

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

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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, and Chuck Rhea.

Staff: Nancy Henderson, and Larry Lennon.

Property Owners: Sharon Lennon, Gina Lipp, Vicky O'Donoghue, and Jim Turley.

Guests: Phoebe Coburn and Carlin Girard from Teton Conservation District (TCD).

1. Call to order.

Kip MacMillan, President, called the meeting to order at 3:00 p.m.

2. Homeowners' issues and concerns.

a) Gina Lipp (1535 W. Pinto Dr., Lot 201): Dog Waste Signage.

Gina presented a proposal for signage to be placed in various areas along Flat Creek that educate residents about possible causes of water contamination, and specifically to instruct proper disposal of dog waste. The signs will be paid for by Jackson Hole Clean Water Coalition/Teton Conservation District (TCD), can be permanent or temporary, and will be installed by Larry with the assistance of Gina and her husband. Gina recognizes that the HOA pays for dog waste bags and would like to educate residents to use their own bags.

In response to questions from the Board, Phoebe Coburn (TCD) commented that signage, when worded properly, does change behavior, and there are ways to measure the effectiveness of the signs. The HOA can determine sign size, number of signs, and locations.

Brian is in favor of the proposal, but the signage does not directly educate the owners who do not have fenced yards and let their dogs run freely into the common area without supervision.

Mike moved to approve going ahead with the signs and TCD funding, with Gina as chairperson who will submit signage to the Board for approval. Karen seconded the motion. It passed unanimously. The Board thanked Gina for her efforts.

3. Approval of the February 23, 2021, Rafter J HOA minutes.

A motion was made and seconded to approve the February 23, 2021 minutes. It passed unanimously.

4. Financial report.

a) Approval of February, 2021 financials.

Larger expenses for the month included tree care and year end accounting services.

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

b) Management of investment funds.

Karen proposed to research moving the current investment portfolio funds to a CD account, and recommends that the Board make a decision on where to hold Rafter J funds, prior to creating the next fiscal year budget. Following Board discussion, Karen will look into options to improve interest income for HOA reserve funds.

c) Reserve study.

Karen is working on a reserve study, to be presented at the next Board meeting. Brian mentioned that there are companies who specialize in creating reserve studies.

d) Financial review.

The financial review should be completed by the end of April.

5. Maintenance report.

a) Long term plan to replace Wilson ditch willows.

Regrowth of the existing trees and owner feedback will be evaluated before moving forward.

b) Adams ditch and Hay Sled ditch maintenance.

The Hay Sled ditch, according to Plat0330-06, was originally an irrigation ditch to move water from the Eastside ditch to Flat Creek, not a drainage ditch. It seems the ditch was intended for conveying water, not to draw ground water away from homes, and will not be cleaned out at this time. The Hay Sled ditch is no longer utilized.

Larry is concerned about homeowner response to the proposed Adams ditch cleaning and the initial visual impact of removing vegetation. Brian proposed that he and Larry work with the contractor to achieve positive flow of water with selective removal of vegetation. All homeowners, not just those adjacent to Adams ditch, need to be informed of the project and be educated on the purpose of ditch maintenance. Mike will spearhead homeowner communications.

Brian moved to accept the Westwood Curtis proposal to clean out Adams ditch, to be completed in October, with the condition of Board inspection of vegetation removal. Mike seconded the motion. It passed unanimously.

Brian will look into permit requirements.

c) Weed control.

Weed control bids were discussed, along with historical expenses and quality of service. Teton County Weed and Pest is spraying for cheatgrass so it is not included in the bids.

Brian moved to accept the Valley Landscape proposal for three years, with the condition of coverage verification. Karen seconded the motion. It passed unanimously.

Brian offered to help Valley Landscape with the process of coverage verification.

d) Vegetation between pathways and roads.

Maintaining the grass areas that separate the pathways from the roads is difficult due to winter sanding. It is not known if the HOA or ISD is responsible for this issue. Larry will obtain an estimate to be discussed at a future meeting.

e) Street Sign staining.

Brian moved to hire an outside vendor to paint all the Rafter J street signs, inclusive of King Eider, Cinnamon Teal and American Brant.

f) Cul de sac improvements.

Larry will obtain top soil and seed, to be installed late April or early May, for Hereford, Hay Sled, and Bridle cul de sacs.

6. ISD report.

a) Truck lease.

The ISD is reviewing the lease for the HOA to use the new ISD truck.

7. DC report.

a) Fawer (1000 W Longhorn Dr., Lot 126): Roof shingles and chimney siding approved.

b) La Pointe (1195 W. Fresno Dr., Lot 38): Metal roof approved.

8. Office report.

a) Owner communication.

Positive responses have been received regarding the “Current HOA Activities” email.

b) @rafterj.org email addresses.

The cost for the Board members to have email addresses with the Rafter J domain is \$2.50 per address per month.

Mike moved to have Nancy set up first initial last name email addresses for the Board members. Karen seconded the motion. It passed unanimously.

c) ACH payments.

Owners can make ACH payments to the HOA and ISD on the <https://www.rafterj.org/> website. There are no fees for this service. This service will be announced to homeowners in the “Current HOA Activities” email and on the regular monthly email.

d) Office phone system.

If the office phone line is busy, callers will be directed to a Spectrum voicemail service.

e) Board meeting recordings.

Zoom cloud storage for recordings is limited to 1GB, without incurring an extra expense. The Board agreed to remove the recordings from the Rafter J website when the corresponding meeting minutes are approved. The recordings can be downloaded when they are posted, and are available from the Rafter J office upon request.

f) HOA legal counsel.

Frank Hess, Rafter J HOA attorney, is retiring May 1<sup>st</sup> and new legal counsel will be needed.

9. 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.

Work is near completion. A fence at the NE40 site will be in place to allow the vegetation to grow. Because of the warm weather conditions, the access trail to the NE40 site will need to be graded and covered with gravel. Brian recommended Westwood Curtis be contacted to install ¾ minus crush for the trail, which is not included in the original contract. It was discovered that the Town sewer main runs under the flood control berm.

c) Update for transferring development rights.

A Pre App Conference with Teton County Planning Department is scheduled for March 30<sup>th</sup>. After the conference, Jorgensen will create a report which compiles the HOA's options. The Jorgensen report should be available late April.

d) CCR Compilation.

The CCR Compilation has been reviewed by legal counsel. The Board will review the document.

e) Eastside ditch maintenance.

The useful life of the bentonite in the eastside ditch is estimated between 3 and 5 years, it was installed spring 2019. Karen suggested that an agreement be made with the irrigator which outlines mutual responsibilities to continue the bentonite applications, inclusive of regular maintenance.

10. New business.

a) Construction rules.

Mike is reviewing construction rules with Chris Moulder, Design Committee Architect.

11. Review action items.

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

12. Adjourn.

With nothing further to discuss, the meeting adjourned at 4:50 p.m.