

RAFTER J RANCH
HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING
Tuesday April 29, 2025, 4:00 p.m.
Rafter J Office and Online <https://zoom.us/>

MINUTES

In Attendance:

Directors*: Tracy Baiotto, Kathie Brazinski, Jessica Brown, and Brian Merritt.

Staff: Nancy Henderson.

Property Owners: Karen Jerger, and Lynn Yut.

*Aida Farag was not in attendance and did not vote at this meeting.

1. Call to order.
Tracy Baiotto, President, called the meeting to order at 4:00 p.m.
2. Homeowners' issues and concerns.
 - a) Lynn Yut (3195 S. Pitchfork Dr., Lot 27): Storage area.
Lynn informed the Board that there is a business in Wilson offering vehicle storage space.
 - b) Bear awareness.
Jessica offered to invite Bear Wise Jackson Hole to a future meeting to discuss bear awareness.
 - c) Correspondence recap with owners.
Miscellaneous owner concerns over the past month have included a dog control issue, a home business concern, an unapproved structure, and trespassing/encroaching on common area. Owners are reminded to restrain dogs within their property, refer to CCR VII.3.a.1 if pursuing a home based business, property improvements must be approved by the Design Committee, and to be aware of property lines.
3. Approval of Rafter J HOA minutes.
Jessica moved to approve March 18, 2025, Board meeting minutes. Brian seconded the motion. The motion passed unanimously.
4. Financial report.
 - a) Review of March 2025 financials.
Income was \$37,164, regular expenses were \$25,230, and other expenses totaled \$429. Office expense includes QuickBooks annual fees. Office expense will be over budget due to additional IT support for compromised email and the addition of OneDrive.
Brian moved to approve the financials. Jessica seconded the motion. The motion passed unanimously.
 - b) Late dues.
One lien is still in place, otherwise there are no concerns.
 - c) Review proposed FY 2025-2026 budget.

The Board discussed the proposed budget and will be discussing it further on May 6th to be presented for approval at the May 20th Board meeting. The annual assessment is not going to be discounted, resulting in most owners seeing an increase of 5%. Undeveloped lots will be assessed according to their CCR classification. Storage area fees are not expected to increase. Capital Expenditures are based on the Reserve Study recommendations and current projects.

5. Maintenance report.

a) South entry lighting.

A bid was received to restore electricity to the south entry sign and light post. The Board will discuss sharing the expense with the ISD.

b) Storage sign.

The large storage sign, posted outside the storage area, was removed because it posted incorrect information.

c) Walden Pond outlet.

A homeowner previously reported a concern to the Rafter J office regarding overgrown vegetation in the ditch that serves as the outlet of the western Walden Pond and recalled that the ditch has previously been cleaned out by Rafter J staff. Cory will be asked to inspect the ditch.

d) Trails south of NE40 near Flat Creek.

A homeowner previously reported to Cory that the trails south of NE40 are marshy and a ditch in the area is not being maintained. Nancy offered to research ditch maintenance responsibility.

e) Dog waste stations.

Cory intends on installing a second waste can at the Homestead dog waste station to help with overflow.

d) South entry stop sign.

The south entry stop sign disappeared and WYDOT will replace it.

6. ISD report.

a) New Director.

Janice Smith has been appointed to fill in for the remainder of Steve Foster's term.

b) Assessment adjustment.

The ISD Board has been discussing assessment adjustments for the 2025-2026 fiscal year. Significant adjustments are expected for most non-residential properties.

c) Meetings.

The next ISD meeting is Wednesday April 30, 2025 at 6:00 pm.

7. DC report.

April applications will be reviewed in May.

8. Office report.

a) ACH and credit card payment options.

A payment portal can be added to the Rafter J website and processing fees passed onto the users. Hosting fees still need to be determined. The Board will be updated as more information becomes available.

b) Insurance renewals.

The renewal for liability insurance came in over budget. The insurance agent researched other providers and found a lower premium, but with less coverage on one of the buildings. The Board agreed to retain coverage with the original provider and review coverage prior to the next renewal.

c) Office Closure.

The office will be closed May 16th and reopen May 19th. Phone messages and emails will be responded to remotely.

9. Old business.

a) SilverLight Fiber Network connection project.

Installation of fiber optic lines on the west side of Rafter J is scheduled to begin June 2, 2025, no work will occur on Sundays. Rafter J owners are encouraged to contact the SilverLight support team at (307) 249-5475 to repair damage that occurred during the first phase of installation. Owners in the second phase are encouraged to be aware of utility easements and property boundaries. Mitigation of previous issues includes focus on quality control, horizontal installation of grounding rods, pothole vacuum evacuation, and hiring a 3rd party for water/sewer utility locates. The agreement between the HOA and Silver Star is available for viewing at the Rafter J office. During construction, the HOA and Silver Star will have weekly meetings to review project progress and concerns.

b) Proposed CCR Amendments.

Proposed CCR Amendments are not yet ready for distribution to Rafter J owners. The Board and HOA legal counsel are working on finalizing the proposals that will be sent to owners for a vote.

c) Policy/Rule updates.

1. Assessments Rules and Administrative Fee Policy.

The Board reviewed the final draft of the new Assessments Rules that is to replace Rafter J Ranch Homeowner's Association rule #10 and eliminate the current Administrative Fee Policy. The HOA Attorney has advised the Board to adopt the proposed Assessments Rules to comply with the CCRs. The Assessments Rules are available at the Rafter J office.

Tracy moved to retire the current Administrative Fee Policy and accept the Assessments Rules, effective July 1, 2025. Brian seconded the motion. The motion passed unanimously.

2. Postal Boxes Rules and Postal Box Usage Policy.

The HOA Attorney has drafted new Postal Boxes Rules to replace Rafter J Ranch Homeowner's Association rule #2 and eliminate the current Postal Box Usage Policy. The proposed Postal Boxes Rules are available at the Rafter J office and will be voted on by the Board at the May 20th Board meeting.

3. Storage Area Rules and Storage Area Policy.

The HOA Attorney has drafted new Storage Area Rules to replace Rafter J Ranch Homeowner's Association rule #9 and eliminate the current Storage Area Policy. The proposed Storage Area Rules are available at the Rafter J office and will be voted on by the Board at the May 20th Board meeting.

4. Rules format.

The Board is working on updating the format of the Rafter J Ranch Homeowner's Association Rules.

d) FEMA Letter of Map Revision (LOMR) request.

Effective March 20, 2025 the floodplain boundary of Flat Creek has been revised. Property owners that are currently required to have special flood hazard insurance coverage are encouraged to provide their insurance agent with the Letter of Map Revision Determination Document (LOMR) and decide if they want to continue coverage that is no longer legally required. The LOMR is available at the Rafter J office on the Rafter J website at <https://www.rafterj.org/>.

e) Adams Canyon projects.

Teton County approved a Special Purpose Fencing Exemption for the water tanks located on lot Tract 3 in Adams Canyon. Bids for constructing the fence will be obtained and ISD contribution to the project needs to be discussed. Trail Easement completion will be budgeted for FY 2025-2026.

f) Wildlife Advisory Committee.

A Wildlife Advisory Committee meeting date is being determined. Owners will be updated on the meeting date.

g) Employee Handbook.

Tracy is expecting an Employee Handbook to be completed by September.

10. New business.

a) Kestrel boxes.

Owners are encouraged to contact the Rafter J office if they are interested in helping with the installation of kestrel boxes.

b) Homeowner property maintenance (CCR VII.3.b).

Owners are reminded to maintain the exterior of their homes and landscaping, inclusive of staining both sides of fencing.

11. Review action items.

Action items were reviewed.

12. Adjourn.

Brian moved to adjourn the meeting. All were in favor and the meeting ended at 5:35 p.m.