RAFTER J RANCH ANNUAL HOMEOWNER'S ASSOCIATION
MEETING MINUTES
August 19, 2025, at 7:00 p.m.
Gateway Church and audio only via Zoom
***Minutes Approved at August 18, 2026 Annual HOA Meeting**

Directors/Staff present:
Directors*: Tracy Baiotto, Kathie Brazinski, Jessica Brown, and Aida Farag.
Staff: Nancy Henderson.
*Brian Merritt was not in attendance.

1. Call meeting to order.
Tracy Baiotto, President, called the meeting to order at 7:00 p.m. and verified that the meeting was quorate. Tracy thanked previous Board members in attendance, owners, and Gateway Church for hosting the meeting. The space and technical assistance offered by Gateway is greatly appreciated.

Tracy introduced the Board Directors: Jessica Brown, Vice President; Kathie Brazinski, Treasurer; Aida Farag, Member at Large/ISD & legal liaison; and Brian Merritt (absent), Secretary.

2. Guest speakers.
a) Wildfire Mitigation.
Bobbi Clauson, Jackson Hole Fire/EMS Wildfire Mitigation Coordinator. Bobbi informed owners of The Wildfire Risk Reduction Program offered by Teton Conservation District, who will perform a free site visit to evaluate wildfire risks. The program also has cost share funding to help landowners implement wildfire risk reduction projects.

b) Bear Awareness.
Raegin Akhtar, Wyoming Game & Fish Public Liaison. Raegin provided information on securing, removing, and reducing bear attractants. The Wyoming Game & Fish Department supports County and Town regulations regarding animal attractants and can provide educational and other resources.

c) Mosquito Management.
Lesley Beckworth, Teton County Weed & Pest (TCWP) Landowner Program Coordinator. Many concerns have been reported to TCWP this year regarding mosquitoes. Lesley encouraged landowners to complete a TCWP permission form to allow treatment, control, and surveillance of mosquitoes. The form can also be used to disallow any services. The form is available through TCWP.

3. Approve 2024 Annual Homeowner's meeting minutes.
Tracy Baiotto motioned to approve the August 20, 2024, Annual minutes. Jessica Brown seconded the motion. The motion passed by majority vote. Aida Farag abstained from voting.

4. President's report.

Tracy introduced and thanked Rafter J staff members, Nancy Henderson and Cory Kulacz. Cory was not in attendance.

Tracy reviewed the powers and duties of the Board and reviewed HOA and ISD responsibilities. The HOA, managed by five elected officials, 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, water systems, and wastewater systems.

Tracy reviewed the powers and duties of the Design Committee members, as governed by the CCRs, and thanked Chris Moulder, Dawn Lotshaw, and Nancy Zawacki for their efforts.

5.Board recap of activities over the past year.

- Follow-up on owner concerns and CCR/Rule violations.
- Storage area management.
- Ditch maintenance and irrigator communications.
- Common area mowing, tree trimming and vegetation removal.
- Seasonal safety and etiquette reminders.
- Scheduled maintenance of capital assets.
- Flat Creek floodplain Map Revision accepted by FEMA and finalized.
- Assessment, postal box, and storage area rules updated.
- Rule reorganization.
- Formation of Wildlife Committee.
- Street sign repair and painting (July 2025).
- South entry electrical repairs are still in progress.
- Design for water tank fencing completed.

6. Financial report.
Kathie Brazinski, Treasurer, reviewed FY 2024-2025 financials and the FY 2025-2026 budget. The HOA is in good shape financially.

Total Operating Expenses for FY 2024-2025, pending CPA end of year adjustments, totaled $384,546. Capital Expenditures totaled $78,898.

Income for FY 2025-2026 is budgeted at $505,853 and Operating Expenses at $404,350. Capital Expenditures budgeted at $356,200 include culvert repairs, garage painting, ditch maintenance, street sign painting, playground equipment replacement, playset painting, trail improvements, noxious weed control, office computer, water tank fencing, Adams Canyon trail easement, traffic calming, and south entry electrical repairs.

Owner comments:

- The cost for water tank fencing is a concern. Jessica clarified that the actual cost is expected to be below the $95,000 budget.
- Security of the water tanks is a concern. Jessica confirmed that there will be three strands of barbed wire on the top of the chain link fence.
- ISD responsibility for culverts was questioned. Kathie noted that some culverts are the responsibility of the HOA.
- The necessity of having grates on culverts was questioned. Jessica responded that grates are needed when light cannot be seen at the end of the culvert, or when there is a bend in the culvert.
- The construction of existing grates is a concern. Cory will be asked to inspect the grates and ensure they follow known safety standards.
- Future assessment increases are a concern. Kathie noted that the reserve study is updated periodically, and the budget is finalized in May for the forthcoming fiscal year.
- An owner asked for clarification of the $6,000 budgeted for traffic calming. Roadway and pathway safety is an ongoing concern, and the Board will be working on how to mitigate vehicle speeds.
- Assessments for non-residential properties do not seem to be equitable. Tracy stated that the HOA is working with HOA legal counsel to address this issue.
- How much was paid for legal representation? Legal expenses are included in the total for Professional Expense, and a detailed breakdown is available from the Rafter J office.

7.Current and future projects.

a) CCR, Rules, and Policy review.

The Board is continuing to update the HOA legal documents and is in the process of consolidating all policies into rules.

b) Adams Canyon projects.

Surveying, water tank fencing, and trail easement projects are being completed. The projects are intended to manage access and improve security.

c) Easements.

Existing Rafter J easements are being reviewed, inventoried, and will be updated as needed.

d) Playground equipment.

Replacement of playground equipment has been budgeted.

e) Signage updates.

Faded signs are being replaced and existing signs are being evaluated for consistency.

f) Office computer and software upgrades.

The office computer is not compatible with Windows 11 and will be replaced.

g) Employee handbook.

Employee policies and procedures are being consolidated into an Employee Handbook.

h) Wildfire safety.

A wildfire safety inspection of the subdivision will be completed.

i) Wildlife management.

A Wildlife Advisory Committee has been established. Discussions have included common area mowing, weed management, and wildlife enhancements.

j) Trail usage count.

Implementation of cameras and counting devices will be installed in the common areas to collect data on the number of residents using the Rafter J trails and how the trails are being used. The intent is to have a baseline of information that will help with future trail management.

k) Speed mitigation strategy.

The traffic calming budget item will allow the HOA to hire a consultant to evaluate existing speed data and provide suggestions for implementing slower vehicle speeds.

l) Ditch maintenance plan.

A consultant will evaluate Rafter J ditches and develop a Ditch Management Plan. Where applicable, the HOA is interested in collaborating with the ditch operator(s).

m) Silver Star/SilverLight fiber network connection.

Installation of fiber lines in the eastern side of Rafter J was completed in 2024, and the western side is expected to be completed this fall. Residents are reminded not to touch or disturb construction equipment.

Owner comments and concerns:

- Communication of water issues to residents needs improvement.
- The successful effort to remap the Flat Creek flood zone has been financially beneficial to affected owners.
- Staff knowledge of water shut-off valves is a concern.
- In order for Townhomes to have fiber service, the Townhome Associations are required to have an agreement with Silver Star.
- Cost of water main damage is a concern; Response: the HOA and ISD are not financially responsible.
- $95k budgeted for “water tank survey – fence” is a concern; Response: budget was overstated, actual expense is expected to be less.

- The HOA should ask Teton County Sheriff to patrol Rafter J for speeding vehicles.
- An owner's home insurance was cancelled because of the new County fire restrictions; Owners are encouraged to sign up for The Wildfire Risk Reduction Program offered by Teton Conservation District.

8.New Business.

a. CCR proposed amendments.

A ballot was sent to owners 8/8/25 to amend the CCRs regarding speed limits and recreational vehicle parking. 65% votes in approval are needed for an amendment to pass.

Additional amendments are being proposed regarding satellite dishes, trash compactors, and administrative clean-up. Fifty signatures are needed to support the proposed amendments; a ballot will be sent to owners for a vote once the fifty signatures are collected.

b. Bylaws amendment.

Vote to amend Bylaws Article XVII to remove requirements for the Rafter J office to issue permits (tags) for items stored and to remove requirement of user to display the tag on the item stored.

Tracy moved to amend the Bylaws as presented. Jessica seconded the motion. None opposed, motion passed.

Owner comments and concerns:

- How are vehicles identified? Response: by the vehicle license plate and registration document.
- Concern of additional expenses associated with the storage area; Response: A fee is charged to users of the storage area to cover additional expenses.
- Can renters use the storage area? Response: Yes, but owners have priority over renters.
- Weed control needs improvement.

c. Storage Area Rules amendment.

Vote to update Storage Area Rules according to Bylaw vote; Removal of tag reference in C.8.a, C.11.a, and C.12.

Tracy moved to amend the Storage Area Rules as presented. Jessica seconded the motion. None opposed, motion passed.

d. Board of Directors Election.

Jessica Brown is on the ballot for a two-year term. Aida Farag is on the ballot for a three-year term.

9.Improvement and Service District (ISD) update.

The ISD Board members are Brian Schilling, Eileen Mosman, and Janice Smith. Brian presented an update on ISD activities.

- The ISD oversees Rafter J infrastructure, inclusive of roads, pathways, sewer system, and water system.
- Water main damage occurred during the Silver Star fiber installation project, resulting in boil order advisories. The water system is functioning as designed.
- Clearwater Operations has been contracted as the primary water operator to oversee water and sewer systems.
- Water Agreements for non-Rafter J properties are in the final process of being updated.
- A Rafter J Source Water Protection Plan is being drafted.
- Pathways are painted and spot repaired as needed.
- Road resurfacing for all roads is a major expense and expected in the near future.
- The Long-Term Capital Replacements plan and financials are monitored to make sure funding is on track, and assessments are adjusted accordingly to reduce the need for special assessments.
- A new assessment structure was implemented 7/1/25, with the intent of the calculation to be fair, equitable, and non-arbitrary to all property owners. Data from vehicular trip counts was used to adjust the assessment calculation regarding use and impact of roads. The assessment adjustment is being phased over a 3-year period.

Owner comments and questions for ISD:

- What rate are non-Rafter J properties charged for water usage? Response: The new agreements will use actual meter readings for billing purposes (as opposed to a flat rate) and the usage rate will be the same as Rafter J properties.
- Is the non-Rafter J property, 4Rent LLC, being charged for water service? Response: Yes.
- Do non-Rafter J properties pay an annual assessment? Response: No, their properties are not within the Rafter J district; they only pay for water services.
- Why are summer sewer bills higher in the summer? Response: The most likely source is from properties that illegally pump crawl space water into drains. Infiltration of sewer lines from other sources is checked on a five-year rotation.
- Can Rafter J plow the pathway located by the daycare center? Response: An agreement between Rafter J and Teton County is needed.
- Pathways could be more user friendly in the winter with better snow management.
- Traffic conflicts and safety at the north entry is a concern. It is the responsibility of the State and County to make improvements to the highway.
- Has Rafter J hired a new employee? Response: The HOA is responsible for hiring, not the ISD, and yes, a part-time (maintenance) employee has been hired.
- How is the Children's Learning Center assessed? Response: The calculation method is the same as other properties.
- Are assessments going to increase? Response: ISD annual assessments are collected by the County through property tax statements. The calculation for the ISD assessment is separate from the County assessment. ISD assessment increases are expected to keep funding on track for future capital projects.

- Why is the HOA paying for the water tank fencing? Response: The land is owned by the HOA.
- Fire hydrant flow rates are a factor of the Wildland Urban Interface risk evaluation. Are flow rates being checked? Response: Yes.

10. Other Business.

a) Owner comments from the floor.

- The Board was thanked for their service.
- Owners are reminded of the CCR amendment ballot that has been distributed to owners and is due 2/4/26. Two amendments are being proposed which address speed limits and vehicles that are allowed in driveways. 65% of owners need to vote in favor in order for the amendments to pass.
- Clarification was made that currently, the CCRs do not allow recreational vehicles to be parked in residential driveways, but the Rules allow a three-day grace period.

b) Reminders.

- Stay informed through monthly emails, bulletin board postings, and 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, maintenance email is maintenance@rafterj.org and the office phone number is 307-733-5262.
- Clean up after yourself, kids and pets in the common area and open space.
- Parking is not allowed on streets, common areas or in yards in Rafter J.
- Have patience with other drivers and bikers, especially at busy intersections.
- Know your lot lines so as to not encroach on your neighbors or open space: https://gis.tetoncountywy.gov/portal/apps/sites/#/teton-county-gis-hub.
- Review the HOA CCRs and Rules and share with renters and visitors.

11. Adjournment.

Aida motioned to adjourn the meeting. The meeting adjourned at 9:20 p.m.