

**RAFTER J RANCH HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING  
MEETING MINUTES—APPROVED  
January 25, 2005 at 7:00 p.m.  
Rafter J Office**

**IN ATTENDANCE:**

**DIRECTORS:** Vernon Martin, Kip MacMillan, Don Martin, Jim Huspek, and Chuck Rhea

**STAFF:** Cheryl Fischer

**GUESTS:** Matt Ostdiek, with Rendezvous Engineering

**CALL TO ORDER:** Chuck Rhea, President, called the meeting to order at 7:00 p.m. Chuck R. also gave a brief meeting summary.

**MAINTENANCE REPORT:** Chuck McCleary was not at the meeting but Jim had talked to Chuck M. and he had only one item to report. Jim reported he had bought two new tires for the Chevrolet truck. It was further noted that everything else is working and there were no problems to report.

**BOARD MEETING SCHEDULE THROUGH JUNE 2005:** Chuck Rhea mentioned the meeting schedule that he had sent out and asked for any objections. There were no objections noted and the schedule was accepted.

**MINUTES: (DECEMBER 21, 2004)**

Chuck Rhea asked the Board if more time was needed to read them before approval. Jim stated that some items needed to be clarified but not substantially. Jim moved to approve them but before they are mailed out he would like to review them further and get his suggestions to Vernon. Don seconded the motion subject to the understanding that all directors have an opportunity to review the clarifications and that they won't be anything substantial or substantive. All were in favor.

**ACCEPTANCE OF THE FINANCIAL REPORTS:**

Jim stated that there is one item based on the Board's action last month reflected in the report, which was to increase the Improvement and Service District (ISD) budget number under Major Repairs and Replacements by \$25,000 from the Emergency Fund. Jim further reported that, as yet, the ISD hasn't had to touch that. Kip moved to accept the financial reports for December. Vernon seconded the motion. All were in favor.

**A.G. EDWARDS FORM:** Chuck Rhea mentioned the sign-up form from A.G. Edwards. Comments followed and the form was sent around for everyone to look at and fill out.

**ENGINEERING REPORT:** Matt Ostdiek gave updates on the following projects:

**Water Project:** Matt reported that it is moving along slowly but it is progressing. Matt gave updates on the walls and floors of the building. He noted that Hansen is continuing to do all the pipeline work. Progress is really slow because of the weather, crews, and groundwater. They got all the piping to the wells in place and are starting to run the piping out of the building to the Rafter J water supply. Matt commented on the 12" line that runs along the access road and the uncovering of the town interceptor sewer main line. It appears the sewer line is lower than expected, which saves some money on the budget. Matt noted an issue that came up in which Lower Valley Energy hadn't been contacted on the power upgrade. Matt noted their electrical engineer talked to Lower Valley a couple years ago but hadn't followed up recently. So Matt did the follow-up last week. Matt shared information on a transformer upgrade and noted some incurred costs in getting conduit over to the existing transformer. He is trying to go least expensive way. Matt mentioned that a discharge permit was obtained for pumping all the water. Readings on the discharge aren't coming out very well at all; it is really muddy. Matt also noted that Game and Fish looked at the project last week and it wasn't impressive. Matt noted they were pretty reasonable about the situation and they are coming back and checking again in another two weeks. Matt shared information on the permits and Chuck R. mentioned giving Game and Fish a call. Jim also questioned if March is when Weber should be starting on the new well. Matt noted he would like to get Weber going just as soon as Hansen is out the way. He would like to see Weber down here in a couple of weeks.

**Pay Applications:** Matt mentioned that he had several pay applications that need to be signed. Matt further shared comments on the pay request from Hansen and their contract for the well piping. It was also noted that Rafter J has another application into the state in which the money has not been deposited; Matt noted Rafter J probably needs to call the state people responsible.

**Crawl Space Inspection:** Matt noted the inspection guy is working really well and the Rafter J people have been pretty good to work with. It was also noted that, as of last week, over 70 inspections had been completed, so as of the meeting, presumably close to 100 have been completed. Matt further noted they are gathering a lot of data and he is hoping to provide that to the contractors. Matt noted the bills on that work and will split up the cost between the Clean Water Loan and the Drinking Water Loan.

**Bid Packets:** Matt reported that they are gathering information to establish plans on the improvement project and they are focusing on the western side of Rafter J. Matt mentioned he would be looking at bid packages by mid-February.

Easements: There was discussion on the easements for the Townhomes/Twinhomes and it was further noted to set up meetings with them to discuss the easements and to answer any of their questions. Jim also noted that the Rafter J Board is going to have to sign an easement too. Chuck R. noted it is basically QuitClaims to everything that is out there on the homeowner's property. Jim agreed and noted there is an exception or two on the common ground. Jim noted that, because the involved area is so big and complex, a physical survey to identify what is going through there might have had to be done, but what he tried to do is to roll all the easements that the Homeowner's Board already has over to the ISD. Jim reported that the ISD wants to be able to use the HOA easements that already exist such as those under all the roads.

Storage Tank: Matt noted there was no news on the storage tank and that we are waiting on the Legislature to pass the Omnibus Water Bill. Jim also mentioned that he had emailed Keith Gingery and Grant Larson to alert/remind them this issue is coming up and Rafter J would appreciate them keeping an eye on it. Jim further noted that Keith Gingery responded immediately stating that he would.

Generator: Matt mentioned that the generator is supposed to be delivered the second week of February.

**CORRESPONDENCE AND DISCUSSION ITEMS**: The Board reviewed and discussed the following items:

Dr. Richter's Water Line: The Board discussed a letter from Hank Phibbs, Attorney, regarding the water line across Dr. Richter's property. After discussion the Board and agreed to have the Rafter J Attorney review the letter.

Jackson Hole Christian Center Church: Chuck R. noted Rafter J received a letter from the church regarding the Rafter J Water System Improvements construction activities that may have gone on the church property. It should be noted that Rafter J is expected to restore the area.

Information from DEQ: Chuck R. noted that Rafter J received a permit for the Rafter J HOA from DEQ with approvals.

Teton County Letter: Jim shared information regarding the hand-delivered letter of credit to the county and at the end of the project the county prepared a letter to our bank releasing the letter of credit.

Line of Credit from Jackson State Bank: Jim noted that Rafter J doesn't have paperwork yet from Jackson State Bank.

Church Easement: It was noted there has been no communication. After discussion Kip noted that he would call Bill Schwartz the next day and would send the Directors an email as to the status.

Speed Enforcement: Kip mentioned that he had spoken with Teton County Sheriff, Bob Zimmer, and had obtained some ideas from him. Kip further noted that Bob couldn't enforce traffic ordinances or laws on private property. Kip questioned the possibility of contracting with the county and Bob responded that would be doable but Rafter J would have to contact Stephen Weichman, Teton County Attorney, and go from there. Kip asked the Board if they wanted him to contact Weichman on enforcement. After discussion it was noted to hold off contacting Weichman.

Privacy Policy: Vernon noted that it relates to individuals requesting information. The policy also deals with providing information relative to the Directors, property owners and residents, and employees of Rafter J. Vernon also shared information in including the providing of mailing labels into this policy. Vernon stated that he is looking for some feedback as to whether the policy needs to be amended in some way. After discussion Chuck R. mentioned it would be on the agenda next month.

Web-Site: Vernon noted that he hasn't done anything with that.

Assisted Living Center Fees: The Board continued discussion on the Assisted Living Center Fees. After much discussion, it was noted that Chuck R. would draft a letter to note the amounts that the Board is proposing. (The amounts would be effective as of January 1, 2005).

Job Descriptions: It was noted that the Board got a message from Bob Henderson that he is working on them.

Health Sub-Committee: Chuck R. noted that he provided a survey from the State Department of Employment on employee benefits. Chuck further shared comments on health insurance. It was also noted that Kip MacMillan and Chuck R. are the sub-committee.

Delinquent Property Owners: Chuck R. gave a quick summary on the delinquent property owners. The Board discussed the delinquent accounts and noted the action to be taken on those property owners.

Jerry Wilson and Partnership Accounts: The Board discussed these accounts. After discussion, Jim suggested sending Mr. Wilson a courtesy letter, be it from an attorney or from the Board, advising him of our intention to file a lien on Lots 331 and 332 unless the outstanding debt is cleared up. Kip noted that sending such a letter is the action ordinarily taken preceding a lien. Kip also suggested writing off the debts on the 22 Walden Pond lots, but Jim suggested holding off until budget time. Kip moved to do our normal processing prior to and up to and including putting the lien on the two pieces of property, Lots 331 and 332. Vernon seconded the motion. All were in favor. Chuck R. noted it will be done.

Insurance Package renewal for the Homeowner's Association: Jim shared information on the insurance and further noted there are no problems and it is progressing.

Copier Maintenance Agreement: Cheryl gave an update on the copier maintenance agreement and will check in on some other options.

**ADJOURNMENT**: Don moved to adjourn the meeting. Kip seconded the motion. All were in favor. Meeting adjourned at 10:02 p.m.