

**RAFTER J RANCH ANNUAL HOMEOWNER'S ASSOCIATION
MEETING MINUTES
August 23, 2022, at 7:00 p.m.
Gateway Church and audio only via Zoom**

Directors/Staff present:

Directors: Tracy Baiotto, Karen Jerger, Mike Keegan, and Chuck Rhea.

Staff: Nancy Henderson and Larry Lennon.

1. Call meeting to order.

Mike Keegan, President, called the meeting to order at 7:00 p.m. and verified that the meeting was quorate.

2. Approve 2021 Annual Homeowner's meeting minutes.

Karen Jerger motioned to approve the August 17, 2021 Annual minutes. Tracy Baiotto seconded the motion. The motion passed by majority vote.

3. President's report.

Mike introduced the Board Directors and Rafter J staff. Brian Remlinger was not present.

Mike reviewed the powers and duties of the Board, inclusive of administering and enforcing CCRs, preparing the annual budget, preparing and maintaining accurate books, entering into contracts, and acting as the attorney-in-fact for all owners for the benefit of all owners.

Mike reviewed HOA and ISD responsibilities. The HOA, managed by five elected homeowners, maintains common areas, enforces CCRs, assures financial stability, hires and supervises staff, and oversees the Design Committee. The ISD, a state governed district managed by three elected directors, is responsible for the maintenance and service of Rafter J roads, paved paths, and water system.

Mike thanked the Design Committee members, Chris Moulder, Dawn Lotshaw, and Nancy Zawacki.

Tracy gave a recap of activities over the past year:

- Open Space Master Plan - Completed by a licensed landscape architect, and the HOA will be implementing pieces of the plan over the next two years. Homeowners are asked not to occupy the common area with items such as trampolines, playhouses and raised planting beds, and e-bikes are not allowed on unpaved surfaces. The final Open Space and Trails Master Plan can be viewed on the Rafter J website at <https://www.rafterj.org/>.
- Service Road/Berm Maintenance – A service road/berm was successfully realigned, thus removing it from the private property of Lots 200 and 201.
- Flat Creek Restoration – Stabilization of the bank located near Northeast Forty townhomes was completed.
- Beaver Mitigation – Beaver management within Rafter J includes measures to coexist with the beavers, and relocation of beavers when coexisting is not favorable.

- Tract 3A – Tract 3A is the Lot located north of the storage area and was purchased by Rafter J HOA years ago under the name Tract 3A LLC to preserve it as open space for Rafter J residents and to protect winter range for wildlife. Boundary line corrections are in progress and one of the three development rights associated with the Lot is in the process of being sold to recoup the original purchase price.
- Tract 3A LLC – Rafter J Ranch HOA is the single member of Tract 3A LLC. Ownership of Tract 3A and Lot 332 was deeded from Tract 3A LLC to Rafter J Ranch HOA for the purpose of clarifying ownership. Tract 3A LLC has been dissolved.
- Water Tank Signage – The HOA posted no trespassing signs near the water tank area and posted signs to respect private property near Tract 3A hiking trails. The intent of the signage is to protect Rafter J’s water supply, encourage responsible usage of Rafter J’s land, and to prevent “taking” and legal liability issues. The HOA wants to continue to offer access to the trails without compromising HOA water or land.
- Lot 333 – The assisted living facility on Lot 333 closed in early 2021 and Stage Stop Inc., the new owners, are seeking to change the lot usage to workforce apartments, requiring approval from the County and HOA. A Planned Unit Development (PUD) amendment to allow apartments as a use was approved by the County, and a Conditional Use Permit (CUP) will be considered by the County Commissioners at their September 20th meeting. The HOA has informed Stage Stop Inc. that Lot 333 is designated as commercial, and they will need to amend the Rafter J CCRs to allow apartment usage. 65% approval from Rafter J owners is required to amend the CCRs.
- Little Free Libraries – The successful installation and usage of two little libraries are due to the efforts of Sally Linhardt and Patti Berlin.
- Flood Plain Evaluation – An engineer has been engaged to complete a Letter of Map Revision (LOMR) to FEMA which is intended to remove many Rafter J properties from a federal requirement to have flood insurance.
- Ditch Cleaning – Water flow was improved by culvert maintenance and the removal of vegetation from Adams ditch and the outlet of Walden Pond.
- Crawlspace Water Survey – Data was collected to help monitor changes and help coordinate a maintenance plan with the eastside ditch irrigator.
- Regular Activities – Ongoing activities include but are not limited to a noxious weed spraying program, storage area inspections, tree trimming, CCR enforcement, and dog waste management.
- Improved Communications – Email and the Rafter J website are used for regular updates and information sharing.

Tracy thanked the members for attending and encouraged them to stay engaged and involved in making Rafter J a great place to live.

4. Financial report.

Karen Jerger, Treasurer, reviewed FY 2021/2022 financials and the FY 2022/2023 budget.

The HOA is in good shape financially. Dues were decreased 10% in FY 2021/2022 and will remain the same for FY 2022/2023. The reported 2021/2022 yearend totals are projected not actuals because the fiscal yearend financials and tax prep have not yet been completed by the HOA Accountant.

A reserve balance has been added to the annual FY 2022/2023 budget, detailing budgeted expenses and contributions. The dedicated reserve itemizes known expenses, and the other reserve is for contingencies.

5. Old Business.

Mike provided an update on planned projects.

- Open Space Plan – Recommendations will be implemented to make the Rafter J trail system more user friendly.
- Reserve Study – A professional firm has been contracted to create a formal reserve study.
- Wildland Fire Assessment – The cutting of wild grasses and the removal of wild grasses are recommended by the fire marshal to reduce fuel sources. Jack Vosika will continue to be contracted annually to cut the common areas. More information will be gathered regarding common area grass that is being mowed by homeowners.
- Speed Bump Analysis – Speeding continues to be an issue on Rafter J roadways. The HOA will work with the ISD to determine if speed bumps should be installed.

6. New Business.

a) Vote to amend Bylaws Article VII Section 4 to change the bidding threshold amount for capital expenditures. Following discussion, the proposed increase from \$5,000 to \$15,000 was withdrawn. Inflation and the ability to conduct HOA business in a timely manner was discussed, resulting in a proposal to increase the threshold to \$25,000.

Paul Boillot motioned to amend the Rafter J Ranch Homeowner's Association Bylaws Article VII Section 4 bidding threshold amount for capital expenditures from \$5,000 to \$25,000. Steve Foster seconded the motion. The motion passed by majority vote with one vote opposed.

b) Thank you for HOA service.

Mike thanked Brian Remlinger and Chuck Rhea for their service as Board members and announced that Larry Lennon will be leaving Rafter J. The HOA and ISD are working together on finding a replacement for Larry's position. Chris Moulder, Architect on the Rafter J Design Committee was in attendance and was thanked for his service.

c) Board of Directors Election.

Kathie Brazinski, Terry Miller, and Vicky O'Donoghue are on the ballot for a two-year term. Jessica Brown is on the ballot for a three-year term. George Linhardt withdrew his candidacy for the three-year term.

Kathie, Vicky, Terry, and Jessica gave candidate statements.

7. Improvement and Service District (ISD) update.

The ISD Board members are Brian Schilling, Steve Foster, and Eileen Mosman. Brian and Steve presented an update on ISD activities. Eileen was not in attendance. Brian thanked Eileen for her amazing efforts and due diligence in organizing ISD financials.

- The ISD oversees Rafter J infrastructure, inclusive of roads/pathways, sewer system, and water system.
- The ISD strives to continue and improve communications with the HOA Board.
- The ISD working with the HOA to find a replacement for Larry is of high importance.

- The Long Term Capital Replacements plan and financials will be monitored to make sure funding is on track.
- Water conservation is a concern and will be evaluated.
- Water meter replacement is in progress.
- Pathway signage is being improved.
- The roads are in good shape, resurfacing has been delayed until fiscal year 2023-2024.
- Water and sewer systems are in good shape. Unexpected maintenance, such as three water main breaks that occurred in 2020-2021 have been fully repaired.

8. Other Business.

a) E-bikes.

E-bike safety is a concern. Parents are asked to educate their children about e-bike safety, all e-bike drivers are asked to slow down on pathways, signal when passing, and e-bikes are not allowed on Rafter J unpaved surfaces. Brian Schilling, Teton County Pathways Coordinator encouraged attendance of the September 6th Town Council meeting where Town pathway regulation and usage will be discussed.

b) Common area litter.

Please properly clean up after your pets and do not discard cigarette butts in common areas. Notify the Rafter J office if there is a specific area of concentrated litter.

c) Lighting fixtures.

Rafter J supports low light impact at night. Canopy lighting is not allowed, and exterior fixtures should be down facing.

d) Owner comments from the floor.

- Bike riders are reminded to signal when passing, and signal when turning.
- Brian Schilling reviewed different classifications of e-bikes and government regulations. Teton County can only enforce State Statutes. Town has the authority to enact laws within Jackson. Rafter J owns their pathways and can adopt stricter rules but enforcement by Rafter J is an issue.
- Liability involving e-bikes is a concern.
- Prohibiting pathway usage until rules are abided was suggested.
- Bikes not stopping at the north entry pathway stop signs is a concern.
- Mike was asked to comment on Lot 333. A PUD application, allowing apartment as a use on Lot 333, was approved by the County. A CUP application will be reviewed by the County September 20th. On August 18th the Board met with Stage Stop Inc., inclusive of legal counsel and an impartial third party where the HOA informed Stage Stop Inc. of the process to amend the HOA CCRs to allow residential usage on a commercial Lot. An HOA CCR amendment, approved by 65% of Rafter J members is needed before residents move into the building of Lot 333. The HOA can take legal action if the CCRs are not followed.
- It was questioned why current “caretakers” who reside in the building of Lot 333 is not considered a residential use.
- A group, not affiliated with the HOA, has filed a judicial review with the County to review Lot 333’s PUD approval.
- Mike and Brian Remlinger were thanked for removing reserve funds out of the stock market in fiscal year 2020-2021.

- Concerns were presented regarding ISD issues, including financial responsibility for pathway surfacing, the belief that the property Westwood Curtis occupies is not being charged for water usage, and flat rates being charged to non-Rafter J properties for water usage as opposed to actual metered usage. These are ISD issues and need to be discussed with the ISD.
- The dues amount paid by Lot 333 was questioned. This will be evaluated by the Board.
- Rule compliance is a concern. Mike explained that Rafter J does not police for violations but does respond to complaints. It is preferred that neighbors talk to each other to resolve their issues, but if this is not effective a complaint can be filed with the Rafter J office where policies are in place to achieve compliance.
- Adding additional space to the storage area was questioned. Karen responded; This issue has been addressed in the past, and owners are encouraged to present proposals to the Board.
- Owners are encouraged to submit proposals to the Board for cul de sac improvements.
- A homeowner believes storage area fees are dedicated to storage area expenses, believes the storage area generates \$90,000 a year in revenue, and believes the cumulative storage funds should be used to beautify and expand the storage area. (Follow up after the meeting: Storage area annual income is \$43,200 and is not dedicated to storage area expenses).
- Roadside parking at the Big Trail playground is a concern and adding parking spaces was suggested. Mike responded; Owners should contact the Board if this is something they want the Board to pursue.

9. Adjournment.

Owners are encouraged to attend Board meetings and listen to meeting recordings or read meeting minutes on the Rafter J website <https://www.rafterj.org/>. Communications can be emailed to the Board; Email addresses are the first initial of the Board member first name followed by the full last name @rafterj.org. The Rafter J office email is office@rafterj.org and the office phone number is 307-733-5262.

The meeting adjourned at 8:31 p.m.