

RAFTER J RANCH
HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING
Tuesday November 18, 2025, 4:00 p.m.
Rafter J Office and Online <https://zoom.us/>

MINUTES

In Attendance:

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

Staff: Lisa Driewer, Nancy Henderson, and Randy Huhn.

Property Owners: Sadek Darwiche, Jim Huspek, and Karen Jerger.

ISD Director: Janice Smith.

1. Call to order.
Tracy Baiotto, President, called the meeting to order at 4:03 p.m.
2. New employees.
Lisa Driewer has been hired as Office Manager and Randy Huhn has been hired for temporary part time maintenance.
3. Homeowners' issues and concerns.
 - a) Stage Stop Inc. (3000 W. Big Trail Dr., Lot 333): Common area encroachment.
Sadek Darwiche attended the meeting to follow up on any HOA concerns regarding Rafter J common area surface damage caused by Stage Stop Inc. The area has been re-seeded and covered with landscape fabric. The Board questioned biodegradability of the fabric and requested that it be removed in the future if needed. Sadek offered to obtain more information about the fabric.
 - b) Parking reminders.
Parking is not allowed on Rafter J roadways or common areas. Violations in the winter are strictly enforced due to vehicles that impede snow removal efforts. Parking next to fire hydrants is a safety concern and violations are strictly enforced.
4. Approval of Rafter J HOA minutes.
Aida amended the October 28, 2025, Board meeting minutes draft.

Kathie approved the October 28, 2025 Board meeting minutes as amended. Brian seconded the motion. The motion passed by majority vote. Jessica abstained from voting.
5. Financial report.
 - a) Review of October 2025 financials.
Income was \$12,182 and regular expenses totaled \$37,177. Regular expense items of note include \$2,537 for truck tires and oil change, and \$2,980 for mower repairs. Other expenses include a \$2,000 credit from the TCWP Invasive Species Cost-Share Reimbursement Program, and a \$9,375 deposit refund related to the water tank fencing project.

Brian moved to approve the financials. Jessica seconded the motion. The motion passed unanimously.

b) Late dues.

One property owner is more than 120 days past due and has been turned over to HOA legal counsel for collection procedures.

6. Maintenance report.

a) Water tank fencing update.

Installation is expected spring 2026.

b) South entry light pole electricity update.

An updated bid is needed for the installation of a new ground cable.

c) Sign installation.

Faded and outdated signs are being replaced, and the stop sign at Homestead and Big Trail is being replaced.

d) Common area tree inspections.

Property owners are legally allowed to trim encroaching trees up to their property line as long as the health of the tree is not compromised. Owners are asked to inform the HOA of safety concerns regarding common area trees that encroach private property.

e) Equipment.

The sander, plows and trucks are ready for snow removal. Jessica is working on evaluating cost effectiveness of repairing the loader. The mower is on property and ready for spring usage.

f) Storage area signage.

Jessica suggested posting a “no trespassing”, “Rafter J residents only”, or “private property” sign to deter people from using the water tank and storage areas to access Adams Canyon. Janice offered to provide a source for purchasing signs.

g) Beavers.

There is beaver activity in a creek located west of Larsen Dentistry. Traps have been installed because The Wyoming Wetland Society stopped relocating beavers at the end of October.

7. ISD report.

a) Source Water Protection Plan.

Michelle Christopher of WARWS will be presenting the Rafter J Source Water Protection Plan via zoom on 11/20/25 5:30 p.m.

b) Snow removal.

A request for snow plow drivers will be sent to Rafter J membership.

c) Homestead/Big Trail culvert.

The ISD will be addressing culvert repairs in spring 2026.

8. DC report.

a) McIntosh (1240 W. Hay Sled Dr., Lot 62): Windows approved.

- b) Burbank (1185 W. Brangus Dr., Lot 90) Shed not approved.
9. Office report.
- a) 2026 meeting calendar.
The Board requested staff to prepare the 2026 Board meeting calendar, to be approved at the December 16th meeting.
 - b) QuickBooks Workforce App.
Office staff has been asked to set up an app for hourly employees to track their time.
10. Old business.
- a) SilverLight Fiber Network connection project.
Main line construction installation will continue next spring. Owners who want to install service or have questions or concerns regarding the SilverLight project are asked to contact the SilverLight support team.
 - b) CCR Amendments ballot.
The ballot for proposed CCR amendments regarding vehicle speed and recreational vehicles is due February 4, 2026. Ballots were sent to owners August 8th and are available at the Rafter J office.
 - c) Support for proposed CCR Amendments.
Fifty signatures are needed to support proposed amendments regarding satellite dishes and trash compactors. Please provide your signature at the Rafter J office. A ballot will be sent to owners for a vote once the fifty signatures are collected. The Board is working on a third amendment to be included on a ballot with the other two proposals.
 - d) Rafter J Rules.
The Board has been working on updating the Rafter J Rules for increased clarity as well as consistency with the HOA governing documents. Updates will be reviewed and voted on by the Board at the 12/16/25 Board meeting.
 - e) Assisted Living initiative update.
The Board is not pursuing a proposal regarding the HOA swapping Lot 332 with a portion of Teton County Lot 331 for the purpose of building a modest senior assisted living facility on Lot 332. The Board is open to discussion if development on Lot 331 is pursued.
 - f) Trail data proposal.
Trail counters are expected to be installed in December. Only trip counts will be collected, types of usage will not be monitored.
 - g) Ditch maintenance plan update.
A survey to collect data regarding crawl space water will be made available to owners. Karen offered to provide data that was collected in previous years.
 - h) Wildfire subdivision overview.
The HOA has obtained and will be discussing a Rafter J Wildfire Report with the ISD.
 - i) Employee Handbook.

Jessica moved to approve the Employee Handbook final draft pending input from staff and the Board. Kathie seconded the motion. The motion passed by majority vote. Aida abstained from voting.

11. New business

a) Employee staffing.

New staffing models are being explored by the HOA and ISD Boards for maintenance. The ISD is looking into part time accounting support and the HOA will hire a full time Maintenance Supervisor. Regular staff meetings will occur on Tuesdays.

b) Tract 3A.

Aida is researching conservation easement potential for Tract 3A and Lot 332.

c) Wildlife crossings.

Jessica is reaching out to WYDOT to explore wildlife crossing potential, using the Hwy 89 tunnel that goes to Rafter J.

12. Review action items.

Action items were reviewed.

13. Adjourn.

Jessica moved to adjourn the meeting. Aida seconded the motion. All were in favor and the meeting ended at 5:04 p.m.