

**RAFTER J RANCH ANNUAL HOMEOWNER'S ASSOCIATION  
MEETING MINUTES**

**August 22, 2023, at 7:00 p.m.**

**Gateway Church and audio only via Zoom**

**Directors/Staff present:**

**Directors:** Tracy Baiotto, Kathie Brazinski, Karen Jerger, and Mike Keegan.

**Staff:** Nancy Henderson and Cory Kulacz.

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 2022 Annual Homeowner's meeting minutes.

Tracy Baiotto motioned to approve the August 23, 2022 Annual minutes. Kathie Brazinski seconded the motion. The motion passed by majority vote.

3. President's report.

Mike introduced the Board Directors and Rafter J staff. Jessica Brown 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 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, and water system.

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

4. Board recap of activities over the past year.

- START on-demand bus service in Rafter J was discontinued.
- Lot 333 usage update – The HOA filed an action with the Teton County district court asking the court to declare that the use of Lot 333 for multi-family apartment style housing as proposed by Stage Stop Inc. is not permitted by Rafter J CCRs. Stage Stop Inc. has filed a counter claim stating that the proposed use is allowed. The claims are public record.
- New soccer goals were installed on Tensleep and Homestead common areas.
- The Tensleep playset and both entry signposts were painted.
- A bear resistant trash can was purchased for the office. A cost-effective solution for bear resistant dog waste cans is still being researched.
- Rafter J rule #3 was updated, requiring dog owners to pick-up dog waste and dispose of it in a waste can. In an effort to raise awareness, the Board implemented a dog waste cleanup week which was well received and will occur annually.

- Tract 3A is the Lot located north of the storage area and was purchased by Rafter J HOA years ago to preserve it as open space for Rafter J residents, to protect winter range for wildlife, and to correct boundary line issues. One of the three development rights associated with the Lot is in the process of being sold but is on hold due to a requirement for a PUD amendment.
- An Open Space work group was formed to advise the Board on implementing the Open Space Master Plan <https://www.rafterj.org/open-space-trails/>. Projects included seasonal closure of a trail that is near the osprey nest, and engaging Teton County Weed and Pest to update the 2018 invasive weed inventory map. Trail improvements were not advised due to wildlife and private property concerns.
- A memorial bench was installed near the Rafter J northern boundary by Flat Creek.
- The Board adopted a Donation Policy.
- The professional Reserve Study will be updated one more time under the current contract.

#### 5. Financial report.

Karen Jerger, Treasurer, reviewed FY 2022/2023 financials and the FY 2023/2024 budget. The HOA is in good shape financially. Total FY 2022/2023 budget overage was minimal, primarily due to Employee Benefits and Professional Expenses. Dues and storage fees for FY 2023/2024 are unchanged, ISD support of shared expenses was updated, and 2% interest was secured for HOA reserve funds, which are FDIC insured. Capital Expenditures on the FY 2023/2024 budget has been updated, separating Reserve Expenses that are included in the Reserve Study (Dedicated) and Reserve Expenses (Other) that are not.

Nancy Riddle moved to approve the FY 2023/2024 budget. Lynne Wager seconded the motion. The motion passed by majority in favor, one vote was opposed.

#### 6. Owner comments for financial report.

Vicky O'Donoghue inquired about vehicle usage and if the HOA or ISD owns the vehicles. Karen explained that the HOA and ISD have shared expenses which are tracked and the ISD reimburses the HOA accordingly.

#### 7. Old Business.

##### a) Regular business items.

- Owners are encouraged to report comments and concerns to the Rafter J office.
- The storage area is inspected, and registrations are checked.
- Ditches are monitored and maintained as needed.
- Dog waste and trash in common areas are ongoing concerns.
- Mowing, tree trimming, and vegetation debris removal are ongoing.
- The noxious weed control program is in its third year.
- All bike users are asked to be courteous to other pathway users and obey traffic signs.
- Rafter J assets are maintained to keep Rafter J a first-class subdivision.

##### b) Current projects.

- A Flood Plain Letter of Map Revision has been sent to FEMA with the intent of removing all Rafter J homes from the flood plain zone, resulting in removal of the requirement for homeowners to have flood insurance. Vicky O'Donoghue inquired about a flood plain study that was completed previously and was instructed to contact the Rafter J office for

historical information regarding that study. New data obtained for the new study is expected to have more favorable results, the study can be viewed on the Rafter J website.

- Common area encroachments are being reviewed and violations followed up.
- Annual haying of the common areas is under review.
- The HOA and ISD are working together to improve common area signage.
- Storage area boundary lines will be corrected.
- Water tank security is a concern, fencing and trail easements are being considered.
- South entry pole light is being repaired.
- Improvement of south entry roadway drainage is being addressed.
- Storage gate is being repaired.
- Traffic counters have been installed with the intent to use the data to improve traffic safety.
- Update of CCRs and Rules.

c) Thank you for HOA service.

Tracy thanked Mike Keegan and Karen Jerger for their service as Board members.

#### 8. New Business.

a) Board of Directors Election.

Aida Farag and Vernon Martin are on the ballot for a two-year term. Brian Merritt and Vicky O'Donoghue are on the ballot for a three-year term.

Aida, Vernon, Brian, and Vicky gave candidate statements.

#### 9. 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.

- The ISD operates separately from the HOA and oversees Rafter J infrastructure, inclusive of roads/pathways, sewer system, and water system.
- The HOA is reimbursed for staff and equipment services that are utilized by the ISD.
- Board training for handling public funds, or equivalent certification is now required by the State.
- The Long Term Capital Replacements plan and financials are monitored to make sure funding is on track.
- Assessments are being evaluated, with the intent of the calculation to be fair, equitable, and non-arbitrary to all property owners. Data from the HOA traffic counters will be evaluated as one of the usage factors used to calculate the assessment.
- The culvert at the south entrance was replaced, and the asphalt patch is scheduled to be redone.
- The roads are in good shape, allowing resurfacing to be postponed.

#### 10. Owner comments for ISD.

Vicky O'Donoghue is concerned about ground maintenance near the pump house, equipment being stored in the common area by the pump house, water being sold to non-Rafter J properties, obtaining government grants for projects, and she wants direct email access to Board members.

Jim Darwiche would like vehicle travel distance to be considered if traffic data is used in the assessment calculation. Steve assured Jim that the calculation will be fair and equitable.

Mark Dalby asked if special assessments are forecasted. Brian responded that the ISD has a long-term plan in which financials are monitored, and infrastructure inspected regularly. The intent of the ISD is to plan responsibly and avoid special assessments.

Karen Jerger thanked the ISD for attending and contributing to this meeting, and reminded property owners that the ISD has their own meetings in which owners can attend. Future ISD meetings will be recorded and posted on the Rafter J website until minutes are approved.

#### 11. Other Business.

- a) E-bikes are not allowed on non-paved surfaces.
- b) Bike and E-bike speed on pathways is a concern, please yield to walkers and obey traffic signs.
- c) Pick up dog waste and dispose of it in a waste can.
- d) Know the HOA CCRs & Rules and share with renters, reference <https://www.rafter.org>.
- e) Know your lot lines <https://www.tetoncountywy.gov/300/Geographic-Information-Systems>  
<https://gis.tetoncountywy.gov/portal/apps/sites/#/teton-county-gis-hub>.
- f) Owner comments from the floor.
  - The size and number of trout in ponds is a concern. Board response: Rafter J ponds are stocked by Game and Fish.
  - Is expansion of the storage area being considered? Board response: Not at this time.
  - When will the storage gate be repaired? Cory response: Next month.
  - Who maintains the dog waste stations? Board response: Cory.

#### 12. Adjournment.

Owners are encouraged to attend Board meetings, listen to meeting recordings, and read meeting minutes on the Rafter J website <https://www.rafterj.org/>. Monthly meeting updates are emailed and posted on the mailbox kiosk bulletin boards. 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](mailto:office@rafterj.org) and the office phone number is 307-733-5262.

The meeting adjourned at 8:33 p.m.