

MINUTES

Rafter J Annual Homeowners Association Meeting

**August 19, 2003; 7:00pm
Jackson Hole Christian Church (in Rafter J)
Jackson, WY, 83001**

I. Call to Order

Parliamentarian Dwight Reppa called the meeting to order at 7:05pm.

Directors/Officers/Staff present:

Bob Henderson	President
Jim Huspek	Treasurer
Vern Martin	Secretary
Chuck Rhea	Vice President
Dwight Reppa	Parliamentarian
Don Martin	Board Member
Cheryl Fischer	Office Manager
Lindsey Saunders	Recorder

Quorum: Vern Martin reported that the members present combined with the proxies already received constituted a quorum with regard to election of Directors.

II. Minutes

Minutes from the 2002 Annual Homeowners Meeting were distributed to all attendants prior to the Call of Order. Minutes carried by a unanimous approval.

III. Introduction of the President – Bob Henderson

President Bob Henderson introduced Board of Directors and staff. Personal anecdotes were shared about each member and their contributions to the Board. Special recognition was given to all members.

Bob Henderson shared the highlights of the President's Report. He opened by congratulating the "outstanding support in a year of significant hardships and changes", considering Rafter J is currently suffering from major infrastructure problems, namely a failure to establish a 'replacement fund' until 2001; necessary repairs delayed as a result. The Board is now depositing \$5416.67 into the replacement fund per month. Recognition was given to all Board members as demonstration of dedication to the matter: attendance at 6 workshops, countless special meetings, sessions, meetings with officials, etc.

Other Highlights in President's Report:

Enforcement of Covenants and the Rules: Bob Henderson stressed that compliance with the terms of rules is mandatory; without compliance, interests of all homeowners are compromised. Though the Board is working on compliance with policy-terms to include possible imposition of fines, the Board of Directors currently does not have ample power to do so. An amendment to give the Board more power to enforce those not acting under compliance is being considered.. Previous and current infractions are dealt with by mailing letters to non-complying parties and such method has proven to be affective overall thus far.

Infrastructure Needs: Roads being rebuilt are to be funded as follows: ½ by county, ½ by 15 year special assessment to homeowners **Galvanized Iron Pipes:** Repairs need to be made to pipes due to decay, which has resulted in leaks. Currently, \$25,000 has been spent in fiscal year 2002/03 to fix pipes on an as-needed basis. The Board is working on a project through ISD to replace all pipes in the future.

Unbudgeted Income: The following repairs were accomplished as a result of unbudgeted income received:

- Sewer lift stations \$67,000
- Manholes \$9600

IV. Financial Report/Budget – Jim Huspek, Treasurer

Copies were distributed to all homeowners that attended the meeting. Treasurer Huspek noted the change made to the budget format from income statement to cash-flow statement (Distributed copies represented the format that reflects cash-flow income).

A new category has been added to the budget: Major Repairs/Replacements, which will be financed by excess cash this year.

The total budget for the prior fiscal year, was \$477,619. The total for this fiscal year, beginning July 1, 2003, is \$421,919.

Question:

Gary McConnell (Lot No. 325-027) asked about the difference between the Homeowners Association (HOA) and the ISD and what is the funding.

Response:

- ISD Wyoming Statutes provide for the formation of improvement and service district that has certain governmental powers for funding improvements and maintenance, etc., It can also perform functions that homeowners assoc. can perform including paving streets—founded in 1996—established to foresee capitol improvements
- The homeowner’s assoc. assessment bill (\$198) will go toward operating costs for street repairs and such through the ISD.

Question:

Greg Olson (Lot No. 326-003) asked, “1) Did we go with higher deductible in homeowners’ liability insurance, (he expressed concerns about introductory rate) and 2) “Did the Board receive a new vehicle? What are those costs listed in the budget?”

Response:

- 1) Treasurer Jim Huspek replied that Bob Henderson found a new company out of Laramie that specializes in this type of insurance, provides better coverage, and charges a rate slightly lower than what we have been paying.
- 2) No, the Board did not budget a new vehicle under Vehicles and Equipment. The costs under this budget item represent all expenses related to our vehicles (loan payment, fuel, maintenance) and equipment (sander, snow plow, loader, lawn mower, etc.).

Question:

Estela Torres (Lot No. 325-21)—“What kind of expenses are in the Emergency Fund and the Replacement Fund?”

Response:

The Replacement Fund is a reserve fund to deal with infrastructure in the future; the Emergency Fund is a liquid fund to cover unexpected costs and crises that may arise. –Explanation provided by Jim Huspek.

For clarification purposes, President Bob Henderson added that neither fund would go toward the galvanized pipe replacement. The Replacement Fund is designed as a provision to infrastructure that will fail over time (15-20yrs.). The Emergency Fund covers unexpected failures/issues/crises such as the \$25,000 used this year to replace the most critical water pipes.

Question:

Gary McConnell (Lot No. 325-027) asked the Board if there exists a level of money the Board wishes to ascertain for the Emergency Fund and if so, what is that goal?

Response:

There currently is no specific goal. However, Jim Huspek stated that this Board will put an additional \$70,000 into that fund to cover any emergencies that could occur.

Follow-up question was asked by Gary McConnell:

Why is the replacement fund being accumulated by the HOA and not the ISD and are we going to hand that money over to ISD?

Response:

Bob Henderson said the Board is working on a way to combine the two, however, at this point, it is still the responsibility of the HOA to transfer the funds for specific functions to the ISD and he notes the confusion represented. This hasn't been dealt with thus far as a matter of priority.

Question:

Wendy Meyring (Lot No. 155) inquired about the legal fees incurred by the persons not compliant with the covenant rules and if those fees were charged to the homeowners.

Response:

Bob Henderson assured Wendy that in both incidences, attorney's fees were not recovered, and generally speaking, he believes that once people see that they have to face legal action, they usually comply.

Two other financial questions were asked by Wendy:

- 1) *What is contained in this years "Interest and Other Income" category?*
- 2) *Do commercial lots pay more in maintenance fees, i.e. road maintenance?*

Response:

- 1) There are multiple items in the "Interest and Other Income" category, but the major items are Administrative Fees (late charges on Homeowner Fees), a one-time anticipated Water Tap Fee of \$18,000, and our Interest/Dividend Income. We anticipate that our Interest/Dividend Income will go up this year since the Board will be placing much of our reserve cash in higher-paying, but liquid investments.
- 2) Concerning the commercial lots, the only lot that places a demand on Rafter J living infrastructure is the Assisted Living Center, which will pay substantially more in fees.

Question

Patricia Campbell (3140 King Eider Road) is still not clear on who picks ISD Directors and the length of their terms.

Response:

The three directors are chosen in a general election. Each serves a three-year term, one elected per year, resulting in a new director each year.

Question: *Peggy McAvoy (Lot No. 294) asked the Board, "Why do you keep raising storage fees when there's no significant storage improvement? Also, will there be some type of markings so that neighbors know they're in your spot?"*

Response:

Chuck Rhea explained that the new fees are to de-weed storage areas and provide for other necessary cleanup. YES, adopting the use of a sticker tagging system to identify lot numbers is also part of the improvements.

V. Old Business

No old business was discussed.

VI. New Business

A. Board of Directors Election: Vern Martin – Secretary

There are two openings this year: a 2-year term and a 3-year term. Thanks were given to old members for their service (Bob Henderson-President and Vern Martin-Secretary). Nominations closed with no new nominations. Motion by Wendy Meyring (Lot #155).

B. Discussion items:

(1) Update on Improvement and Service District/County Project – Chuck Rhea

The New Well House is underway. Drawings are up for bid in about a month—Wyoming Water commission is just about ready to stamp approval. Road repave project will probably commence next year.

(2) Update on Covenant Enforcement – Bob Henderson

A happy medium remains to be seen between the criticism on both sides of strictness and leniency of enforcement. Most important issues of noncompliance include: people who don't maintain lawns, park trailers/cars where they don't belong, speeding on roads, and lack of control for their dogs. Speeding on roads is the most difficult issue to control.

(3) Update on Assisted Living Center-Vern Martin

Completion of the exterior of the Center is set for this fall. Total completion is estimated for the following spring.

Question: Peggy McAvoy (Lot No. 294) asked how much traffic the [Assisted Living] Center will incur.

Response:

President Bob Henderson claims they will not be a significant source of new traffic, though the center will cause added traffic on behalf of the building's staff. However, how much traffic remains to be seen.

Question: Jeff Bates(Lot No. 233)–What is the status as to the architecture view committee? Were submissions sent to committee on T11 sighting issue? Is it true? Jeff also offered to participate on the committee to help determine the fees with Vern Martin and Don Martin.

Response:

Bob responded that it looks like they are going to comply with the design committee specifications. Jeff was accepted as third member of the committee to determine the fees.

(4) Vandalism problem- Don Martin

Rafter J is currently experiencing these types of vandalism acts: graffiti on a water tank, driving on grass rather than the road, vandalism on private property such as B.B. holes shot through homeowner's window, keys broken off in keyholes of the two package-holding lockers of one postal shed, and hacking into telemetry lines that link to the control building, resulting in an inability to alert the proper pump lines in the case of a fire. Since vandalism is a sheriff-enforcement problem rather than a covenant-enforcement problem, all incidences must be reported to Cheryl Fischer at the Rafter J Office. As a result to vandalism, Bob Henderson recommends commencing a neighborhood watch program. Again, talk to Cheryl if interested in participating in a neighborhood watch program.

Statement: Watt Hyer (Lot No. 53) confirmed that kids waiting for the school bus were to blame for the mail box incidents.

Question: Kelly Hanson (Lot#24) -What is the Board's protocol for complaints?

Response:

According to Bob Henderson, the protocol varies based on severity of complaint. The general protocol is as follows:

- 1) Submit written report of complaint for some basis for taking action.
- 2) Letter is sent out—forms for just about every type of problem.
- 3) Follow-up letter if no action taken.
- 4) Contact attorney.
- 5) File suit—occurred once last year.

Question: Nick Zawacki (Lot No. 273) wondered if there has there been any thought to having a website for the association?

Response:

Yes. Anyone interested in creating the site should contact Cheryl. Currently, the association has an email mailing list with 165-170 names. As this provides an easier media to communicate to homeowners, please send address to Cheryl if not on the list.

VII Adjournment

There being no other business, the motion was made, seconded, and passed to adjourn. Meeting adjourned at 8:58pm.