

RAFTER J RANCH  
HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday March 17, 2020, 7:00 pm  
Rafter J Office

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MINUTES

IN AN UNPRECEDENTED MOVE, GIVEN THE CORONAVIRUS (COVID 19), THE BOARD FELT THAT FOR THEIR SAFETY, AND THAT OF RESIDENTS, THAT THIS BOARD OF DIRECTORS MEETING WOULD BE CLOSED TO THE PUBLIC.

In Attendance:

Directors: Paul Boillot, Karen Jerger, Kip MacMillan, Chuck Rhea, and Pam Zernis.

Staff: Nancy Henderson, and Larry Lennon.

1. Call to order.  
Kip MacMillan, President, called the meeting to order at 7:00 p.m.
2. Rafter J office closure.  
The proactive measures made by the Board to close the Rafter J office to walk-ins and to close tonight's meeting due to the coronavirus pandemic were discussed. The protection of the subdivision, staff, members and the Board is a priority.
3. Homeowners' issues and concerns.  
Joe Gawaldo (1655 W Big Trail Dr. #801): Forensic audit. Prior to the meeting, Joe was given an opportunity to call in, but a reply was not received.
4. Approval of the February 25, 2020, Rafter J HOA minutes.  
Karen moved to approve the February 25, 2020, minutes. Pam seconded the motion. It passed unanimously.
5. Financial report for February, 2020.  
Karen reviewed the expense items including the expense for metal stop signs. The investment portfolio showed a loss for February; the ending balance for February showed an increase of \$16,776.78 since inception.  
  
Karen will be added as a check signer on the operating account and Brooke Gorsage will be removed from the account.  
  
Following Board discussion, Chuck moved to approve the financials as presented. Pam seconded the motion. It passed unanimously.
6. Maintenance report.
  - a) Rafter J north entrance tree damage.  
Homeowners have voiced concerns to the Rafter J office regarding unsightly fallen tree branches, and safety issues of remaining broken branches. The County, when the tree originally split, removed tree debris from the pathway, but is not responsible for fallen limbs that lay off the

pathway, nor are they responsible to remove any cracked limbs from the tree. Larry obtained a quote for \$1,500 to remove fallen branches and branches identified as hazardous. Paul suggested that Larry obtain another quote.

Pam motioned to expend the money. Chuck seconded the motion. It passed unanimously.

b) Stop signs.

Wood stop signs within Rafter J have been replaced with metal stop signs. Stop sign posts, when replacement is required, will be replaced with a post that allows a 6 foot clearance below the sign.

c) Weed control for Tract 3A and water tank lots.

Larry has a site visit scheduled in May with Teton County Weed and Pest.

7. ISD report.

a) Sweeping.

The sweeping of pathways and roadways will be addressed. A new brush for the skidsteer has been proposed to the ISD Board.

b) HOA/ISD communication.

Kip reported that he met with Steve Foster, ISD Director, who would like to meet more often with the HOA Board to work on budgets and other Rafter J business.

8. DC report.

The Design Committee would like the Board to appoint a Design Committee member to temporarily fill in for Phyllis Greene. A request for a volunteer will be sent to the homeowners and the Board will appoint a new member at the April Board meeting.

9. Old business.

a) Update on accountant duties.

Accountant qualifications were discussed.

Paul motioned to hire Dave Adams as the Rafter J bookkeeper, pending ISD approval. Karen seconded the motion. It passed unanimously.

b) Forensic audit.

Following Board discussion, Karen offered to contact a homeowner who has questions regarding the perceived need for a forensic audit. The Board needs to know the specific concern in order to justify an expense for a forensic audit.

c) Update on communication from Water Commissioner regarding ditch maintenance.

Hayes Buxton, Wyoming State Hydrographer, responded by email to the Rafter J office advising to maintain supply ditches to the ditch dimensions as listed on the diversion permits, provided that the appropriator is satisfied with the proposed maintenance. The Board discussed concerns, including irrigation ditches vs. drainage ditches, access to ditches, expenses, need for a plan, consequences of removing vegetation, and homeowner communication. Larry will obtain a proposal for the scope of work and Nancy will obtain diversion permit information.

d) Rule to address parking of recreational vehicles.

The Rafter J CCR's do not allow recreational vehicles to be parked on a homeowner's lot in a manner that is visible from neighboring properties, yet the HOA is lenient and allows recreational

vehicles to be parked for three days. The HOA will continue to allow recreational vehicles to be parked on a paved surface of a homeowner's lot for three days. The HOA will follow up on complaints that are made against homeowners who violate this policy.

10. New business.

a) Office closure and future meetings.

The Rafter J office is closed and will reopen April 6, 2020, pending coronavirus safety guidelines put forth by local, state and federal officials. Homeowner correspondence can be communicated to the Rafter J office by using the Rafter J office drop box (green box located to right of office door), email to [office@rafterj.org](mailto:office@rafterj.org), or phone message at 307-733-5262.

Paul offered to set up online conferencing for HOA meetings and hopes to have this in place for the April Board meeting. Nancy will prepare information packets for the Board as needed.

b) 2020-2021 HOA budget.

A preliminary budget for 2020-2021 will be presented at the April Board meeting and approved at the May Board meeting. Karen suggested to highlight the budget process on the monthly email sent to homeowners. Nancy will forward a preliminary 2020-2021 budget to Karen.

11. Review action items.

The Board reviewed the action items and removed those that were completed.

12. Adjourn.

Pam moved to adjourn and Karen seconded the motion. It passed unanimously. The meeting was adjourned at 8:58 p.m.