

High Knob Owners Association
Board of Directors
Meeting Minutes 08/08/2016

Name	Present
Rosalie Norem, President	X
Judith Sikora, Vice President	X
Chris Hindman, Secretary	X
Jim Osborn, Treasurer	X
Vince Bonzagni, Director	X
Jerry Pomeroy, Field Services Manager	X
Linda Farrell, Business Manager	X

Meeting Purpose: *To review High Knob Association old and new business and establish any action items for the continued improvement of the High Knob Community.*

Meeting Called to Order at 8:00pm

1. Comments from residents
 - a. Orv Lee presented information regarding a walking path to the board for further consideration. Mr. Lee has reached out to residents that will be impacted by the expansion of the roadway for the proposed walking path. He has received emails from two residents. Mr. Lee provided that one resident was in favor of the walking path and read a selection from that email. Mr. Lee provided that one resident was opposed to the walking path and read a selection from that email. No other responses were sent to Mr. Lee concerning the walking path. He is going to continue to make efforts to talk to the impacted individuals to assess concerns and determine if it is feasible. He would like to see a walkway from the main gate to the Greenfield Road for the safety of the children coming home from school. He will report back to the board at future meetings with additional findings and comments.
2. Approval of minutes
 - a. Minutes from previous for on 07/2016 were unanimously approved pending commented changes by board members. Minutes for the meeting on 07/2016 will be changed and submitted for all board approval at a later date.
3. Financial Report
 - a. Financial report was reviewed with no anomalies or changes noted. The financial report will be available online for review by residents.
 - i. Question as to what the funds for “advertising” were being utilized to achieve. Advertising funds are used to place bids in the newspapers for projects as well as purchases.
4. Announcements
 - a. Rosalie announced that Mr. Vince Bonzagni offered his letter of resignation from the board of directors citing health concerns. Rosalie and the board thanked Mr. Bonzagni for his multitude of services to the community. The letter of resignation was accepted effective

when a replacement for the seat is made. Mr. Bonzagni thanked the board and the community and offered his services to serve the community in the future in whatever capacity he may be needed.

5. Staff Reports

a. Business Manager

i. Vic Jones wants to have a community pot luck dinner in September; at the time of the request no date had been set.

1. At the time of the meeting, Mr. Jones requested 09/24/2016

a. Pending no rental conflicts, date will be approved.

ii. Inquiries from realtors and homeowners concerning sale/purchase of homes in the community have increased. We continue to direct them to the information found on the website to answer their questions.

iii. Funding from Warren County was received for FY 2015-2016

iv. School starts 08/15, the date has been posted at the bus stop as well as in the newsletter.

v. Office has been busy collecting water payments.

vi. Office Manager will be on vacation from 8/22 to 8/26.

b. Field Services Manager

i. Jerry solicited bids for fall sealing of roads/tar and chip of roads. The lowest bid was \$2.25 per sq yard which is 25 cents less than last year. This should be accomplished the second and third week of September.

ii. \$30,000 from 2015 budget in order to purchase land at the front gate to expand the parking lot. This money was excess left over that was not used for road repairs being that the road was able to withstand the winter better than originally thought. Jerry will recontact property owners in order to determine if/when the property can be purchased; they haven't been responsive as of current meeting.

iii. New keypad was ordered for the gate. The "8" on the keypad stopped working. This should be in within the next two weeks. Crew will paint the main entrance gate accessories and components.

6. Old Business/Updates

a. New Association Attorney

i. Discussion tabled until after a working meeting by both boards in either September or October.

b. Appeal Procedures

i. Discussion tabled until after a working meeting by both boards in either September or October.

c. Grants Processes

i. Chris has a meeting with Representative Goodlatte's office to discuss points of contact for varied grants, will keep the board updated after more information is known.

d. The board working session has been delayed due to scheduling conflicts. The board working session will happen in either September or October. Rosalie is finalizing a schedule.

7. New Business

a. Board Vacancy

- i. Rosalie cited that only one interested party for the seat submitted an application. The notification of a pending seat vacancy was made on the HOA Website soliciting applications to fill the vacancy. Mr. Mike Richards submitted his application for the seat and appears to be well qualified. He has lived on High Knob since 2005.
 1. A motion was made by Rosalie to accept Mr. Mike Richards to the new board position effective for the next meeting of the Board of Directors on 09/2016. Motion was seconded by Jim. Motion passed with a majority affirming and one abstention from Mr. Bonzagni.

b. Dan Althouse

- i. The water system has a loan in place which was part of a line of credit in order to update critical systems. This loan was used to replace and implement new water systems in order to be in code with the Virginia Department of Health. The HKUI is seeking a loan modification in order to reduce monthly expenditures on loan repayment. Currently, the loan is at an interest rate of 3%. If the board decides to extend the life of the loan, the interest rate will remain at 3%. Currently the HKUI is attempting to build a cash reserve of \$360,000 in order to address infrastructure in the future.
 1. Currently a spreadsheet is developed to track the ages of critical systems. The UI monitors these systems in order to determine replacement of parts. Some parts to our extensive water systems have an estimated life of 30 years while other critical parts have an estimated life of 10 years. We need a reserve in order to address future replacement of parts.
- ii. The loan will be extended by 10 years. This would give the HKUI the ability to save approximately \$20,000 per year. This savings will be deposited into a capital fund that is only and will only be used for systems improvements and replacements. There is language within the loan extension that only allows for this money to be utilized for such projects.
- iii. Since the HKUI is a subsidiary of the HKOA, the HKOA needs to approve any loan modifications.
- iv. A motion was made by Judith to extend the VRA Loan related to the HKUI water systems by ten years. Motion was seconded by Jim. Motion passed unanimously.

c. Speed Sign

- i. Chris spoke with the Warren County Sheriff regarding a speed monitoring sign that is on a trailer that shows the relative speed of passing vehicles. There have been complaints on various websites within the community related to the speed at which vehicles are traveling. This is not an enforcement plan. The County Sheriff will not be enforcing speed limits within High Knob. The unit does not record speeds or photograph speeding vehicles. The sign is utilized as a reminder for speeding. The sign can be placed on High Knob property. A motion was made to contact the

Sheriff's Department to determine time/placement of the sign by Rosalie. Seconded by Jim. Motion passed unanimously.

- ii. Jerry discussed the purchase of a new truck to replace the older unit which is beginning to have problems and costing to maintain the unit. The new unit will be a base model 2017 Ford F350 powerstroke diesel. After obtaining bids the unit was priced at \$43,853 from Marlow Motors of Luray. An 8 foot utility bed would be added at a cost of \$7,928 and a Myers Plow for \$5,458 through Shade Equipment of Winchester. The total cost of the truck and accessories would be approximately \$58,000. All costs related to the purchase of the truck would be shared with the HKUI by 50%. We will then sell the older truck for as much as a profit as possible. Jim made the motion to purchase the truck and accessories for the longest loan term to reduce the payments. The HKUI's investment in the truck will be used to purchase the above mentioned accessories. Motion was seconded by Judith. Motion passed unanimously.
- iii. There has been an issue with individuals bringing animals into the office. A motion was made by Jim and seconded by Chris in order to prohibit animals in the business office of High Knob. Service animals would be allowed. A sign will be placed outside of the office prohibiting animals that are not service animals. Motion passed unanimously.

Meeting adjourned 8:48 pm

Next Board Meeting will be held on 09/12/2016; 8:00pm at the Club House