

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

**August 30, 2011, at 7:00 p.m.**

**Rafter J Office**

**In Attendance:**

**Directors:** Kip MacMillan, Joe Greene, Brian Remlinger, Paul Boillot, and Tyler Hardy

**Staff:** Chuck McCleary and Cheryl Fischer

**Homeowners:** Pam Zernis, Joann Grant, and Glenn Jansen

**Others:** Patti Brockman and Matt Fisher with Union Wireless

**President's Report:** Kip MacMillan, President, called the meeting to order at 7:07 p.m.

**Election results:** Joe Greene, Secretary, reported that Tyler Hardy was elected to a two-year term and Brian Remlinger was elected to a three-year term on the Homeowner's Board.

**Union Wireless:** Matt Fisher, Engineer, and Patti Brockman of Union Wireless were on the agenda regarding a communication tower in the Rafter J storage area. They described various styles of towers including a monopole, a lattice tower with four poles, etc. The footprint is 50 x 50 ft<sup>2</sup> for the monopole and larger for the other styles. The towers are 70 to 80 ft tall and other carriers, including AT & T and T-Mobile, will use them for roaming. If the tower were placed in Rafter J property, we would receive a monthly lease fee and cell better coverage. However, placing the tower in the Rater J storage area would require a loss of approximately six storage spaces.

Paul suggested the water storage tank area as a possible site for the communication tower. He also challenged Union Wireless to look at the Rafter J storage area to see if the tower could be sited with no loss of storage space. Brian suggested talking to the Cottonwood Association regarding their storage area site.

**Election of Officers:** Brian moved the following HOA officer slate: Kip MacMillan as President; Paul Boillot as Vice-President; Joe Greene as Secretary; Brian Remlinger as Treasurer; and Tyler Hardy as Director-at-Large. Paul seconded the motion. It passed unanimously.

**Financial report:** Brian presented the July, 2011, Financial Report including the following totals: Revenue, \$125,972; Operating Expenses, \$14,056; Major Repairs and Replacements, \$3,347; and Net Operating Income, \$108,569. He also reported the amounts in the Rafter J bank accounts: Checking (Wells Fargo), \$28,978; Money Market Fund (Wells Fargo), \$18,795; Money Market Fund (Bank of Jackson Hole), \$202,044; Petty Cash, \$1,110; and the Wells Fargo Weekend Sweep, \$471,677. (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 the weekend.) The total in the Ending Cash Balance (sum of Checking, Money Market Funds, Petty Cash, and the Weekend Sweep) is \$722,603. Paul asked about health insurance expenses and Cheryl replied that the amount reflected two payments in July. Paul moved to approve the July, 2011, Financial Report. Brian seconded the motion. It passed unanimously.

**Maintenance report:**

- **Directory signs:** Chuck reported that the large signs in the parks were removed.
- **Chlorine bottle:** The chlorine bottle was changed at the well house.
- **Trim on the Rafter J office:** Chuck painted the trim on the Rafter J office.
- **New lawn mower:** Chuck noted that we will need a new lawn mower next spring. The mower he is looking at is estimated to cost approximately \$11k and has a zero-turn radius. Following discussion, Brian suggested we revisit purchasing a new lawn mower in January.
- **New items for the Rafter J office:** Chuck received a bid of \$600 from Sears for a Kenmore air conditioner in the meeting-room. It will require a change from 110 to 220 volts. Chuck contacted Dave Hunt with Hunt Electric, Inc. which will provide a bid for the electrical work, including replacing the two office thermostats with digital programmable thermostats. Following discussion, Paul moved to approve a \$900 maximum cost for the new air conditioner, digital programmable thermostats, and the electrical work. Brian seconded the motion. It passed unanimously.

- Maintenance of lawns in the park areas: Brian asked Chuck to fertilize the park areas. Chuck said that he has already requested an estimate to fertilize the five parks, but will ask for other estimates. Brian suggested fertilizing twice a year.
- Rafter J common areas: Brian suggested mowing the Rafter J common areas with a brush hog. Following discussion, Chuck agreed to arrange for mowing the common areas.

**Design Review Committee report:** Kip reported that the Design Review Committee's report is in the Board packet.

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

- Joann Grant asked about the timeline was for the water bills. Paul then summarized what was discussed at the annual meeting.
- Glenn Jansen noted that he and Brian have been discussing the wildflowers in the common space along the pond. Brian noted that the oxeye daisies are noxious weeds and have to be sprayed. There was much discussion regarding placing topsoil and planting native grass seed in the north/northwest area next to the large pond. The homeowners would also like to plant some wild flowers. Following comments, it was agreed that the homeowners association would obtain bids for top soil, seed, and peat moss for the northwest corner. Glenn will assemble a list of wildflowers for the Board to consider.

**Other items:**

- Rusted rake equipment: The Board asked Chuck to hire Wedco to dismantle the rusted rake by the large pond along Big Trail Drive and haul it away.

**Discussion Items:**

**Correspondence:**

E-mailed letter: The Board reviewed a letter from an owner concerning a condo/homeowner asking for relief on Rafter J dues since they also pay condo/homeowners dues.

E-mail: Kip noted the e-mail from ChampionsForever regarding prices for picnic tables, playground systems, landscaping, fencing, etc.

E-mail: A resident sent an e-mail regarding mowing of the common areas. Kip commented that it has been taken care of.

E-mailed letter: The Board reviewed a letter claiming a noxious smell from the veterinary clinic. Kip agreed to check with the clinic tomorrow.

- Wilson Ditch users: Cheryl reported that she called the Rafter J attorney regarding the Wilson ditch user group who has not paid its portion of the ditch repair.
- Areas between the bike path and road: Brian suggested adding compost soil in the spring to help the lawn grow in the areas between the bike path and the road.
- Trees in the central park: Brian reported that he contacted companies regarding prices for trees in the central park, but hasn't heard back from them. Brian suggested placing trees in the west/northwest section of the central park with six aspens, three spruce, and three lodge pole pines approximately 15 ft in height. The trees would provide shade and beautification. Following further comments, Brian suggested six aspens and six narrow-leaf cottonwoods.
- Covered area in the central park: Paul suggested placing a covered area on the north side of the postal shed at the central park along Big Trail Drive; a removable structure, on a concrete pad, that is not larger than the postal building and won't obstruct anyone's view. The structure would provide shade, shelter, and an area for a picnic table. Following comments, Chuck was asked to contact a homeowner contractor regarding the structure.
- Parks: Kip suggested naming the various parks in Rafter J.

- Pond permits: The pond permits were submitted to the Wyoming State Engineer's Office.
- Amendments to the Rafter J rules: It was noted that the Rafter J rules should be amended by adding language for signs and the number of people on the Design Review Committee.
- Enforcement of covenants: Tyler stated that he wants to enforce the Rafter J CCRs and volunteers to check violations such as parking, boats, RVs, etc.
- Mowing issue: Brian reported that a letter should be sent to Too Buds with King Eider Estates regarding mowing their lots. The weeds are really bad. The lots were sprayed and the cost was charged to Too Buds.
- Estoppel certificate: Paul commented on the Rafter J rules and suggested that we contact Paul D'Amours, Rafter J Attorney, regarding eliminating estoppel certificates.

Adjournment: Tyler moved for adjournment and Paul seconded the motion. It passed unanimously. The meeting adjourned at 8:57 p.m.