

**RAFTER J RANCH HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING  
MEETING MINUTES—APPROVED  
July 26, 2005 at 7:00 p.m.  
Rafter J Office**

**IN ATTENDANCE:**

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

**STAFF:** Cheryl Fischer

**GUESTS:** Charlie Ross; Matt Ostdiek, Rendezvous Engineering; and Paul D'Amours, Hess, Carlman and D'Amours

**CALL TO ORDER:** Chuck Rhea, President, called the meeting to order at 7:03 p.m. and gave a brief meeting summary.

**MAINTENANCE REPORT:** There was no maintenance report.

**MINUTES: (MAY 24, 2005)** Jim Huspek moved to approve the minutes. Vernon seconded the motion. All were in favor.

**ACCEPTANCE OF THE FINANCIAL REPORTS:**

Jim Huspek presented the June Cash Flow Report to closeout the fiscal year from July 2004 to June 2005. Although the budget represented spending almost all of the emergency fund actual spending didn't come anywhere close to doing that. The operating expenses were less than budgeted and Major Repairs and Replacements spending was less than anticipated. As a result, the emergency fund was not used as much as anticipated. Vernon moved and Jim seconded to approve the June 2005 Cash Flow Report. All were in favor.

**JACKSON HOLE CHRISTIAN CENTER CHURCH WELL EASEMENT:**

Chuck Rhea mentioned that Paul (D'Amours), Attorney presented two completed Utility and Well Easements. After discussion, Jim moved that the HOA give Chuck Rhea the authority to sign the Utility and Well Easement with the church on behalf of the Board. Vernon seconded the motion. All were in favor. Paul also notarized Chuck Rhea's signature on the easement.

**Improvement and Service District (ISD) Issues:** The following ISD-related information was reported to the Homeowners Board.

**ENGINEERING REPORT:** Matt Ostdiek gave an update on the following issues:

**Water Project:** Matt reported that he had walked through the well building today with Hanson. It was noted that Hanson has to put some crushed gravel on the road. Matt also noted that the tie into the new well was still not completed but Weber was needed to be here to do so. Comments followed and Matt thought that Weber would be here the next week. Vernon asked if there is still a possibility of recovering the new well. Matt shared comments and would let the Board know the status. Matt further noted that all the other contracts on the generator, chlorine system, the building itself, and Delcon's work are nearly ready for final payments. There are a few punchlist items on the telemetry system and there were still a few alarms but it was reported that Teton Communication had made another attempt to resolve the problems that seemed to take care of the communication failures so far. Matt also noted that he never did get a contract amendment submitted for the additional engineering fees that had been discussed some months ago. Matt further noted he would present that to the ISD for signature. Matt also mentioned he had drafted a contract amendment to the Water Development Rafter J Contract to get the water tank work going.

**Highway Crossing:** Matt reported that there were no problems with the Highway crossing on the Tensleep line but there is a head gate installed in the ditch in-line with where the new pipe line came through. It was noted the contract included a bid item to take out this head gate during the work and then restore it. Matt reported getting calls from people who live south of Rafter J about this head gate because water was flowing from underneath, eroding the soil. Matt noted observing it further and also reported that he would probably write a letter to the county and notify them of the problem. The Board and Matt had more discussion regarding ideas and some action to take on the ditch.

**Infrastructure project:** Matt reported working with Macy's over the last two to three weeks TVing approximately 60 sewer service lines that were identified earlier as problems to verify the problems. Some lines did not seem to have any problems. Matt noted they had found a gas line installed by Lower Valley that went through a sewer service and was admitting a lot of ground water. Matt believed it was scheduled to be repaired the next day by Lower Valley. Matt believed that only one remained. He still wants to get construction going this fall.

**Water Meters:** Matt commented on the need to spend the \$180,000 in the Intergovernmental Agreement for water meters because the county would prefer to close out the bond. The Board and Matt discussed options for the money. After discussion, Matt noted that with Craig Jackson he would explore and would get back to the Board.

**New Storage Tank:** Matt reported he had a soil engineer from Billings do a test. Matt also noted that he did not have a contract for that work yet but went ahead and got the soil report last week and is ready to go to work. Matt stated that he had done this because it the soil engineer was available for another project and it saved some cost to have the Rafter J test done at the same time. Matt had the site surveyed and plans on placing the new tank on the south side of the gully so there is still a corridor for water and for people to walk through. He is trying to keep the tanks at the same elevation. He noted they could be at different elevations but doing so would require more sophisticated controls. Matt noted the two tank capacities would be similar.

Chip Sealing: Matt noted he didn't know when this was scheduled. He knew Evans was putting away expansions from the bridge so he assumed they might be getting close. Matt noted that usually the best chip seal weather is from July through August. Matt thought he had heard a rumor that Evans was getting geared up for the chip seal crew. There were also comments in striping the sides of the roads. Jim further noted that Wayne Neal had indicated it would probably occur the first of August. It was also noted that Hunt Construction had filled in the corners in the turning radius on 14 places.

Grass Seed: There were comments on re-seeding the grass but it was decided to wait until later this fall. Jim noted that he told Chuck M. to throw a handful of grass seed along the highway so that WYDOT knows that Rafter J had made an effort. More comments followed about the seeding and it was noted that Weed and Pest stated there were no noxious weeds developing and what was developing were annuals. Jim stated that he got back to Craig Jackson who had another guy see if there was any grass coming up. Jim further noted that they have not responded yet as to what they are going to do, if anything, but if there is no grass coming up. Even Craig Jackson agreed that grass should be coming up by now and that there might be a problem. Jim stated that the county would have to get the contractor back to do something.

#### **HOMEOWNERS' ISSUES AND CONCERNS:**

Charlie Ross was on the agenda regarding a proposal for the Corral and Stables Lot 332. Charlie handed out a letter for the Board to read regarding his proposal. There were comments on road easements and the issue of interpretation of what constitutes buildings and facilities for keeping and maintaining and caring for livestock and how the residential component under the site plan fits into that. It was noted that the Design Committee didn't have any objection to this aspect other than the two issues of road access and additional clustering of buildings on the property and that they did not feel comfortable of approving the site plan without Board of Director involvement on that issue. Chuck R. shared comments on the residential issues. Then the Board and Charlie further discussed the interpretation of commercial and residential, seeking a covenant change, and revisiting the plat. After much discussion it was suggested that this request be tabled to let the two Boards communicate a little bit.

Other Items: The Board discussed a letter from a homeowner describing a deposit buildup in the toilet along with a deposit sample from his toilet. After discussion it was noted that it did not seem to be a Rafter J problem and it sounds like an internal plumbing problem. Jim also noted that he asked Chuck McCleary to call the homeowner. It was further noted that if the homeowner had a problem with the Board's determination he could always attend a Board Meeting.

#### **DISCUSSION ITEMS:**

Correspondence: The Board reviewed the incoming and outgoing correspondence along with a request for providing the Jackson Hole Daily paper at the Rafter J Office. After discussing the request it was decided to not provide the papers at the office.

Konitz/Richter Correspondence: The Board and Matt discussed the correspondence.

Budget: Jim Huspek shared information on the budget and the budget numbers. Jim further stated that the numbers were derived based on what was anticipated and based on history. There were also comments on the Homeowner's budget indicating that road, sewer, and water system maintenance had moved from the Homeowner's budget into the ISD's. There were comments on the Rafter J contribution of \$184,000 to the ISD which includes \$65,000 to continue to build the Replacement Fund. The rest of the \$184,000 is anticipated to be the ISD operating expenses minus the income from Adams Canyon and South Park Service Center and the two maintenance incomes to the ISD from special assessments. There were comments that the Homeowner's reserves will be in the Emergency Fund. There was more discussion on the previous year's budget along with this year's budget. It was noted that only the responsibility for certain things necessary to care for Rafter J have changed. It was further noted there is no new expense; the responsibilities for the expenses have shifted. More discussion followed regarding ownership and the transferring of the infrastructure from HOA to ISD. Then the Board went into an executive session to discuss employee compensation for the fiscal year. After the executive session, Vernon moved to adopt the HOA budget as indicated for July 1, 2005, through June 30, 2006. Jim seconded the motion. All were in favor.

Covenant Violations: It was reported that two complaints were in the mail to some homeowners. The Board also discussed individuals whose houses needed painting. After discussion, Chuck R. asked Vernon to draft a letter for painting of houses.

Other items: Vernon mentioned that he had met with Lower Valley Energy that afternoon and he asked them to set up an ISD account. He asked them to transfer the bills for sewer lifts, the pump house, the north and south entrance lights, and the water tank to the ISD and leave the office and shop on the Homeowner's billing. Jim also noted that the HOA budget for the utilities had been decreased and a utilities item was created and adjusted on the ISD's budget. Vernon also stated that he would contact Qwest to get the bill for the pump house phone line transferred to the ISD. Then he wants to set up DSL on the line but wants to wait on that until the phone line billing has been transferred to the ISD. Other items noted were to defer the discussion of job descriptions and the Board discussed the annual meeting mailer and items on the annual meeting agenda.

Covenant Amendments: The Board discussed amending the covenants regarding the archival language for items that are no longer applicable and the transfer of infrastructure responsibility from HOA to ISD. There Board also had comments and thoughts related to the basic Rules, Bylaws, and Covenants.

Delinquent Property Owners: Comments were noted on the delinquent property owners.

Debit Cards: Jim Huspek reported that he had not been successful in getting back to Bill Scarlett, Jackson State Bank, regarding debit cards for the Board and Staff. Jim did report that Bill Scarlett had said it was not a problem and the cards could be issued to anybody that the Board identified. It was also noted that such a card would be tied directly to the Homeowner's checking account and that for the bank to do issue card(s) would require a resolution of the Board. Jim thought the idea of a debit card is good. It is just a matter of whether the

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Board wants to proceed and to work out the details of who would get one. Chuck R. noted that he thinks it is something that should be done but noted that Board action could be delayed until next month. It was also noted that it costs nothing for the cards. After more discussion it was noted to keep this on the agenda and talk about it a little more over this next month and take action next month.

Office Closure: There was discussion in closing the office one day a week. After discussion it was noted to close the office on Wednesdays and to put a sign in the window.

**ADJOURNMENT:** Jim moved to adjourn, Vernon seconded the motion. All were in favor. The meeting adjourned at 10:48 p.m.