

RAFTER J RANCH
HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING
Tuesday February 23, 2021, 3:00 pm
Online Meeting <https://zoom.us/>

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, Kip MacMillan, Brian Remlinger (arrival 4:25pm), and Chuck Rhea.

Staff: Nancy Henderson, and Larry Lennon.

Property Owners: Jeff Davis, Marshall Empey, Karin King, Gina Lipp, Sue Lurie, John Merritt, Evan Molyneaux, Vicky O'Donoghue, and Jim Turley.

1. Call to order.
Kip MacMillan, President, called the meeting to order at 3:00 p.m.
2. Recording of meetings.
This meeting and future meetings will be recorded and posted on the Rafter J website <http://www.rafterj.org> within three days of the meeting. Participants, by logging into the meeting, give consent to be recorded. A passcode is required to access the recording.
3. Homeowners' issues and concerns.
 - a) Gina Lipp (1535 W. Pinto Dr., Lot 201): Dog Waste Signage and RJ Common Areas Rules and Regs to add/include "dog owners responsible for picking up their own dog poop."
Gina thanked the Board and recognizes the efforts being made to control dog waste, but she is concerned about water quality and wants more signage that educates residents about cleaning up dog waste in areas where there is surface water. The Board is also concerned about water quality and believes educating residents is a good idea, but the aesthetics and effectiveness of signage needs to be considered. Gina will present a detailed signage plan with cost details to the Board.
Jeff Davis (1655 W. Big Trail Drive #803, Lot 327-031) suggested implementing a leash law.
4. Approval of the January 26, 2021, Rafter J HOA minutes.
Chuck moved to approve the January 26, 2021 minutes. Mike seconded the motion. It passed unanimously.
5. Financial report.
 - a) Approval of January, 2021 financials.
Larger expenses for the month included \$700 for sign repairs, \$6,000 for plow repairs, and \$31,350 for the Flat Creek project. The Flat Creek project is still within budget.

Mike would like to see a cleaner separation of ISD and HOA expenses. Currently, the ISD pays the HOA for operations support and vehicle usage. The ISD and HOA have previously agreed to hold joint meetings to discuss shared expenses, along with other issues.

Mike noted, in response to pre-meeting homeowner communications regarding dog waste bags that are provided by the HOA, that the annual expense for purchasing dog waste bags is about \$1,425 and each dog waste station costs \$400.

Chuck moved to approve the Financials as presented. Mike seconded the motion. It passed unanimously.

b) Management of investment funds.

\$250,000 has been transferred from the investment account to an Insured Cash Sweep (ICS) account. The investment account fee will increase from 1.1% to 1.46% because of the reduced balance. The Board recognizes that the returns on the ICS account are minimal and the income generated from the remaining investment account funds will be reduced. Management of the remaining investment account funds will be discussed at a future meeting.

6. Maintenance report.

a) Parking in roadways and common area.

Mike, as discussed at the last meeting, removed a no-parking sign on Arabian Drive. Parking in the street or common area is still not allowed.

Mike noted, in response to pre-meeting homeowner communications regarding common area construction parking, the importance of being a good neighbor and understanding that temporary parking in the roadway or common area for short periods of time because of construction activities is sometimes necessary. Mike offered to speak with anyone who has issues.

b) Dog waste stations.

The second of four dog waste stations was installed across from the church near the two track trail.

c) Sale of Ford truck.

The Ford truck was advertised; a number of bids were made and it will be sold.

d) Wilson ditch additional tree trimming.

Estimates were obtained and Board approval was received by email to top five golden willows on the corner of Arabian and Clydesdale, and removal of one golden willow at the southwest corner of 1550 W. Percheron. The cost of the one golden willow removal will be shared with a homeowner.

Larry obtained a bid for the removal of all the Wilson ditch golden willows, and was advised against replacing them with aspens. Mike acknowledged the receipt of an email from Karin King (3430 S. Arabian Dr., Lot 167) that had information from her brother in-law who has extensive experience as an arborist. Mike will obtain a recommendation from Karin's brother in-law for tree replacement. Karen Jerger recommended reaching out to a Landscape Architect, and stressed the importance of maintaining open communication with homeowners. Brian acknowledged previous communication from a homeowner which was in favor of tree replacement along Arabian Drive.

e) Adams ditch and Hay Sled ditch maintenance.

Larry has obtained two more bids to clean out north and west Adams ditch, and the Hay Sled ditch, inclusive of hauling off all debris and is waiting on more bids. Larry will discuss the bids with Brian and have a proposal ready for the next meeting. Brian will look into permit requirements.

f) Weed control.

Larry has obtained three bids for common area weed control and would like Brian to review them before moving forward. Following discussion, Larry will forward the weed control bid requirements to the Board and will ask Teton County Weed and Pest about what impact haying and regular mowing has on weed propagation. Chuck reminded the Board that haying is also for fire safety.

7. ISD report.
 - a) Truck lease.

Paul D'Amours is drafting a lease agreement for the HOA to use the new ISD truck.
8. DC report.
 - a) Stoney Fritz and Maria Rouchka-Fritz (3180 S. Beaverslide Dr., Lot 12): Porch enclosure approved.
 - b) Inspection checklist approved; inspections are to be completed by Larry, one year from date of application approval. Nancy will forward a copy of the checklist to the Board.
9. Office report.
 - a) Owner communication.

Flyers were delivered to owners in the Arabian cul-de-sac regarding additional tree trimming, an email was sent to the NE40 property manager regarding Flat Creek construction, and an independent email was sent to homeowners summarizing current HOA activities.

Following discussion, Nancy will have the Board approve a notice regarding Flat Creek construction, to be sent to all homeowners in an independent email.
 - b) CCR Compilation.

Chuck received and reviewed a copy of the CCR Compilation. The Board agreed to have legal counsel review the document. A final draft should be ready for the next Board meeting.
 - c) Office software and phone system.

A property management software program will not be purchased for the Rafter J office. Mike is still looking into upgrading the phone answering system.
10. Old business.
 - a) Update for realignment of service road/berm located on Lot 200 and Lot 201.

Concept designs have not been completed.
 - b) Update for Flat Creek erosion repairs.

Scheduled work is delayed due to County permitting. Non-instream construction activity is in progress. An Environmental Analysis Exemption Request has been submitted to Teton County Planning Department.
 - c) Update for transferring development rights.

A Pre App Conference Request has been submitted to Teton County Planning Department. After the conference, Jorgensen will create a report which compiles the HOA's options.
 - d) Open Space Master Plan update.

Karen has been in contact with Hans Flinch, and due to COVID concerns, they are working on a spring time venue where homeowners can participate in the Open Space Master Plan process, as opposed to a virtual charrette. The Board agrees that the project is not time sensitive, and having homeowner involvement is important.
 - e) Reserve study update.

Mike is concerned about having a reserve study prepared prior to creating the next fiscal year budget and offered to help Karen. Karen recommends holding a separate meeting to discuss the reserve study, and will follow up with Mike's concern.
11. New business.

- a) Mike suggested that the Board obtain email addresses, using the Rafter J domain, for HOA business. Nancy will look into setting up email addresses.
- b) Chuck asked when we may be able to meet in person as a Board. Following discussion regarding COVID concerns, the Board meetings will continue to be held online.

12. Review action items.

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

13. Adjourn.

Mike moved to adjourn the meeting. Karen seconded the motion. All were in favor and the meeting adjourned at 4:40 p.m.