

**RAFTER J RANCH
HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING
Tuesday, March 22, 2016
Rafter J Office**

MINUTES

In Attendance:

Directors: Kip MacMillan, Paul Boillot, Joe Greene, and Bing Linhardt

Staff: Cynthia Wiley

ISD Member: John Lotshaw

Homeowners: Vickie Memmer, homeowner

1. Call to order.

Kip MacMillan, President, called the meeting to order at 7:02 p.m.

2. Homeowners' issues and concerns.

- a) Vickie Memmer (1220 Angus Dr., Lot 86). She asked the Board if the Rafter J website can be updated to allow homeowners to pay HOA fees and ISD water bills online. The Board's concern is the cost associated with credit card usage; however, homeowners can pay Rafter J bills electronically via their bank with no charge to Rafter J.

Vickie also expressed concern about increased light pollution within Rafter J. The CC&Rs calls for external downward-facing lights of 75 watts. Rafter J suggests homeowners switch to LED lights of equivalent brilliance, 10-13 watts, with a temperature of 2700-3000 K which is in the incandescent range.

In addition, she asked the Board to consider installing containers in Rafter J for grass and tree limbs (yard waste) pick up. The Board informed her that individual homeowners can have yard waste picked up separately by, for example, Westbank Sanitation.

Vickie thanked the Board.

3. Approval of the February 23, 2016, Rafter J HOA minutes.

Bing moved to approve the February 23, 2016, minutes. The motion was seconded by Paul. It passed unanimously.

4. Financial report for February, 2016.

Following discussion of several line items, Paul moved to approve the financial report. The motion was seconded by Bing. It passed unanimously.

5. Maintenance

There are no current issues other than replacing the Rafter J northern entrance sign which was destroyed by an automobile collision. The Board discussed possible design and lighting changes for the new sign.

6. ISD

John Lotshaw, ISD Treasurer summarized current ISD issues.

The HOA Board asked whether recent water leaks in Rafter J were indicative of a systemic problem due to improper preparation of the pipe bedding. If so, it was suggested to consider initiating a phased replacement of the water main.

John stated that the ISD Board was aware of the issue, but upon analysis decided that, at present, the most cost-effective plan is to repair leaks as they occur. The current pipes are only halfway through their expected lifetime. There are not sufficient data to know whether the number of recent pipe breaks represent a trend or is simply an aberration. The ISD Board will continue accumulating data and, if necessary, reviewing alternative approaches. Cynthia noted that Rafter J water usage is at an all-time low now that recent leaks have been fixed.

John reviewed the financial status of Rafter J water usage and concluded that the ISD does not foresee, based on known requirements, a need for an increase in water rates during the near future.

The HOA Board asked when Rafter J street sweeping (winter sand pick up) will occur. John answered that it should be accomplished by the end of April.

The HOA Board asked if the ISD recycled the swept sand for use during subsequent winters. John agreed to check on this point.

7. Old business.

None.

8. New business.

a) Lien vs. small claims court

Paul D'Amours, attorney for Rafter J, suggested that the HOA Board utilize small claims court rather than lien filing to handle egregious homeowner fee delinquency. The Rafter J Administrative Fee Policy provides us with the choice of the two approaches.

Cynthia suggested updating the Administrative Fee Policy "Collection of Account Past Due" by deleting the first sentence: "An Account Statement shall be mailed when the account is 30 days past due." The HOA Board suggested that delinquent homeowners be responsible for lien filing or small-claims court costs incurred.

Paul moved to approve the suggested changes to the Administrative Fee Policy. The motion was seconded by Bing. It passed unanimously.

b) Design Guidelines update

Bing moved to put the proposed Design Review Committees changes to the Rafter J guidelines up for vote at the annual meeting in August, include links to DRC changes in the Rafter J website, mail hard copies to homeowners, and upload a notice to the Rafter J Facebook site. The motion was seconded by Paul. It passed unanimously.

9. Review action items.

The Board discussed the Action Items and removed those which have been completed.

10. Adjournment.

Bing moved to adjourn; the motion was seconded by Paul. It passed unanimously. The meeting adjourned at 8:13 p.m.