

RAFTER J RANCH
HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday October 29, 2020, 3:00 pm
Online Meeting

MINUTES

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

In Attendance:

Directors: Karen Jerger, Mike Keegan, Brian Remlinger, and Chuck Rhea.

Staff: Nancy Henderson, and Larry Lennon.

Property Owners and Residents: Janis Allen, Jeff Bianco, Hans Flinch, Steve Foster, Sharene Garaman, Mark Houser, Sharon Lennon, Gina Lipp, Sue Lurie, Leslie MacKenzie, and Jim Turley.

1. Call to order.
Mike Keegan, Vice President, called the meeting to order at 3:00 p.m.
2. Homeowners' issues and concerns.
 - a) Joy Steiner (1210 W. Hereford Dr., Lot 73): Cul de sac improvements.
Joy submitted a proposal, with approval from her neighbors, to landscape the Hereford Drive cul de sac with an arctic willow shrub and perennial flowers. Joy was delayed in joining the meeting and her proposal was discussed later in the meeting during the Maintenance Report.
 - b) Sharene Garaman (1760 W. Pack Saddle Dr., Lot 297): Potential winter road access issues due to residential construction on Pack Saddle.
Sharene is concerned about the number of vehicles being parked in the roadway near a construction site on Pack Saddle, especially with the coming winter snow season and a second Lot soon to be developed, and believes the current efforts being made to relieve congested parking is not effective. Mike offered to talk with the site developer and discuss parking options. The Board will also work with the Rafter J Design Committee on how to improve communication to owners regarding construction rules.
3. Approval of the September 22, 2020, Rafter J HOA minutes.
Karen moved to approve the September 22, 2020 minutes. Brian seconded the motion. It passed unanimously.
4. Financial report.
 - a) Approval of September, 2020 financials.
Larger expenses for the month included \$1,500 for routine repairs for the Dodge truck, \$2,300 for removal of damaged trees located in the common area, and \$1,000 for the Open Space and Trail Study. Future budgeting for tree care will need to be reviewed, since more trimming or removal

may be needed as the trees age. The financial investments have been fluctuating, but are still performing well.

Brian moved to approve the financials as presented. Chuck seconded the motion. It passed unanimously.

b) Bank account signers.

Mike Keegan has been added as a bank account signer.

c) 5-year capital budget.

Karen consulted multiple accounting firms, including Rafter J's accounting firm HKD, for assistance on completing a 5-year capital budget. HKD's familiarity with Rafter J would be the best choice, but availability might be an issue. Eileen Mosman, Rafter J ISD Treasurer, has also offered to help. Larry needs to compile a list of capital expenses, but ownership and responsibility of HOA/ISD property needs to be clarified first. Brian offered to look into the methodology for creating HOA capital budgets.

d) Financial audit/review.

Karen researched and submitted a report regarding options and bids for financial audits/reviews. Karen recommended the firm Rudd & Company of Rexburg Idaho to complete a financial review, which she believes is adequate at this time for HOA purposes.

Mike moved to engage Rudd & Company to complete a financial review. Chuck seconded the motion. It passed unanimously.

e) Investments.

Brian is concerned about the stability of the financial investments, ethical responsibility, and the process in which the Board made the decision to invest HOA reserve funds. Nancy will set up a meeting in November for the Board to meet with the First Interstate Bank Financial Advisor. Mike will ask Kip about the Board investment process. Brian suggested the Board attend a "retreat" early in 2021 to discuss HOA business concerns.

5. Maintenance report.

a) Flat Creek bank erosion update.

Brian was able to inspect all of Flat Creek banks with Larry for erosion and safety issues. Brian submitted a proposal to address three areas of concern. The proposal includes boulder revetment near Rafter J's northern property line, a single boulder east of the Big Trail bridge, and toe wood bioengineering near NE40. The original proposal, approved at the last Board meeting, for the issue near NE40 needs a Floodplain Development Permit which requires the services of a professional engineer, and in the long run it is more cost effective to include the other two issues in the permitting process. Brian explained that rock rip-rap for the NE40 issue is less expensive, but a bioengineering approach is more responsible. Cost share can be pursued through Teton Conservation District. Professional services for the proposal, inclusive of design and permitting is estimated at \$11,000. The proposal does not include the capital expense for construction.

Chuck asked the Board to approve Brian's revised proposal as presented, inclusive of the bioengineering design for the NE40 issue, not to exceed \$11,000. Mike moved to approve, Karen seconded the motion. The motion passed with 3 in favor. Brian abstained from voting.

The NE40 issue is time sensitive, the other two issues are not. The increased construction cost for bioengineering is a concern, and it is important that homeowners understand the reasoning and process of the decision.

b) Additional bids to remove dead and overhanging branches along Wilson ditch.

Larry contacted multiple vendors for bids, and received one additional bid in addition to the original \$13,500 bid from Arbor Works.

Mike moved to move ahead with Arbor Works. Karen seconded the motion. It passed unanimously.

c) Ditch maintenance plan.

Larry received a proposal from Westwood Curtis to remove debris from the Hay Sled drainage, and the northern and western areas of Adams ditch for \$4,500. The debris is to be disposed alongside the ditches. Side casting the debris is a concern, and chipping or removing woody vegetation is preferred. Jeff Bianco (3055 S. Bridle Dr., Lot 320) is not in favor of side casting the debris.

Brian moved to approve the Westwood Curtis proposal to remove debris from the Hay Sled drainage, and northern and western areas of Adams ditch, and to obtain clarification on the cost of debris removal. Chuck seconded the motion. It passed unanimously.

d) Dog waste stations.

Larry proposed to purchase five uniform dog waste stations, inclusive of covered trash receptacles, for \$1,649. Additional labor required by Larry for installation and long term maintenance was recognized. Services for trash pickup at the Rafter J office will be increased as needed.

Brian moved to have Larry purchase and install the dog waste stations. Karen seconded the motion. It passed unanimously, although Karen had reservations regarding the HOA being responsible for the disposal of dog waste.

e) Cul de sac proposed improvements.

Excavation, water taps, curb stops, and irrigation is estimated at \$4,000 per cul de sac. There are 29 cul de sacs to be considered for improvements. A more affordable option is to install a wash rock perimeter, with native vegetation in the center, and no irrigation. Karen is concerned about water conservation, and the HOA should set a good example for the Rafter J ISD. The Board recognizes that not all cul de sacs are the same, and the needs of the residents on each street are different, but consistency is important. Chuck proposed to test a few areas, some with irrigation and some without. Brian suggested Cinnamon Teal Road as an example that already has irrigation, and to consider Bridle Drive for a non-irrigated example. An estimated cost for soil is needed and native grass and flowers, no shrubs, are preferred. Hay Sled Drive, Hereford Drive and Bridle Drive will be considered as test areas in the spring. Brian will put together an approved list of native grass seed and flowers.

Joy Steiner (1210 W. Hereford Dr., Lot 73) reviewed her proposal to improve the cul de sac on Hereford Drive, consisting of an arctic willow in the center, encircled with native flowers. The vegetation is reclaimed and one of the flowering plants, bee balm, should be replanted soon. Joy has the soil to plant the bee balm. The Board approved the planting of bee balm in the Hereford Drive cul de sac.

6. ISD report.

Chuck offered to be the Communication Liaison for the HOA and Steve Foster is the Communication Liaison for the ISD. Chuck and Steve will compile a list of issues to discuss and set up a meeting before the end of the quarter.

7. DC report.

- a) Huhn (1525 W. Clydesdale Dr., Lot 155): Shed - Approved.
- b) Henry (1225 W. Hereford Dr., Lot 67): Windows, garage door, and lighting - Approved.
- c) Chapdelaine (3435 S. Shorthorn Dr., Lot 136): Siding - Approved.
- d) Spellman (1550 W. Colt Dr., Lot 205): Painting - Approved.
- e) Shepherd/Grand Teton Investments (1770 W. Pack Saddle Dr., Lot 296): New construction- Approved.
- f) The DC was informed, per Board decision, that when requested, to reduce the requirement of a 2 foot roof overhang for sheds to a 16 inch overhang.

8. Old business.

- a) Update on service road/berm located on Lot 200 and Lot 201.

Brian met with Kurt Stout, of Meridian Engineering, to assess the realignment of the existing flood control berm located within Lots 200 and 201. Professional services to prepare a site plan, and obtain a Floodplain Development Permit will cost \$5,600. The HOA will be contracting directly with Meridian Engineering and the Board will be able to review the site plan before the application for a permit is submitted. The proposal does not include the capital expense for construction.

Mike asked for a motion to proceed with the proposal from Meridian Engineering for a site plan and permitting of the realignment of the existing flood control berm located within Lots 200 and 201. Brian moved to approve as presented. Chuck seconded the motion. It passed unanimously.

Karen questioned the Bylaws \$5,000 bid threshold for capital projects. Brian explained that professional services should not be considered a capital expense and are not subject to the bid process, construction is a capital expense and will be subject to a bid process if estimated costs exceed \$5,000.

- b) Open Space and Trails Final Report and Survey Results.

Nancy will post the survey results on the Rafter J website at <http://www.rafterj.org/> and send an independent email to owners outlining the next phase.

Hans Flinch, of Cairn Landscape Architects, will attend the November HOA Board meeting to discuss a proposal for phase 3; Rafter J Trails and Open Space Master Plan.

- c) Update on eastside ditch embankment rut repair.

VonGontard's managers and Paul of Westbank Curtis were contacted to discuss the eastside ditch embankment ruts. The HOA and the Jolly's signed an agreement regarding rut repair on the eastside ditch embankment access road which is located within the Jolly's property. Westwood Curtis has been contracted by the HOA to complete the repairs.

- d) Development rights and boundary adjustments.

Brian spoke with a Land Planner regarding the process of transferring development rights to Lot 332 or to Cedarwoods, and boundary adjustments for Tract 3A and Lot 332. Services to include expansion of Lot 332, preserving Tract 3A, Tract 3A boundary adjustment, transferring development rights, and pre-application to the County is estimated at \$2,500. Chuck requested a written proposal, to be discussed at the November Board meeting.

e) Letter to Teton County Board of Commissioners (TCBC).

The Board approved and sent a letter to the TCBC expressing concern about water quality issues associated with the proposed development of Northern South Park.

9. New business.

a) Drones.

A resident of Rafter J submitted a complaint to the Rafter J office regarding low flying drones in Rafter J and wanted to know if the HOA had any rules regarding drone usage. The HOA does not have any specific rules regarding drones. Jim Turley (1655 W. Big Trail Dr. #804, Lot 32) is a certified drone operator and stated that the FAA has jurisdiction over drone usage and will forward information on drone usage etiquette to the Rafter J office. The HOA can send reminders to owners about proper drone usage.

10. Review action items.

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

11. Adjourn.

Timing and the recording of meetings was discussed. Holding the meeting at an earlier time, overall, seemed to work out well. A decision to record the meetings was not made.

Brian moved to adjourn the meeting. Karen seconded the motion. All were in favor and the meeting adjourned at 5:10 p.m.