

RAFTER J RANCH
HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING
Tuesday April 28, 2020, 7:00 pm
Rafter J Office

MINUTES

GIVEN THE CORONAVIRUS (COVID 19), THE BOARD FELT THAT FOR THEIR SAFETY, AND THAT OF RESIDENTS, THAT THIS BOARD OF DIRECTORS MEETING WOULD BE HELD BY PHONE/ONLINE.

In Attendance:

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

Staff: Nancy Henderson, and Larry Lennon.

Property Owners: Hans Flinch

1. Call to order.
Kip MacMillan, President, called the meeting to order at 7:04 p.m.
2. Meeting format.
Paul, as moderator for the meeting, reviewed the meeting ground rules: The Board will try to answer questions when a participant raises their hand by pressing *2, or by pressing the hand icon if using the online option. Homeowners on the agenda will be provided five minutes to speak, and will be able to respond to any Board questions.
3. Homeowners' issues and concerns.
 - a) Vicky O'Donoghue (3220 W King Eider Rd., Lot 325-038): Forensic audit, financials, Bylaw amendments, bids for capital projects, ISD ballots, HOA investments, and Rafter J maintenance position. Paul was unable to connect with homeowner, despite repeated attempts on a number of occasions.
 - b) John and Kathie Brazinski (3205 S Singletree Dr., Lot 262): Reduce dues and extend payment due date for fiscal year 2020-2021.
Paul was unable to connect with homeowner, despite repeated attempts on a number of occasions.
 - c) Hans Flinch (1170 W Brangus Dr., Lot 94): Trail proposal.
Hans, as a professionally licensed Landscape Architect, offered to create an Inventory Analysis for Rafter J common space. The study evaluates the functionality of existing space and proposes improvements that can be made to the space. Following discussion, Hans agreed to present a proposal and cost estimates to the Board within two months.
4. Approval of the March 17, 2020, Rafter J HOA minutes.
Karen moved to approve the March 17, 2020, minutes. Pam seconded the motion. It passed unanimously.
5. Financial report for March, 2020.
Karen noted the investment portfolio loss for March; fluctuations are expected due to the current economic environment.

Following Board discussion, Paul moved to approve the financials as presented. Chuck seconded the motion. It passed unanimously.

a) Review preliminary budget for 2020-2021.

The Board recognizes that homeowners may have immediate financial concerns that need to be addressed but the Board also has a responsibility to maintain the HOA's long term financial stability.

Karen motioned to maintain the current fees for fiscal year 2020-2021, with no increases. Pam seconded the motion. It passed unanimously.

Paul proposed that the Board try to help homeowners by giving a "vacation" from dues. Following discussion, Karen motioned to have a vacation of Lot dues for May 2020 and June 2020. Pam seconded the motion. It passed unanimously.

Karen will compose a statement to be sent to homeowners regarding vacation of Lot dues and how credits on account will be applied to future fees.

Karen stated that the Salaries Expense item includes an annual 3% increase for employees, as of their date of hire. Karen suggested Larry and Nancy update the current job descriptions for their positions and have the Board conduct annual performance reviews.

Karen proposed that the Board work on identifying long term improvements and maintenance needs, and create a plan to move forward to complete these items.

b) Late fee policy.

Following Board discussion, late fees will be addressed on a case by case basis.

6. Maintenance report.

a) Playground signage.

The Board posted COVID social distancing reminders at the playground areas.

b) North entry broken branches.

The broken tree branches at the Rafter J north entry were removed.

c) Tree removal.

A dying willow tree, located at Big Trail Drive and Collar Drive, was removed from the common area by the HOA.

d) Lot 336 fence.

A bid for \$2,500 to relocate the northern fence line and gate of Lot 336 to the legal boundary line was obtained. Attempts were made to get multiple bids, but only one response was received.

Paul motioned to relocate the fence on Lot 336, not to exceed \$2,500. Pam seconded the motion. It passed unanimously.

e) Lower Valley Energy (LVE).

This May, LVE will excavate and replace a primary conductor, which might intermittently affect Hereford Drive and Angus Drive power service, and traffic along Tensleep Drive. LVE will contact the homeowners. The HOA has informed LVE of a preference to boring under Tensleep as opposed to cutting the asphalt.

f) Big Trail Drive play set slide.

A new slide has been ordered for the Big Trail Drive playground. The current slide has a crack in the bottom which has been taped, and will be monitored until the new slide is installed. Caution tape was ineffective in deterring slide usage.

7. ISD report.

a) Tensleep water main break.

The water main repairs should be completed next week.

b) Sweeping.

A new brush was purchased for the skidsteer. The majority of Rafter J roads and pathways have been swept. An outside vendor will sweep the curved areas of the roads that the skidsteer brush cannot reach. Larry will continue to sweep the side roads.

8. DC report.

a) Teton County (1230 W Fresno Dr., Lot 43): Windows – Approved.

b) PCJH (1515 W Clydesdale Dr., Lot 156): Chimney and window - Approved.

c) Memmer (1220 W Angus Dr., Lot 89): Roof - Approved.

d) Leininger (1245 W Angus Dr., Lot 81): Roof - Approved.

e) Sanville (3090 S Stirrup Dr., Lot 305): Roof - Approved.

f) Lemieux (1035 W Brahma Dr., Lot 109): Extend driveway – Approved.

g) HOA Board to appoint one new committee member to serve as a temporary alternate for Phyllis Greene: Jessica Brown, Sally Linhardt, Tyson Slater, Steve Stuchal, and Nancy Zawacki have offered to volunteer.

Kip motioned to appoint Nancy Zawacki to serve as a temporary alternate on the Design Committee. Chuck seconded the motion. It passed unanimously.

9. Old business.

a) Dave Adams is the new accounting consultant for the HOA and ISD.

b) Adams Ditch permit information was obtained; Discussion tabled.

c) Office closure and future meetings.

The Rafter J office is closed and will reopen June 1, 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, or phone message at 307-733-5262.

The Board is open to suggestions regarding the format in which future HOA Board meetings are held.

10. New business.

None

11. Review action items.

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

12. Adjourn.

Paul adjourned the meeting at 8:48 p.m.