

**RAFTER J RANCH HOMEOWNER'S ASSOCIATION**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES—APPROVED**  
**September 27, 2011, at 7:00 p.m.**  
**Rafter J Office**

**In Attendance:**

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

**Staff:** Chuck McCleary and Cheryl Fischer

**President's Report:** Kip MacMillan, President, called the meeting to order at 7:03 p.m.

**Minutes (June 28, 2011):** Paul moved to approve the June HOA minutes. Brian seconded the motion. It passed unanimously.

**Financial report:** Brian presented the August, 2011, Financial Report including the following totals: Revenue, \$22,176; Operating Expenses, \$12,853; Major Repairs and Replacements, \$22,796; and Net Operating Income, (\$13,473). Brian noted that a major item under Major Repairs and Replacements was for the concrete street edging, \$16,750. He reported the amounts in the Rafter J bank accounts: Checking (Wells Fargo), \$491,068; Money Market Fund (Wells Fargo), \$18,797; Money Market Fund (Bank of Jackson Hole), \$202,125; Petty Cash, \$1,102; and the Wells Fargo Weekend Sweep, \$0. The total in the Ending Cash Balance (sum of Checking, Money Market Funds, Petty Cash, and the Weekend Sweep) is \$713,092. We have approximately \$500,000 in cash at Wells Fargo and since we are only FDIC insured to \$250,000, Brian recommended opening a money market account in a different bank for \$250,000.

Paul questioned the amounts in the Employee Benefits for July and August. However, it was determined that the July amount includes two months of insurance payments, while the August amount was the standard monthly fee.

Paul also commented on the expenses for the pond permits and asked about progress. Brian replied that all the paperwork is complete and has been submitted. All surveying information and applications are with the state. During discussion, it was noted that the pond permit process appears to be under budget overall. We should be able to reroute the ditch sometime next summer or fall. Brian moved to approve the August, 2011, Financial Report. Paul seconded the motion. It passed unanimously.

**Maintenance report:**

- **Weed spraying:** Chuck noted that Rolland Kuhr with Naturescape Designs must complete and submit a form for weed spraying by October 19<sup>th</sup> in order to obtain a 25% rebate from the Teton County Conservation District Cost Sharing Program. The Board asked Chuck to call Rolland regarding form submission.
- **Sewer line:** Chuck reported that there was a plugged sewer line on Diamond Hitch Drive. It was found when Westwood Curtis was putting concrete around the manhole cover. Chuck will keep an eye on that area in the future.
- **New lawn mower:** Chuck received the new lawn mower. In response to a question from Paul, Chuck replied that it saves time and is faster than the old mower.
- **Storage tank:** Chuck flushed the top of the water storage tanks.
- **Sewer lift:** Chuck stated that Delcon is going to replace the run-time meter in sewer lift one, pump two.
- **Power outage:** Lower Valley repaired a broken three-phase transformer.
- **Trees in the central park:** Chuck has not heard from Rolland Kuhr, with Naturescapes Designs, regarding the planting of trees. Brian noted that we are still waiting for an estimate. Matt Ostdiek, Rendezvous Engineering, agreed that it is ok to use topsoil from the staging area for planting the trees. There was discussion regarding placing a covered structure on the north side of the postal shed in the central park. Paul agreed to consider the idea further. Chuck will contact Rolland regarding weed spraying and an estimate for the trees.
- **Beautification of the storage area:** Tyler suggested beautification of the Rafter J storage area. Brian noted that we are already planning to work with a landscape architect, this was budgeted, to develop a design including planning trees and perhaps adding fencing.

- Teton County gate in Adams Canyon: Chuck noticed that someone had partially repaired the first gate leading to the Rafter J storage area. Kip thought it was the county. There is a sign on the gate stating “if you get caught dumping trash, it is a \$750 fine or six-months in prison.”

Kip said that the county is considering placing a combination lock on the gate, with the same combination as the one on our gate, due to concerns about trash dumping. Kip also noted that the county initially wanted us to clean the area, but he told them it is not our property.

- Training classes: Chuck reported that he had spent a week of schooling to receive his water and sewer certificates. Paul asked if he had applied for Wyoming Educational grants, noting that he had just received one and suggested that Chuck look into it. Paul agreed to send information to the office and call the state office to inquire whether this qualifies for grants.

**Design Review Committee report:** Kip pointed out that the Design Review Committee’s report is in the Board packet. There was discussion regarding a proposed sign for a townhome association in Rafter J. Kip agreed to contact the Design Review Committee.

**Homeowners’ and Resident Issues and Concerns:** None to report.

#### **Discussion Items:**

- Covenant violation: The Board discussed the covenant violations in Rafter J and agreed to send letters to the violators.
- Correspondence: The Rafter J Office received a public information notice concerning Wyoming Game Fish Department meetings to discuss changes in their regulations. Following discussion, no action was taken.
- Wilson Ditch users: Cheryl noted that she had spoken to Paul D’Amours yesterday. He said that he had left a voice message for Mr. King and hadn’t heard back from him. He will pursue the issue further.
- Playground equipment: The Board received an e-mail from an individual with the Children’s Learning Center regarding the donation of their toddler play structure. Following discussion, the Board agreed to accept the playground equipment and to work out the details later. The Board agreed to ask the CLC for standards and the safety information on the structure and to determine the time scale for moving it.
- Property owners building plans: Kip agreed to follow up with the Design Review Committee on a draft of property-owner building plans.
- Playground equipment: Tyler asked when the toddler swing would be reinstalled on the playground equipment in the central park. It was noted that the toddler swing has been reinstalled.
- Rafter J common areas: Chuck reported that he had asked a couple of individuals to mow the Rafter J common areas. Both replied that they do not have time. Brian stated that it is important to do this for aesthetics as well as weed control. The areas should be cut in the fall. Following discussion, Chuck agreed to keep looking for someone. Brian will contact an individual with Puzzle Face to see if he is available.
- Trees in the Rafter J common areas and private property: There was a request from a resident to trim some of the trees in a Rafter J common area. Following discussion, it was agreed to suggest to the resident that we split the cost of tree trimming since it was not clear if the trees are actually in the Rafter J common area.
- New items for the Rafter J office: The Board reviewed and discussed the proposal from Hunt Electric regarding electrical work, including replacing two office thermostats with programmable digital models, installing new track lighting for the office, changing the electrical lines from 110 to 220 V for the air conditioner, and installing a new air conditioner. There was also discussion about adding a convection heater in the office. The Board agreed to cap the total cost at \$1,750.

#### **Other Items:**

- Cul-de-sac enhancements: Paul summarized discussion at the last two meetings about the possibility of landscaping the cul-de-sacs. He reported that he had received some proposals with costs ranging from \$4,000 to \$7,000 per cul-de-sac. One proposal included tying into the Rafter J water system, but doesn’t include the saddle onto the main line. We will also incur

additional costs for irrigation, trees, boulders, topsoil, seeds, sprinkler heads etc. Following much discussion, Paul agreed to speak with Westwood Curtis and obtain additional bids.

**Adjournment:** The meeting adjourned at 8:59 p.m.