

**RAFTER J RANCH HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING MINUTES—APPROVED**

**January 30, 2007, 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

Homeowners: Jim Huspek

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

Minutes: (November 28, 2006 and December 19, 2006) Vernon moved that the minutes be approved for November and December of 2006. Jason seconded the motion. It passed unanimously.

Financial Reports: Jason reviewed the income statement for November. He noted that the last column on the far right was added to provide the annual budget for comparison. Jason also reported on the expenses and income for November. He said that previously, accrual accounting has been used for revenues and cash accounting for expenses. Jason prefers to use only cash accounting. However, an accountant suggested that we continue the initial procedure with both accrual and cash accounting. Thus, we will do this, but Jason will also provide cash accounting summaries for the monthly board statements. He will look into how best to do this with Quick Books. Joe moved to accept the November Financial Report and Vernon seconded the motion. All were in favor. Jason asked to delay approving the December report until the January Board Meeting.

Maintenance Report: Kip reported that he had spoken with Chuck M. and that there are no major maintenance concerns at the moment. Vernon reported on the following issues.

- **Ford truck:** Chuck M. told Vernon that the rear brakes on the Ford truck failed due to the salt in the sand that is spread on icy roads. The cost to replace the brakes is estimated to be \$1,200. In the future, Chuck will hose down the Ford truck in the garage after sanding.
- **Water leak:** There is a pool of water at the end of the pump house near the 36" chlorine dwell pipe. Vernon noted that this area was welded two years ago. Jim said that when the weather gets warmer, he will ask Chuck M. to close the valves to the bypass area and check to find the leak. A pressure test may also be required.

Improvement and Service District (ISD) Issues: Jim Huspek presented the following summary of ISD-related activities.

- **Well:** Jim reported that he had received the new well contract. Of the \$150,000 cost, \$100,000 will be paid by a grant from the state. The remaining \$50,000 is to be paid by the ISD. Jim further noted that the contract has to be signed by the state.
- **Infrastructure Improvement Project:** Jim is hopeful that Matt Ostdiek, of Rendezvous Engineering, will have specifications for the project finished by the end of the week so that the project can be bid by the end of February.
- **Water storage tank:** Jim reported that we were successful in obtaining a state grant to help finance our new water tank. The overall project cost is \$500,000 of which 2/3 will be paid by the state. Our project is included in an Omnibus Water Bill on the floor of the legislature and the money should be available by next summer. Jim further noted that the specifications are finished and as soon as the governor signs the bill, we will be allowed to bid the project. Funding for the remaining 1/3 of the project cost will be covered by the ISD which will take out a Wyoming state loan at 4.5% interest. Following comments, the Board thanked Jim for all he has done.

Discussion Items:

Correspondence:

- **Big Trail sign:** The Board discussed homeowner correspondence requesting a stop sign on Big Trail and concluded that no stop sign was needed.
- **Stop signs:** The Board noted that several stop signs were down in Rafter J.
- **Correspondence log:** The Board commented favorably on the new monthly correspondence log, but asked Cheryl to eliminate minor items.

Website: Vernon stated that the Rafter J website is up and running. He noted that the hit count is greater than 180. He plans to include information concerning the new website, printed on colored paper, with mailings of the minutes. Vernon noted that residents who stop by the office asking for forms are given the web address for downloading the forms. The covenants are also available on the website. Vernon commented on the upcoming ISD election, noting that non-local landowners, in order to vote, must procure an affidavit that has to be notarized and returned, together with the ballot, in a special absentee envelope. This year, we will put the affidavit on the website and only send out ballots with a note directing non-local landowners to obtain the affidavit on the website. Vernon noted that we have many legal size forms, but most people don't have printers that handle legal size paper. Thus, we are in the process of changing the forms to letter size. Following comments, Jim Huspek, as a homeowner, expressed appreciation for the new website as a tool for communication among Rafter J homeowners, ISD, and HOA regarding policy, rules, and future events.

Rafter J Ranch HOA Board Of Directors Regular Meeting Minutes

January 30, 2007

Green Turf Landscapes invoice: The Board commented on the Green Turf Landscapes invoice noting that if we agree to hire their service and pay before March 30th, we receive a 7% discount. Since the invoice was unsolicited, it was decided to table the issue until further information is available. Following comments, Chuck R. suggested that Chuck M. attend the next Board meeting to discuss the overall weed program.

Employees:

- Salaries: Vernon suggested to the Board that the salary schedules of Chuck M. and Cheryl be changed from hourly to a 40 hour weekly period. Following discussion, Vernon made a motion to this effect. Jason seconded the motion. It passed unanimously.
- Overtime Policy: Vernon reviewed the overtime policy he prepared. Following discussion, Vernon moved to accept the overtime policy which includes 1.5 times the regular rate for time worked in excess of 40 hours and/or holiday hours worked. Jason seconded the motion. It passed unanimously.

Dog stations: A homeowner requested adding more dog stations along the dike behind the N.E. 40 town home area. Cheryl commented that she checked with PAWS and found that the stations cost \$125 each. PAWS also sells boxes of 800 mitts for \$100. Following comments, Kip suggested that we table this issue until spring since we cannot place the dog stations now. Vernon and Jason also shared esthetic concerns.

Other issues:

- Chuck R. commented that a homeowner on Colt Drive mentioned that we have vermin loaded raccoons in Rafter J.
- Chuck R. also noted that a resident has three dogs. We have already sent a letter advising him that two animals is the maximum allowed by covenant. Following discussion, Cheryl was asked to check with the resident.

Covenant Amendments: Vernon reported that there are some statements in the covenants that are no longer correct. This is especially true regarding the separation of HOA and ISD. Vernon volunteered to propose, at the next HOA meeting, what amendments should be considered.

Job Descriptions: Vernon discussed the history of the development of formal job descriptions for Rafter J. At least two drafts have been written, but nothing has been approved by the Board. Cheryl was asked to provide the latest draft of the job descriptions.

Other items:

- Jason provided the Board copies, from Greenwood Mapping Inc., of an aerial map of Rafter J. A question was raised regarding copyright violation if we use it on our website. Jason volunteered to check into it.
- Jason provided an update on liability coverage for the Homeowner's Directors and Officers. The ISD Directors and Officers policy is separate from that of the Homeowners.
- Jason discussed maintenance of the playground equipment.
- The Board discussed a homeowner's concern regarding plowing of the pathways. Following discussion, Kip volunteered to determine whether the pathway plowing contractor has insurance.

Adjournment: Joe moved for adjournment and Jason seconded the motion. All were in favor. The meeting adjourned at 9:04 p.m.