

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

**May 31, 2011, at 7:00 p.m.**

**Rafter J Office**

**In Attendance:**

**Directors:** Vernon Martin, Kip MacMillan, Joe Greene, and Paul Boillot; speakerphone: Brian Remlinger

**Staff:** Chuck McCleary and Cheryl Fischer

**Homeowners:** Pam Zernis

**President's Report:** Kip MacMillan, President, called the meeting to order at 7:05 p.m.

**Minutes (April 26, 2011):** Paul moved to approve the April HOA minutes. Vernon seconded the motion. It passed unanimously.

**Maintenance report:**

- **Chevy truck:** Chuck M. purchased new tires for the Rafter J Chevrolet truck.
- **Rafter J shop roof:** Chuck M. noted that there are leaks in the metal roof over the Rafter J shop; he will obtain bids for repairing the roof.
- **Concrete bids:** Chuck M. is meeting with an individual tomorrow to obtain a bid for putting cobble in concrete between the pathway and grass along a portion of Big Trail Drive.
- **Entrance signs:** Chuck M. received a bid for approximately \$1,200 to paint the two entrance signs. Following discussion, Chuck M. will request additional bids.
- **Sewer lift station:** Chuck M. reported that the heat sensor tripped in sewer lift one, pump two. Pump Tech serviced the lift.
- **Rafter J street signs:** The posts have been ordered for the Rafter J street signs.

**Improvement and Service District (ISD) Issues:**

- **New well:** Vernon Martin reported that the ISD is drilling a new well to 450'. It will have two screened areas. The upper portion, approximately 300', is to minimize sand permeation. Vernon stated that after reaching 450', the drilling company will install a plug and test the upper part first, then the entire well. Kip asked about the time frame. Vernon replied that the well is being drilled now, but he doesn't know the estimated completion date.
- **Paving:** Vernon stated that he hasn't received a schedule for resurfacing the side streets.

**Financial report:** Brian presented the April, 2011, Financial Report including the following totals: Revenue, \$6,188; Operating Expenses, \$14,395; Major Repairs and Replacements, \$14,242; and Net Operating Income, (\$22,449). He also reported the amounts in the Rafter J bank accounts: Checking (Wells Fargo), (\$12,034); Money Market Fund (Wells Fargo), \$18,787; Money Market Fund (Bank of Jackson Hole), \$201,727; Petty Cash, \$1,039; and the Wells Fargo Weekend Sweep, \$429,597. The small amount in the checking account is due to most of the cash having been transferred to the Weekend Sweep account, which is interest bearing, and the month ending during weekend. The total in the Ending Cash Balance (sum of Checking, Money Market Funds, Petty Cash, and the Weekend Sweep) is \$639,116. The Major Repairs and Replacements line item of \$12,169 is the final payment for the Rafter J street signs. Paul moved to approve the April, 2011, Financial Report. Vernon seconded the motion. It passed unanimously.

**Design Review Committee report:** The Board reviewed the Design Review Committee report and noted the proposal of a 7' high x 22' wide sign for a property in Rafter J. A Design Committee member responded that this was not allowable and asked the contractor to call the committee member. The contractor did not call.

**Homeowners' and Resident Issues and Concerns:**

- Pam Zernis shared a concern about the upcoming water bill and asked the HOA Board to address the issue. She is worried the long delay will result in a very high bill. Vernon replied that the water bill is issued by ISD. Furthermore, the ISD has decided to reduce the bill by 50%. Pam inquired whether a date has been set for issuing the bill. Vernon replied no, not at this point. The Board discussed the possibility of payment plans if necessary.

- Paul Boillot noted that Polo Ranches has a small solar-powered digital sign on their primary road that displays vehicle speeds over a range from 0 to 40 mph. The price for the “Radar Sign” is \$3,900, which includes the solar panel. The sign is designed to be mounted on posts and is lockable. It can thus be periodically moved to different locations. Kip asked if we could rent it; Paul replied that this is probably not possible. Kip also expressed concerns about vandalism and maintenance. The Board discussed the idea, but did not reach a decision.
- New Wyoming Legislation law: Kip reported that as of July 1, the county sheriff can enforce the speed limit in Rafter J. Sheriff Whalen told Kip that he would also be willing to occasionally place the Teton County solar-powered speed sign in Rafter J.

### Discussion Items:

#### Correspondence:

South Park Ditch Company: The Board reviewed correspondence from the South Park Ditch Company including a complete list of ditch owners and their portions of the total maintenance cost. Rafter J’s share is \$420. Vernon suggested we consider dropping out of the company since we do not use the water. Brian noted that before doing so, we should determine whether our water rights for the Adams lateral ditch are related to rights associated with the South Park Ditch Company. He volunteered to ask Pierson Land Works LLC.

Teton County: Kip wrote to Teton County asking them to remove the abandoned barb wire from the Children’s Learning Center, lot 331, property. Teton County replied that the barb wire is not on their land. Following discussion, Kip agreed to contact a homeowner, Chuck Schneebeck, to ask if he would use his GPS to determine whose property the barb wire is actually on and whether a volunteer group would be willing to remove it.

- Wilson Ditch users: Paul D’Amours, Rafter J Attorney, spoke with the individual from Flat Creek Fishing Club asking how fractional maintenance fees are determined. Brian volunteered to speak with him as well, if necessary.
- Covenant enforcement regarding signs: The Board reviewed comments from a Design Review Committee member regarding proposed sign policy rules. Discussion will be continued at the next board meeting.
- Playground equipment: Paul discussed potential long term plans, including a shelter and picnic table, for the playground area in the central park on Big Trail Drive. In addition, Paul D’Amours will canvass residents in the south park area along Tensleep Drive regarding a soccer field verses playground equipment. Kip noted that he included a request in his President’s spring letter that homeowners respond regarding their desired uses for the parks.
- Pond permits: We have not heard from Pierson Land Works, LLC regarding pond permits. Brian agreed to contact them for updates.
- Proposed budget and fees for the next fiscal year: The Board reviewed the proposed Budget for 2011/12. Increases in the Operating Expenses are \$5,000 for Ground Maintenance, \$1,869 for Professional, and 3% for salaries. Brian also reported proposed budget items in the Major Repairs and Replacements accounts: \$5,000 for pond permits, \$5,000 for the storage layout and screening design, and \$4,000 for shade trees in the playground area. Following discussion, the ISD Fee of \$200,000 was removed from the operating budget. Paul moved to approve the 2011/12 budget with no increase in the homeowners dues. Vernon seconded the motion. It passed unanimously. There was then discussion about maximum allowed homeowners fees. Vernon moved to raise the maximum allowed homeowner’s fee by 5%. Paul seconded the motion. It passed unanimously.
- Health Insurance: Cheryl reported on the employee health insurance plan rates for the fiscal year beginning July 1, 2011. The current policy includes dental and life insurance. Following discussion, Vernon moved to approve the insurance plan with \$5,000 deductible and to increase proportionally the amount in the HRA account of each employee. Joe seconded the motion. It passed unanimously.
- Annual Homeowner’s meeting date: The Board agreed to hold the annual homeowner’s meeting on August 16, 2011, at The River Rock Assisted Living building.
- Board meeting dates for July – December 2011: The Board will review the proposed schedule meeting dates for July through December, 2011, and report any problems to Cheryl.

- Amendments to the Rafter J Rules: The Board reviewed a proposed amendment to rule number 13, “soliciting”, in the Rafter J Rules. The proposed amendment is: “Any non-Rafter J-related door-to-door solicitation, (placing of flyers, pamphlets, and etc.), canvassing, or visitation that has not been requested by the occupant of the home subject to such solicitation, canvassing, or visit is prohibited unless written prior approval is obtained from the Rafter J Office.” Homeowners are asked to please report any violations including name of person soliciting, type of vehicle, and license plate number to the Rafter J Office. Following comments, Vernon moved to adopt the proposed Rules amendment. Paul seconded the motion. It passed unanimously.
- Scott Smith trout stocking proposal: Brian discussed the Rafter J pond trout-stocking proposal submitted by homeowner Scott Smith, a fly fishing guide for Jack Dennis. Scott suggests restocking both ponds with cutthroat trout and volunteers to lead efforts to raise money from Rafter J homeowners to fund the project. The estimated cost for trout stocking is \$900. Scott’s fund raising proposal and activities include a fly fishing seminar, bake sale, a raffle for a ½ day guided fishing trip for parent and child (\$350 value), and casting and fishing instructions. Following discussion, which included both positive and negative comments, Brian moved to approve the proposal with Rafter J providing matching funds. Vernon seconded the motion. The motion passed four in favor, one against.
- Emergency phone number: Kip mentioned that we really don’t have a mechanism for homeowners to contact the office in the event of an emergency during evenings or weekends. Chuck M. noted that if they call the Sheriff’s office, he would in turn receive the message. Kip volunteered to check with the Sheriff’s office to make sure that this is the correct procedure and suggested that we discuss the issue further at a subsequent meeting.
- Cul-de-sac on Clydesdale Drive: A resident submitted an estimate from Wyoming Landscape for landscape work at the Clydesdale Drive cul-de-sac. The bid is for \$1,878, including \$975 for irrigation, and would provide blue grass sod, blue grass seed, top soil, and removal of unwanted materials. The Board discussed related issues, including the need for snow storage, the possibility of destroying the sprinklers, the cost of maintaining the irrigation operating system, similar services for other cul-de-sacs, etc. The Board decided not to proceed at this time.
- Foreclosure lien: The Board discussed issues related to a property in Rafter J for which the owner is past due in homeowner’s fees. The property presently has a lien, and the Board discussed other options for collecting the fees. The Board will revisit the account if the amount of past-due fees reaches \$2,500.
- Old Rafter J street signs: The Board discussed ideas for disposing of old Rafter J street signs.

Adjournment: Vernon moved for adjournment and Paul seconded the motion. It passed unanimously. The meeting adjourned at 9:35 p.m.