

**High Knob Owners Association
Board of Directors
Meeting Minutes 5/13/2019**

Name	Present
Liz Achey, President	X
Vice President	Vacant Position
Greg Sadler, Secretary	X
Keith Arnett, Treasurer	X
Desiree Williams, Director	X
Jerry Pomeroy, Field Services Manager	X
Pam Mainhart, Business Administration	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.*

Attendees

Victor Jones, Ron Perlik, Orv Lee

1. Meeting Called to Order at 8:05 pm

2. Resident Comments and Questions

- Vic Jones posed the question to the Board about changing the code to the HK entrances. It has been some time since it was last changed. The Board will research to see if a change interval was established by previous boards and coordinate actions accordingly. This item is placed on the July 2019 Board meeting agenda.

3. Executive Session

Board Motioned and voted to move into executive session unanimously.

Upon reconvening, all members attested that the discussion was limited to the following: legal issues, personnel matters, violations of covenants, or to discuss the personal liability of individual Members to the Association. No action agreed upon in Executive Session shall become effective until the Board votes on it in open meeting.

4. Approval of Minutes from previous meeting

Minutes were reviewed and approved with modification and will be posted to the HKOAI website. Motion made by Liz Achey and seconded by Keith Arnett; passed unanimously.

5. Financial Report

- Treasurer reviewed current budget status, currently on plan.
- The Treasurer and Administrative Coordinator are continuing to review information provided by Warren County on the Sanitary District payments.
- As the fiscal year is ending, budget performance is within the plan's tolerances.

- Cash Reserves – Treasurer and President confirmed the action to meet with a financial planner to identify options for an investment account solution for cash reserves remains open and will be added to the July 2019 Board Meeting agenda.

6. Staff Reports

- a. The Field Services Manager presented a written report. There were no questions.
 - Pothole repairs will begin in the next few weeks as part of the traditional post winter recovery.
 - Preparations for the 2019 HK Pool season have been made and final actions are underway.
 - There will be some tree removal activities initiated near the club house due to a diseased tree and one who's root system is encroaching on the foundation of the pool's pump house and sub systems.
- b. The Business Administrator presented a written report. There were no questions.
 - Open request for the replacement of the mailboxes at Massanutten is currently being worked. Liz Achey is contacting the USPS Office, Post Master, to attempt to have them replaced via the USPS. As a contingency, the Board passed a motion to allow for the spending of approximately \$1300 to replace them at HKOAI's expense
 - Request for club house use at no fee. Discussion was held surrounding the guidelines for appropriate use at no fee was held. Guidelines are being researched for previous positions and the Board agreed that the following three elements are essential to use without payment of appropriate fees:
 - Event must be open to the HK community
 - There shall be no direct commercial benefit
 - No external vendors or sale of goods and servicesA form is under development for these requests and the item will be incorporated into the July 2019 Board meeting.

7. Announcements

- a. HKOAI Annual Meeting is scheduled for Sunday, June 30th.

7. Old Business/Updates

- a. Recurring Accounting Reviews: Due to the current Tax season, coordination with the accountant/auditor has been delayed; update is planned for the next board meeting when the tax rush has subsided. Meeting currently remains unscheduled.
- b. Final reviews the Employee Handbook will be handled via document redlines via email to move the project forward. Board members will annotate and provide back to Paychex for finalization. Activity is underway.
- c. By-Laws/Covenants Review & Formal Complaint Process Committees: A new chairperson is needed; soliciting participation at this time.
- d. Election Proxy is needed for the annual meeting to support the election of new members of the HKOAI Board.

8. New Business

- a. Orv Lee provided a letter to the Board recommending consideration for a path along Clubhouse Road. The Board is reviewing the letter and this item is placed on the July 2019 Board meeting agenda.

- b. Annual Report is currently under development for the annual meeting. Due to business conflicts, Liz Achey may not be in attendance; the meeting will be chaired by Keith Arnett.

9. **Adjournment:** Meeting adjourned 9:34 pm.

The Next Board Meeting will be held on 6/30/2019 at the Club House