Conservation District Cost Share Program.
- **Sewer lifts:** Chuck stated that Delcon installed reverse switches in sewer lift one in order to back flow the pump. He also reported that there have been increased pump hours this summer in sewer lift three. This is probably due to sump pumps being illegally connected to the sewer.
- **Winter preparation:** Chuck noted that he is preparing for winter by getting the plow ready and having sand delivered.

Improvement and Service District (ISD) Issues:

- **Tract 2A:** Wayne Flittner reported that the water service connection agreement with lot Tract 2A has been signed.
- **Water supply:** The ISD received a request to supply water to the Squaw Creek Water District. They responded stating that they are not interested in discussing this option.
- **Software:** Wayne noted that the software problem for water billing is still not solved.
- **Audit:** The ISD completed an independent audit.

Design Review Committee Report: The Board reviewed and accepted the Design Review Committee report.

Homeowners' and Resident Issues and Concerns:

- Marilyn Paul, Jessica Johnson, and Scott Eastman were on the agenda regarding a request for a wedding and reception on lot 303 in Rafter J on Saturday, July 23, 2011 from 3-10 p.m. The couple (Jessica and Scott) asked to use the yard of Marilyn Paul and the Rafter J common areas for the event. They propose to erect a temporary tent in the Rafter J common areas, have a port-a-potty on site, and hire Alltrans to shuttle individuals to the wedding. The couple is inviting about 90 people and is considering having quiet music from a small acoustic band. Following discussion, the board was willing to accept the request, but asked that Scott and Jessica notify the individuals on Pack Saddle Drive, Stirrup Drive, and Diamond Hitch Drive of the upcoming event. Joe moved to accept the request with provisional approval and the Board agreed to prepare a letter. Brian seconded the motion. The motion passed unanimously. Cheryl will prepare the letter.

Discussion Items:

Correspondence:

- Tract 2A: The Board addressed correspondence from Kathy Koriakin, Architect with Hoyt/CTA Architects, regarding a letter of authorization addressed to the Teton County Planning Department for work occurring outside Tract 2A property in establishing a right of way across Big Trail Drive. The Board reviewed a proposed site plan and added some suggestions on the sidewalk placement. However, before final approval, the Board would like the Design Review Committee to review the request. Kip agreed to speak with Kathy Koriakin.
- Rafter J street signs: The Board reviewed estimates from Wedco and Drive Signs for the Rafter J street sign project. Brian reported that the estimates are for a sign size of 6"x 28"; Wedco proposed 4" tall letters while Drive Signs based their estimate on 3" letters. The road signs include an average of 17 letters per sign with lettering of stainless steel on a corten steel substrate. The estimate per sign is \$726 from Wedco and \$790 from Drive Signs. We are considering 45 signs, with one sign per street, including Big Trail Drive and Ten Sleep Drive. Brian also reported that the total estimated costs for the removal of old signs, attachment of hardware to 6'x6' posts, the Wedco estimated cost for 45 signs, tractor-mounted auger rental, concrete, and miscellaneous supplies is \$36,407. He added a 20% contingency for a final estimated total cost of \$43,688. The 2010/11 budget for signs is \$45,000. The present plan is that Chuck M. will install the sign posts. Brian will discuss the Rafter J street sign proposal with the Design Review Committee.
- Pond permits: The Board reported that they hadn't heard from Matt Ost diek of Rendezvous Engineering regarding the pond permits. Kip agreed to contact Matt.
- Mowing Rafter J common areas and vacant lots: The Rafter J Office received another request from a landowner asking to have his vacant lot mowed. Following discussion, the Board agreed that it was not Chuck's responsibility to do the work; landowners should contact commercial firms.
- Open exterior fires: Kip reported that the office has received complaints from homeowners about smoke from open exterior fires in the Rafter J subdivision. He has written letters to the offenders.
- Wilson ditch owners: Kip reported that a second letter was mailed on September 17th to the Wilson ditch owners stating that their accounts are more than 90 days past due. The letter also stated that if the balance due is not received by October 18, 2010, the Rafter J Ranch HOA will file a small claims suit.
- Annual audit: Paul will check with an accountant to obtain an estimate for an independent HOA audit.
- Covenant enforcement signs:
 - Design Review Committee: Kip reported that he had spoken with the Design Review Committee and asked them to establish rules for type, size, placement, number, and time period for temporary signs.
 - Too Buds: The Board agreed to send a third letter to Too Buds asking them to remove their signs before October 12, 2010.

Adjournment: Joe moved for adjournment and Paul seconded the motion. It passed unanimously. The meeting adjourned at 8:51 p.m.