

RAFTER J RANCH  
HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday June 23, 2020, 7:00 pm  
Online Meeting

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MINUTES

GIVEN THE CORONAVIRUS (COVID 19) ISSUES, THE BOARD FELT THAT FOR THEIR SAFETY, AND THAT OF RESIDENTS, THAT THIS BOARD OF DIRECTORS MEETING WOULD BE HELD ONLINE.

In Attendance:

Directors: Paul Boillot, Karen Jerger, Kip MacMillan, Chuck Rhea, and Pam Zernis.

Staff: Nancy Henderson, and Larry Lennon.

Property Owners: Mark Dalby, Bob Fishback, Hans Flinch, John Jolly, Sharon Lennon, Gina Lipp, Dawn Lotshaw, and Vicky O'Donoghue.

1. Call to order.

Paul Boillot, Vice President, called the meeting to order at 7:09 p.m.

2. Meeting format.

Paul reviewed the meeting ground rules: Attendees microphones will be muted. The Board will try to answer questions when a participant raises their hand by pressing \*9 if calling in, or by pressing the raise hand icon if using the online option. Public comments will be limited to two minutes. Homeowners on the agenda will be provided five minutes to speak, and will be able to respond to any Board questions. Recordings of the meeting are not permitted.

3. Homeowners' issues and concerns.

a) Hans Flinch (1170 W Brangus Dr., Lot 94): Trail proposal.

Hans, as a professionally licensed Landscape Architect, presented a three phase proposal and cost estimate to create an Inventory Analysis for Rafter J common space. The study will evaluate the functionality of existing space and propose improvements that can be made to the space. Phase one will document existing conditions, Phase two will create a survey of Rafter J property owner opinions, and Phase three will create a phased map of improvements. The Board discussed timing and the importance of owner input.

Following discussion, Chuck moved to approve Phase one and Phase two of the proposal, with completion by September 15, 2020. Pam seconded the motion. It passed unanimously.

Mark Dalby, who has previously submitted a trail proposal to the Board and completed three bridges throughout Rafter J, supports Han's proposal and offered to collaborate with him. Mark discussed interests such as preserving open space and developing a bike park, which are items that can be addressed in the survey.

Gina Lipp is concerned that improvements might infringe on her property line which encompasses the existing trail behind her home, alter the intended purpose of the road, have negative impacts on

the environment, and have impacts regarding the flood plain. Paul explained that the survey can address these issues, and the interests of outside agencies will be consulted.

Hans stated that his approach is a light touch on the land and his intentions are not to sacrifice wild spaces.

b) Bob Fishback (1550 W. Pinto Dr., Lot 196): Rafter J investments.

Bob thanked the Board for the vacation of May 2020 and June 2020 dues and asked how overpayments were being handled. Nancy stated that owners can be refunded or credits can be applied to water accounts, dependent on communications with the owner.

Bob would like Rafter J investments, currently being managed by First Interstate Bank, to be converted to CDs. Karen stated that the funds are invested conservatively, with a target return of 5%. Karen reminded Bob that the funds are handled by a professional advisor, and also noted that even though fluctuations have occurred, the current market value, since inception, is up \$27,000. The Board is comfortable with the current investment strategy. Owner opinions regarding this issue have not been polled.

Bob requested that HOA bank statements be distributed to owners. Following discussion regarding concerns with vendor privacy, it was noted that the Bylaws allow inspection of HOA books and records, and can be done by contacting the Rafter J office.

c) John Jolly (3440 S. Shorthorn Dr., Lot 132): East ditch embankment.

John believes the equipment used for maintenance of the eastside ditch in May 2019 caused slumping of the embankment which is located within his property. John requested assistance from the HOA in resolving his concern because the HOA was a partner in the project that lined the eastside ditch with bentonite. Paul and Chuck agreed to set up a meeting with John, to be coordinated through Nancy.

d) Dawn Lotshaw (3315 S. Cow Camp Dr., Lot 254): Cul-de-sac improvement.

Dawn requested to install the old Cow Camp street sign in the center of the Cow Camp Drive cul-de-sac. Dawn proposed to repaint the sign in earth tone colors, and has already had the ground utilities located. Following discussion, Larry suggested using a 4x4 post, Dawn will retain responsibility for maintenance of the sign, and Dawn will get approval of the paint color(s) from the Rafter J Design Committee.

Chuck moved to have Dawn proceed with the cul-de-sac improvement as proposed, with Larry's guidance. Kip seconded the motion. It passed unanimously.

e) Joe Gawaldo (1655 W. Big Trail Drive #801, Lot 327-029): Bylaws Capital Expenditures bid rule, CCRs trashcan rule, common area encroachment, appointed vs. elected Board members, HOA audit, recording of meetings, and Kadue (1795 W. Pack Saddle Dr., Lot 303) willows.

Prior to the meeting, Joe notified the Rafter J office that he was not attending and will discuss his concerns at the July Board meeting.

4. Approval of the May 19, 2020, Rafter J HOA minutes.

Karen moved to approve the April 28, 2020, minutes. Pam seconded the motion. It passed unanimously.

5. Financial report for May, 2020.

Karen reported that the HOA financial situation for May was good, net income was \$4,000 despite the \$28,000 decrease in income from the vacation of May dues. The investment portfolio showed some gains in May. As of today, since inception, the investment portfolio market value is up \$27,000.

Karen noted a \$420 expense for annual dues paid to South Park Ditch Company. Chuck stated that it is related to the diversion of water from the Gros Ventre River, for which Rafter J has water rights and is responsible, proportionally, for ditch maintenance.

Paul requested that on future reporting, the “memo” column on the check register needs to be expanded so that the description can be read in its entirety. Nancy will correct the check register format.

Paul moved to approve the financials as presented. Pam seconded the motion. It passed unanimously.

6. Maintenance report.

a) Common area.

Violations, including a tree fort, bike jumps, and dumped items with signs indicating “free” on them, have all been removed from the common area.

b) Sprinkler system upgrade.

Larry was unable to obtain a second estimate for updating the sprinkler system, but was able to get a discount by combining the upgrade with other projects.

7. ISD report.

a) Tensleep water main break update.

The roadways will be swept when the landscapers are done with hydro-seeding.

b) Big Trail Drive bridge repair update.

An expansion joint on the south edge of the Big Trail Drive bridge was repaired, and the asphalt of the adjacent roadway and pathway was repaired. Larry reported that the bridge continues to be structurally sound.

8. DC report.

a) Spaulding (3175 S. Beaverslide Dr., Lot 10): New cedar siding - Approved.

b) Nash (3075 S. Bridle Dr., Lot 322): Painting - Approved.

c) Chapdelaine (3435 S. Shorthorn Dr., Lot 136): Windows and doors - Approved.

d) Pitman (3095 S. Stirrup Dr., Lot 312): Metal roof - Approved.

e) Hobson (1550 W. Clydesdale Dr., Lot 165): Privacy fence - Approved.

f) Kennedy (1005 W. Brahma Dr., Lot 112): Doors, soffit, fascia, paint garage door and exterior, asphalt roof, and new deck - Approved.

g) Holden (1250 W. Fresno Dr., Lot 45): Shed - Denied.

h) D'Amours (1775 W. Pack Saddle Dr., Lot 301): Concrete driveway expansion - Approved.

i) PCJH (1515 W. Clydesdale Dr., Lot 156): Deck and patio - Approved.

j) Renbarger ( 3215 S. Double Tree Dr., Lot 277): Shed - Denied.

k) Casper-Eldredge (1655 W. Quarterhorse Dr., Lot 192): Paint trim - Denied.

9. Old business.

a) Rafter J annual meeting options.

Gateway Church has agreed to host the Rafter J annual meeting August 18, 2020, pending restrictions associated with COVID-19. Following discussion, Nancy will see if Gateway's audio visual equipment can be utilized for live streaming on Zoom. Kip will contact legal counsel regarding voting during a virtual meeting.

Kip suggested to have director candidates participate in a Webinar to discuss their candidacy, and post it in advance of the annual meeting. Following discussion, no action was taken.

Karen moved to accept Gateway's invitation to hold the Rafter J annual meeting, and to request audio visual support with the expectation of the HOA paying for the service. Kip seconded the motion. It passed unanimously.

b) Rafter J accountant position.

Paul reported that Dave Adams is unable to provide bookkeeping services for the HOA or ISD due to workload time constraints. Accounting firms that have worked with Rafter J have been contacted. Following discussion regarding firms that could work with the HOA and the ISD, the Board decided HKD & Associates as being the best option for the HOA.

Pam moved to accept HKD as bookkeeper for the HOA. Chuck seconded the motion. It passed unanimously.

c) Legal review of Rafter J Bylaws, Article XIII, Section 1, Amendments.

The Board reviewed a letter from Frank Hess, attorney for Rafter J HOA. Frank has reviewed the 2019 Board amendment to the Bylaws and determined that the Amendment was not made in accordance with the Bylaws and is not valid. Frank's recommendation is for the Board to have the members vote on the amendment at a special meeting of members or at the annual meeting.

Kip suggested correcting the mistake at the annual meeting. Karen offered to prepare an amendment presentation for the owners. Paul suggested that in preparing the presentation, the original Capital Expenditures Bylaw should be compared to the proposed amendment; the intent of the original should be reviewed to understand the purpose of facilitating bidding of expenditures, this should help with explaining the request to make a change.

The Letter from Frank Hess noted that Rafter J is also governed under the Wyoming Non-Profit Corporations Act. Karen and Chuck offered to contact Frank to clarify why the HOA files as a Wyoming non-profit corporation when it does not have non-profit status with the IRS.

Bob Fishback questioned the validity of the other Bylaw Amendments that have been made in the past, and asked how many votes are required to amend the Bylaws. Nancy explained that the Rafter J Bylaw Certification references the adoption of amendments, all of which were done at annual meetings, except the amendment adopted by the Board on February 9, 1999, which was from a balloting of members at the August 19, 1998 annual meeting. Nancy offered to follow-up with Bob regarding the voting requirement.

d) VonGontard communications.

Nancy researched, and verified that communications were made to VonGontard representatives, thanking them for their efforts regarding eastside ditch maintenance.

Karen reported that Boni Westcamp received a revised eastside ditch Maintenance Guide.

10. New business.

a) Term expiration for two Board positions, candidate statements are due July 17, 2020. Karen suggested sending a stand-alone email to owners, notifying them of open Board positions. Following discussion, Kip volunteered to Chair a Nominating Committee and Pam volunteered to serve on the Committee.

b) Resident claim: Broken truck window.

The Rafter J office received a claim by a resident regarding a broken truck window. The Board asked Nancy to invite the resident to the July meeting to discuss the claim.

11. Review action items.

The Board reviewed the action items and removed those that were completed.

12. Adjourn.

Paul adjourned the meeting at 9:31 p.m.