

RAFTER J RANCH
HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING
Tuesday December 14, 2021, 3:00 pm
Rafter J Office and Online <https://zoom.us/>

MINUTES

In Attendance:

Directors: Tracy Baiotto, Karen Jerger, Brian Remlinger, and Chuck Rhea.

Staff: Nancy Henderson, and Larry Lennon.

Property Owners: Kathie Brazinski, Gina Lipp, Jan Lovett, Sharon Mader, Vicky O'Donoghue, and Jim Turley.

1. Call to order.
Brian Remlinger, Vice 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): New signage for wetland rehabilitation area.
Gina is concerned about the removal of signage from the common area north of Colt Drive and proposed new signs be posted, especially around the access road. Gina would like the proposed signs to recognize and protect the site, and instruct how to care of it. Gina would like dogs to be restricted to the path, and to be leashed or healed to the owner. Gina is concerned that human and dog activities are having negative effects on the area and on wildlife.

The Board recognized Gina's concerns and informed her that her concerns are being addressed in the Open Space Trail Study. The area is a wetland mitigation site, not a restoration site, and the only legal protections the area has is from dredge and fill activity, but Rafter J can enact stricter rules.

Gina would like the Teton Conservation District dog poop signs removed from the wetland area, because she believes the sign promotes dog activity. The sign will not be removed, pending further discussion.

- b) Sharon Mader (3425 S. Appaloosa Dr., Lot 179): Lot 333/Legacy Lodge.
Sharon is concerned that the Board is not communicating enough with Rafter J residents regarding Lot 333's application to the County for a Planned Unit Development (PUD) Amendment and a Conditional Use Permit (CUP), and she believes what is being communicated by the Board is not adequate. Sharon feels that the County documents are difficult to understand, and she believes that it is the Board's responsibility to engage and educate Rafter J residents of the proposed activities so that residents can have a better understanding of how property values and quality of life in Rafter J might be impacted. The Board informed Sharon that the HOA attorney sent a letter to Stage Stop Inc. (owner of Lot 333) and the County regarding Rafter J CCRs amendment requirement for changing the usage of Lot 333 from commercial to residential. Information and meeting minutes are available online at <https://www.rafterj.org>, and a monthly update is emailed to Rafter J residents. Sharon previously offered to create a paper mailing for residents who are not comfortable with email communications. The Board noted Sharon is free to personally distribute a paper mailing if she would like.

Communications from Stage Stop Inc. to the Board have not been as forthcoming as the communication Stage Stop Inc. has had with the County. Mike and Karen had a meeting with Stage Stop Inc., but a full disclosure from the owners was not obtained.

Sharon believes a traffic study should have already been completed by the HOA, and given to the County to help their decision process. The HOA is not committed to obtain a traffic study. The Board is working on clarifying a verbal commitment by Stage Stop Inc. to obtain a traffic study. Gina believes traffic studies should be obtained and should include year round data. The County and WYDOT have discussed traffic concerns regarding the north entry of Rafter J, and they are willing to look at studies that are obtained by the HOA.

c) Jan Lovett (1220 W. Hay Sled Dr., Lot 60): Lot 333/Legacy Lodge.

Jan would like the Board to give Rafter J residents a summary of the County process for PUD and CUP applications, County contact information, options that residents have regarding the County process, and a summary of the applications submitted by Stage Stop Inc. to the County. Jan previously offered to help with HOA communication to Rafter J residents. The Board noted Jan is free to personally distribute information. The Board has been communicating with residents through monthly Board meetings, recordings, meeting minutes, monthly updates, and the Rafter J website.

d) Kathie Brazinski (3205 S. Single Tree Dr., Lot 262): Lot 333/Legacy Lodge.

Kathie believes the owners of Lot 333 need to amend the Rafter J CCRs because the proposed apartment usage for Lot 333 is not allowed, according to the 1978 Land Use and Development Regulations (LUDRs), which were in place when the CCRs were created. The Board informed Kathie that the HOA attorney sent a letter to Stage Stop Inc. (owner of Lot 333) and the County regarding Rafter J CCRs amendment requirement for changing the usage of Lot 333 from commercial to residential.

3. Approval of the November 30, 2021, Rafter J HOA minutes.

Chuck moved to approve the November 30, 2021 minutes. Karen seconded the motion. It passed unanimously.

4. Financial report.

a) Approval of November, 2021 financials.

Expenses of note include \$1,438.62 for annual vehicle maintenance, and \$1,762.50 for tree removal in the Shorthorn Drive area. The absence of legal expenses generated from member demands was noted, and the utility bills have not yet been received.

Tracy inquired about the fluctuating checking account balance, and if there was a minimum balance requirement. The checking account balance is monitored and funds from the ICS account are transferred to the checking account as needed, both accounts are interest bearing.

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

b) Reserve study.

The reserve study should be updated as part of the budgeting process to reflect increased costs for material and services.

5. Maintenance report.

a) Drainage ditch maintenance update.

Adams ditch work is progressing. The area west of King Eider is currently being worked on. Extra time will be required in the northwest corner area to remove a water feature that was installed by a previous

homeowner. Brian noted that structures in the ditch impede water flow and increase the water table. A rusted out culvert located at the north end of Big Trail Drive was replaced. Some surface willows in the northeast area have been removed to allow machinery access, otherwise, only vegetation from the bottom of the ditch is being removed.

b) Snow removal.

Plowing and sanding has begun. Icy conditions have required additional sanding.

c) Service road/berm on Lot 200 and Lot 201.

Larry has requested three construction bids for the realignment of the service road, one has been received so far.

The buck rail fence located by Lot 200 was moved to the north end of Big Trail Drive.

d) Signage removal.

Outdated signs associated with wetland habitat restoration were removed from the common area.

e) Cul de sac improvements.

Hay Sled Drive cul de sac was reseeded.

6. ISD report.

a) The next ISD meeting is January 6, 2022 at 6 p.m.

b) Candidate applications for the March 22, 2022 ISD election will be accepted between December 22 and January 11. One seat is open.

7. DC report.

a) Perry Wiseman & Elisa Blazek (3445 S. Shorthorn Dr., Lot 135): Addition not approved.

8. Office report.

a) Office window replacement.

\$600 was budgeted this fiscal year to replace a front office window because the thermal seals have failed. The estimated cost of \$746.74 to replace the glass was approved by the Board.

b) Semiannual payments.

Semiannual payments for dues and storage are due January 1, 2022.

c) Office closure.

The Rafter J office will be closed December 21st - 30th. Emails and phone messages will be monitored.

d) 2022 meeting calendar and office holidays.

Following discussion, Board meetings will be held the 4th Tuesday of each month, with the exceptions of meetings held on March 15th, August 30th, and November 29th. The annual meeting will be August 23rd.

Additional meetings can be held, if needed, to discuss Lot 333 proposed usage.

Karen moved to approve the 2022 meeting calendar as corrected. Tracy seconded the motion. It passed unanimously.

9. Old business.

a) Tract 3A LLC.

Quitclaim deeds have been filed to transfer Tract 3A LLC property to Rafter J Ranch Homeowners Association, which is basically a name change since Rafter J Ranch Homeowners Association is the sole member of Tract 3A LLC. Tract 3A LLC was used by the HOA as a ghost buyer for Tract 3A and Lot 332, and is no longer needed.

Karen moved to dissolve Tract 3A LLC upon confirmation of the quitclaim transfer. Chuck seconded the motion. It passed unanimously. Nancy will submit a dissolution form to Wyoming Secretary of State.

b) Lot 333 usage.

Stage Stop Inc. (owner of Lot 333) has submitted an application to the County to change the usage of Lot 333, and is in the process of getting approval. Rafter J members who do not have internet access can review the application at the County Planning Department Office, and at the Rafter J Office. Mike and Karen had a meeting with representatives of Stage Stop Inc. to discuss the proposed change in usage from commercial to residential. At the meeting, Stage Stop Inc. was asked to provide specific factual information regarding the proposed usage that the HOA can share with Rafter J members. In response, Stage Stop Inc. offered to hold two neighborhood meetings to discuss their project. The open house meetings are on December 22, 2021 and January 5, 2022 from 4:00 p.m. to 7:00 p.m. The meetings are for Rafter J members to get more information from, and provide input to Stage Stop Inc. The meetings are not associated with the County or the HOA, and members should not expect any conversations to be conveyed to the County or HOA. Meeting information is posted on the Rafter J website at <https://www.rafterj.org/news-notices/>. The Board will have representative attend at least one of the meeting sessions.

There are two meetings being held by the County that are open to all residents. The first is the Planning Commission public hearing on January 10, 2022, and the second is the County Commissioners public hearing on February 1, 2022 (minutes corrected for date misquote). The original announcement of County meetings is available on the Rafter J website at <https://www.rafterj.org/news-notices/>, and paper copies are available at the Rafter J office. Written comments, prior to January 7, 2022, can be submitted to cwindom@tetoncountwy.gov or mailed to the Planning Department. The HOA Board will be monitoring the County website for a Planning Commission Staff Report that should be published the week before January 10th meeting, and will post the report on the Rafter J website. The Board will have representation at both of the County hearings.

Following discussion, Karen and Tracy will create a factual summary of Lot 333 activities to be distributed by email to Rafter J members, posted at the Rafter J mail kiosks, posted at the Rafter J Office, and posted on the Rafter J website at <https://www.rafterj.org/news-notices/>.

Sharon commented that the County process and the HOA process for approving the proposed usage of Lot 333 are separate, and she believes, regardless of the County decision, the HOA has its own process to follow.

The Board is concerned that the proposed usage for Lot 333 will be in violation of Rafter J CCRs. The HOA attorney has sent a letter to Stage Stop Inc. (owner of Lot 333) and the County regarding Rafter J CCRs amendment requirement for changing the usage of Lot 333 from commercial to residential.

c) HOA bookkeeper.

A qualified bookkeeper has been found who can assist with basic duties for the HOA and ISD. The duties have been performed by the HOA CPA ever since the previous bookkeeper departed. The Board will discuss in executive session how to move forward.

10. New business.

None.

11. Review action items.

Action items were reviewed and completed items removed.

12. Adjourn.

Karen moved to adjourn. Chuck seconded the motion. All were in favor and the meeting adjourned at 4:38 p.m.