

**RAFTER J HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Date: March 17, 2026

Location: Rafter J Office / Zoom

Time : 4:00 p.m.

1. CALL TO ORDER

The meeting was called to order at 4:08 p.m.

IN ATTENDANCE

All five board members were present:

Tracy Baiotto, President
Jessica Brown, Vice President
Kathie Brazinski, Treasurer
Brian Merritt, Secretary
Aida Farag, Member at Large

Also present: Janice Smith - ISD
Randy Huhn - HOA Maintenance
Lisa Driewer – Office Manager

Homeowners via zoom
Dorian Darwiche
Unidentified owner

2. HOMEOWNER ISSUES AND CONCERNS

- Maintenance of bird boxes in the common areas will be addressed. Anna Knable inquired about cleaning the boxes to improve accessibility for bluebirds the board approved.
- It is presumed that Spectrum has installed a line to a residence above the trees near NE40 Townhomes on Tensleep. Randy will follow up with Spectrum to confirm that the line is temporary due to frozen ground and that it will be buried as soon as conditions allow.
- With respect to rules and voting, it was confirmed that electronic voting is permitted.

3. APPROVAL OF MINUTES

- Brian moved to approve the March 17, 2026 meeting minutes, with recommended changes, removing the approval of E. Common Area #3 under #9. Old Business – Proposed Rules Changes.
- Aida seconded the motion. The motion passed unanimously.

4. FINANCIAL REPORT

The Treasurer presented the February Financial Report

- Gross Profit: \$3,358
- Total Expenses: \$25,655
- Net Income: - \$22,296.00
- The reserve Study was rescheduled and will occur on Tuesday March 24, 2026 at 9:00 a.m.
- Brian Merritt made a motion to approve the financial report. Jessica seconded the motion
- INSURANCE UPDATE: Kathie and Lisa meeting with the agent for the HOA insurance to obtain appropriate insurance information to finalize quotes. May 1, 2026 is the deadline for updating insurance policy.

Brian Merritt made a motion to approve the financial report
Jessica seconded the motion

5. MAINTENANCE REPORT

- Randy obtained a quote for rails needed to repair the section of perimeter fence shared with Hereford Ranch
- Delcon is prepared to proceed with repair of the south entrance light pending confirmation of when the ditch will begin filling with water.
- Preparing to obtain one dump truck load of crush for spot damage on roads – will collaborate with the ISD
- Consideration for asphalt repair to be brought to the ISD board
- Spring projects are under way including street sweeping and identification or established mowing areas / map where the HOA is responsible
- Approval of investing in a chain saw for downed trees and other incidentals
- MD available after April 1, 2026 for water tank fence project preparation and implementation

6. ISD REPORT

Janice provided the ISD report, including the following updates:

- The voting period for the ISD closed at 5:00 p.m. on March 17, 2026. Ballot count preparations are complete. Materials are organized, procedures reviewed, and the counting team is ready to count ballots on March 18, 2026, at 9 a.m., at the Rafter J HOA office. All ballots will be handled, verified, and documented in accordance with the established process. No issues are reported currently. A further update will be provided once counting is underway or complete
- Confirmation of a Revised Budget meeting in response to expenditures not included in the original adopted budget, the district is resubmitting a revised budget to the State to accurately reflect current financial conditions and comply with applicable budget requirements.

7. DC REPORT

- NE40
HOA submitted paint colors for potential painting structures
- Lott 333 was discussed in regard to the pathway crossing that was turned over to the HOA and ISD Boards. The board discussed the HOA's role in approving the Lot 333 driveway/pathway improvement required under the county conditional use permit. Final engineered plans are still needed. The board intends to review the final plans and consider approval subject to conditions similar to those adopted by the ISD. Considering signage. Tracy sent a motion to approve the request from the owner of Lot 333 to improve the pathway crossing at the driveway into Lot 333, with a preference for a 6 inch rise on the crossing, and with the understanding that all costs of the improvements shall be borne by the owner of Lot 333, that all improvements will be done in a manner acceptable to the Teton County Pathways Coordinator, and that all improvements shall be completed within 1 year of this approve.
- Minutes from the previous Design Committee meetings to be included in the HOA monthly meeting packet moving forward for continuity between boards

8. OFFICE REPORT

- Support and accounting / bookkeeping training have been developed and are in progress
- Discussion of PTO and procedures

9. OLD BUSINESS

- Rules: The Board Voted on the proposed changes to the Rules:
 - Rule A. Assessments, Fees & Failure to Pay – Jessica made a motion to approve the revised rule as drafted and discussed. Brian seconded the motion. The HOA board voted, and all were in favor.
 - Rule B. Postal Boxes – Brian made a motion to approve the revised rule as drafted and discussed. Jessica seconded the motion. The HOA board voted, and all were in favor.
 - Rule C. Storage Area – Brian made a motion to approve the revised rule as drafted and discussed. Kathie seconded the motion. The HOA board voted, and all were in favor.

- Rule D. Roads & Pathways – Brian made a motion to approve the revised rule as drafted and discussed. Kathie seconded the motion. The HOA board voted, and all were in favor.
- Rule E. Common Area – Jessica made a motion to approve the revised rule parts 1, 2, 4, 5, 6, 7 and 8 as drafted and discussed. Kathie seconded the motion. The HOA board voted, and all were in favor. Part 3 will be reviewed at the upcoming April Board Meeting.
- Rule F. Fishing – Jessica made a motion to approve the revised rule as drafted and discussed. Brian seconded the motion. The HOA board voted, and all were in favor.
- Rule G. Playgrounds – Kathie made a motion to approve the revised rule as drafted and discussed. Jessica seconded the motion. The HOA board voted, and all were in favor.
- Rule H. Recreational Vehicles – Kathie made a motion to approve the revised rule as drafted and discussed. Brian seconded the motion. The HOA board voted, and all were in favor.
- Rule I. Design, Construction & Maintenance – Brian made a motion to approve the revised rule as drafted and discussed. Kathie seconded the motion. The HOA board voted, and all were in favor.
- Rule J. Signage – Brian made a motion to approve the revised rule as drafted and discussed. Jessica seconded the motion. The HOA board voted, and all were in favor.
- Rule K. Firewood - Brian made a motion to approve the revised rule as drafted and discussed. Jessica seconded the motion. The HOA board voted, and all were in favor.
- Rule M. Miscellaneous – Jessica made a motion to approve the revised rule as drafted and discussed. Kathie seconded the motion. The HOA board voted, and all were in favor.
- Definitions – Brian made a motion to approve the revised definitions as drafted and discussed. Jessica seconded the motion. The HOA board voted, and all were in favor.
- CC&R Amendments – Discussion / proposal for electronic signatures to be permitted
- CC&R Amendments were discussed

10. NEW BUSINESS

- Work is underway to update the website to provide easier access to proposed CC&R amendments, rules changes, and online voting.
- The re-establishment of the Wildlife Committee was discussed.

11. ACTION ITEMS

- Discussed minimally due to time constraints – list available for reference
- Report available

12. ADJOURNMENT

- There being no further business, the meeting was adjourned at 6:01 p.m. Aida moved to adjourn, Brian seconded the motion
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