

RAFTER J RANCH  
HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday September 28, 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: Tracy Baiotto, Karen Jerger, Brian Remlinger, and Chuck Rhea.

Staff: Nancy Henderson.

Property Owners: Janis Allen, Kathie Brazinski, Marshall Empy, Aida Farag, Vicky O'Donoghue, and Jim Turley.

1. Call to order.  
Brian Remlinger, Vice President, called the meeting to order at 3:00 p.m. Brian reviewed homeowner communications received by the Rafter J office: 13 homeowners are in favor of the HOA purchasing Cedarwoods tennis courts, 3 are opposed and 1 needs more information. A few homeowners had questions regarding the transfer of development rights from Tract 3A to Lot 332.
2. Homeowners' issues and concerns.  
Aida Farag (3065 S. Stirrup Dr., Lot 309): Adams ditch cleaning.  
Aida asked about the Adams ditch cleaning project and is concerned about the removal of an aspen tree located in the common area behind her property. Brian explained that vegetation in the ditch is scheduled to be removed in October and offered to do a site inspection to determine if the aspen tree impedes water flow.
3. Approval of the August 31, 2021, Rafter J HOA minutes.  
Chuck moved to approve the August 31, 2021 minutes. Tracy seconded the motion. It passed unanimously.
4. Financial report.
  - a) Approval of August, 2021 financials.  
Expenses of note include: \$892.54 two little libraries, \$500 annual meeting church staff assistance, \$10,581.24 third round of noxious weed spraying, \$807.50 legal services, \$1,565 Tract 3A density transfer services, \$842.50 FEMA floodplain engineering services, and \$250 reimbursement for eastside ditch landscaping.  
  
Tracy moved to approve the financials as presented. Chuck seconded the motion. It passed unanimously.

b) Update bank account signers.

Kip will be removed as a check signer. All invoices are reviewed by Mike or Karen. Checks are signed by Mike, Karen, or Nancy. Checks over \$5000 require two signatures.

c) Record keeping.

Karen has researched best practices for record keeping and proposed to develop a plan with Nancy and to consult the Rafter J accountant and Rafter J legal counsel regarding records that pertain to them.

5. Maintenance report.

a) Landscaping on Jolly property completed, as approved by the Board. The catmint plants are doing well.

b) Little libraries were installed at Tensleep playground and Big Trail playground. Donations for children's books are being accepted at the Rafter J office.

c) A beaver backed up the water flow in the ditch between the daycare and church. Dave Stickel helped remove the debris, and Brian gave Larry contact information for beaver relocation services. The area is being monitored.

6. ISD report.

The next ISD meeting is online, October 7<sup>th</sup> at 6 p.m.

7. DC report.

a) Resor (1540 W. Clydesdale Dr., Lot 164): Metal shake roof approved.

b) Auge (3395 S. Arabian Dr., Lot 172): Front deck approved

c) Perez (3425 S. Shorthorn Dr., Lot 137): Fence approved.

d) Dodson (3245 S. Single Tree Dr., Lot 266): Greenhouse approved.

e) Huot (1945 W. Homestead Dr., Lot 238): Driveway extension approved.

f) Day (125 S. Hay Sled Dr., Lot 49): Asphalt roof, paint, and windows approved.

8. Office report.

a) Annual employee reviews.

The Board will coordinate Nancy's annual review. Karen recommended that a member of the ISD Board be invited to attend employee reviews and to set up a review for Larry. Wages and benefits are approved by the HOA Board.

9. Old business.

a) Tract 3A density transfer.

The Board reviewed a proposal from Jorgensen Associates to oversee the process of moving the development rights from Tract 3A to Lot 332. Jorgensen's services are estimated at \$30,000, and County fees are estimated at \$8,000. The intent of the proposal is to permanently preserve Tract 3A as open space for Rafter J residents, protect crucial winter range for wildlife, recoup the original purchase price of the property plus generate additional funds by selling one of the density units, place the two remaining density units within Rafter J for future use, and correct encroachment issues by re-platting Tract 3A boundary lines. A Planned Unit Development (PUD) amendment, required by Teton County, will be requested. Public comment is included in the PUD process. Brian suggested the Board approve the proposal, with conditions to revise as applicable to Board discussion, and sign the revised proposal after the sales contract for one of the density units is prepared. The buyer's attorney is preparing a sales contract which will have information that will

revise the Jorgensen proposal. Tracy inquired about a Quitclaim Deed to clarify the ownership name of Tract 3A. Brian stated that the Quitclaim Deed is not part of the Jorgensen proposal but can be addressed in New Business.

Vicky O'Donoghue reported that she has looked at the public records related to Tract 3A that are filed with Teton County, inclusive of transfer of ownership and planning applications, and believes the Board is repeating processes that have previously been completed by Jorgensen on behalf of a different entity. Vicky is concerned that the Board is not fully informed of Tract 3A activities and that Rafter J members have not been given enough time to comment on the Tract 3A activities that have been documented in the Board meeting minutes since October 2020. Brian explained that he is aware of the public records, there have been meetings with the County Planning Department on three occasions, and there is no overlap on what is being proposed. Tracy reviewed the public documents and noted that Jorgensen's past experience is beneficial to the process of the current proposal. Vicky was asked to provide the Board with the "better" documents that she obtained from Chandler Windom, Teton County Senior Planner. Vicky would like the density units to be openly advertised for sale, to have Rafter J members vote on Tract 3A activities - including the actual sale of the density units - and to have the services being proposed by Jorgensen subject to a bidding process requiring three bids. Per Vicky's suggestion, the option in the Jorgensen proposal to have Jorgensen request an Environmental Analysis Exemption for free will be accepted, as opposed to deferring to Brian's company, Alder Environmental. Vicky believes the Board has had Lot 332 rezoned and changed the allowed usage without a vote from Rafter J members. Brian stated that there have been no changes made to the status of Lot 332. Vicky was thanked for her efforts and time, and Board discussion continued. Vicky repeatedly interrupted Board discussion and was removed from the meeting.

Chuck feels there has been enough opportunity for homeowner comment and would like the Jorgensen proposal to move forward. Mike Keegan emailed the Board prior to the meeting stating that he is in support of moving forward with the Jorgensen proposal.

Chuck moved to accept the Jorgensen proposal dated August 31, 2021 subject to receipt of development density unit sales contract from the buyer's attorney, and contingent on revisions 1) identify Lot 332 as the recipient of two development density units and 2) all County applications are to be approved by the HOA Board prior to submission to the County. Karen seconded the motion. It passed unanimously.

b) Lot 333 usage.

As of yesterday, Tracy has not seen any new planning applications posted on the County website. Tracy will find out if Stage Stop Inc. has submitted notes from the neighborhood meeting that was held in July.

c) Flat Creek hydraulic analysis.

The cost of the Letter of Map Revision (LOMR) reducing the 100-year floodplain zone within Rafter J is estimated at \$15,000 - \$20,000, and FEMA fees are estimated at \$6,500. Reducing the floodplain zone can potentially remove over 30 Rafter J properties from a requirement to have flood insurance. The experience Kurt Stout of Meridian Engineering has with mapping Rafter J will be beneficial in the LOMR process. Chuck mentioned a possibility that FEMA could reject the LOMR, but Brian believes the current data gathered from modern practices is accurate.

Karen motioned to move forward with contracting the professional services of Kurt Stout of Meridian Engineering to complete the FEMA Letter of Map Revision process. Tracy seconded the motion. It passed unanimously.

d) Open Space Study.

Due to changes in the Open Space Study process, the time span and expense has increased. Karen proposed to increase the allowable expense by \$2,000. Hans Flinch is holding a community meeting to review three proposed concept plans on Wednesday October 6<sup>th</sup> at 4:30 p.m. at the Rafter J office. The meeting will be held outside, weather permitting, and attendees will be able to provide comment. The concept plans are the result of a homeowner survey, and a focus group.

Aida asked if any members of the focus group lived adjacent to open space. The Board was not sure of the answer, but this can be asked at the October 6<sup>th</sup> meeting.

Chuck moved to have Hans Flinch finish the Open Space project on a time and material basis, subject to monthly Board approval. Karen seconded the motion. The majority approved and the motion passed. Tracy recused herself from the vote.

e) Adams Canyon Trail Easement.

Teton County Commissioners will be meeting October 19<sup>th</sup> to approve the Adams Canyon Trail Easement. Brian Schilling will file the easement with the County upon receiving required HOA signatures.

f) Cedarwoods tennis court proposal.

The Board received 17 responses from homeowners regarding the proposed purchase of Cedarwoods tennis courts. The Board needs more information and is not accepting the proposal. Chuck and Tracy are overseeing this issue and will meet with Cedarwoods to gather more information.

10. New business.

a) Bookkeeper for Rafter J office.

HKD & Associates, Rafter J's CPA, has been taking care of office bookkeeping duties that were previously handled by Barb Fields. Karen would like the Board to consider hiring an in-house bookkeeper that can also serve as a backup for Nancy if needed. Nancy will compile a list of duties, and the open position will be included in the monthly summary email that is sent to homeowners.

b) Lot 332 athletic field proposal.

Brian was contacted by Charlie Ross who would like the Board to reconsider his proposal for building an athletic field on Lot 332 (8/11/15 Board meeting minutes), to be funded by an entity other than the HOA, and also wants to know why Lot 332 is not included in the Open Space Study project. Lot 332 is not included in the Open Space Study project because it is a Miscellaneous Lot, not open space. The Board is open to suggestions for shared usage of Lot 332, and proposals can be submitted to the Board.

11. Review action items.

Action items were reviewed and completed items removed.

12. Adjourn.

Chuck moved to adjourn. Karen seconded the motion. All were in favor and the meeting adjourned at 4:34 p.m.