

**RAFTER J RANCH HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING
MEETING MINUTES—APPROVED
October 24, 2006, at 7:00 p.m.
Rafter J Office**

In Attendance:

Directors: Vernon Martin, Kip MacMillan, Joe Greene, Jason Wells, and Chuck Rhea

Staff: Cheryl Fischer

President's Report: Kip MacMillan, President, called the meeting to order at 6:54 p.m.

Minutes: (September 26, 2006) Vernon moved to accept the September minutes with a minor change. Jason seconded the motion. All were in favor.

Acceptance of the Financial Reports: Jason presented the September Cash Flow Report. Following discussion, Jason then noted he will contact our accountant for information on employee's IRA accounts and for reporting requirements. Chuck R. moved to accept the September Cash Flow Report. Joe seconded the motion. All were in favor.

Jason presented a proposed new cash flow report template and asked for feedback from the Board. Substantive changes included moving from accrual to cash accounting for the homeowner's fees and listing the complete statements for all previous months in a given budget year on each monthly cash flow statement. Jason suggested using a monthly, rather than an annual, budget to better reflect our cash flow. Following comments, the Board agreed to use the new cash flow report template and Jason will work with Cheryl to implement it.

Maintenance Report: Kip noted that he had spoken with Chuck M. who had nothing to report other than a problem the previous week with sewer lift number two, which is an ISD issue. Kip said that the pumping system is again working. Vernon noted that due to the problem, the pump ended up running all weekend which will lead to artificially higher sewer bills. Thus, he suggested someone speak with Terri Schupman, who works for the Town of Jackson, to see if she is willing to take this into account and give us a reduction on our sewer bill. Joe asked that the issue be brought up again in November for informational purposes. Following discussion, Kip noted that he will check with the Town of Jackson and report back next month.

Discussion Items:

Design Committee Members: Kip reported that last month the HOA Board selected two new members for the Design Committee, Phyllis Greene and Janice Smith. Phyllis accepted and attended her first meeting this month. Janice Smith, however, did not appear to be interested, but told Kip she would get back to him. Phyllis, in an e-mail to the Board, suggested Buster Taylor. Joe reported that he and Phyllis had spoken to Buster and he was interested in serving on the Design Committee. Joe then moved to accept Buster Taylor. Chuck R. seconded the motion. All were in favor. Kip said he would contact Buster.

Lower Valley Energy requesting an easement from Rafter J: Kip noted that we are still waiting for a response from Lower Valley.

Fence Letters: Kip reported that he had signed 28 letters to homeowners in violation of fence covenants. The letters inform the homeowners that they must repair and stain their fences before July 1, 2007.

Correspondence:

- **Day Care:** The Board noted that the Teton County Planning & Development sent a letter regarding a Notice for a Home Occupation Permit Request for a Day Care in Rafter J. The Board then reviewed copies of correspondence with Teton County as well as with the applicant. Following discussion, Joe agreed to contact the Associate Planner for the Teton County Planning & Development and explain the Board's position based on our covenants.
- **Property Taxes:** It was noted that a letter was sent to the Teton County Treasurer notifying them that the Rafter J Ranch Homeowner's Association transferred the water system to the Rafter J Improvement and Service District (ISD) and the well building portion of the property tax should be transferred from the Homeowners to the Rafter J ISD. Vernon stated that he has discussed the issue with Cathy Toolson, Teton County Assessor.

Playground Equipment: Vernon reported that he had taken pictures of Rafter J's playground equipment and showed them to Tegeler and Associates, our insurance agency. He noted that the Rafter J liability insurance policy only covered one set of playground equipment. Vernon informed the agent that we have two sets of playground equipment. This will increase our premium. In addition, Vernon questioned whether Rafter J's present medical expense limit is adequate. Following discussion, Kip suggested we have a representative from either the insurance company or from Tegeler's discuss the policy with us at the November Board Meeting. Vernon agreed to follow up on this issue. Jason suggested that Chuck M. report quarterly on the playground equipment as part of the maintenance report and Kip agreed to discuss this with Chuck M.

Signs for the Ponds: Vernon showed the Board photographs of the existing signs defining unallowed activities at the ponds.

Following discussion, Kip suggested that we increase the signage and replace some of the present signs. Kip volunteered to look into this and report back to the Board.

Off Street Parking: Kip suggested that we have colored sheets printed which state "Notice of Violation and Intent to Tow Vehicle". These would be given to Board members as well as Chuck M. for placing on illegally parked vehicles. The Board agreed and Kip volunteered to look into having the sheets printed. Kip also suggested that Board members sign the sheets they distribute. However, there was not agreement on this point.

Web-site: Jason reported that he is investigating NVU software for the Rafter J web-site. He stated that the software is intuitive and simple to use. Jason also noted that Vernon and Cheryl had given him an outline of the content to be mounted on the website. Following comments, Jason then noted he is hoping to have a beta version of the Rafter J website available before the next meeting. He will then teach Cheryl to update the site on a regular basis.

Employee Paid Time off Policy: Vernon reported that he reviewed a draft copy of a standard Employee Paid Time-off Policy. Following comments from the Board, Vernon noted that, after discussion with our employees, he will edit the form to make it applicable for our use at Rafter J and present a new version at the November Board meeting.

Adjournment: Joe moved for adjournment and Jason seconded the motion. All were in favor. The meeting adjourned at 8:40 p.m.