

**High Knob Owners Association  
Board of Directors  
Meeting Minutes 10/8/2018**

Name	Present
Liz Achey, President	X
Judith Sikora, Vice President	X
Greg Sadler, Secretary	X
Keith Arnett, Treasurer	X
Desiree Williams, Director	X
Jerry Pomeroy, Field Services Manager	X
OPEN, Business Manager	Vacant Position

**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**

Watts Hill, Jerry Soucy, Victor Jones, Barbara Perlik, Rea Howarth

**1. Meeting Called to Order at 8:00 pm**

**2. Resident Comments and Questions**

- Vic Jones commented on the VDOT presentation and asked about circulating a petition of support to improving the safety measures at the HK entrance. A reminder about the non-solicitation rules within the community was made and discussed along with a recommendation to stage any such document/petition in the HK Office for community members to review and sign if desired and an open invite to draft personal letters in support of any improvements/actions that can be addressed to the Warren County Board of Supervisors and/or the VA DOT which does not encroach on HK non-solicitation guidelines.
- Jerry Soucy raised his concerns about the HKOAI Board's compliance with the VA FOIA process and his request initiated previously. He clarified that this request is still open and has yet to be complied with or notice/explanation provided as to why it would not be honored in accordance with the VA FOIA requirements. The Board responded that it is willing to comply and provide many of the items requested but due to the open staffing action as well as the volunteer status of the Board, activities are delayed. The Board has the action to respond to Jerry Soucy.
- Barbara Perlik – Voiced concern regarding commercial vehicles parking for extended periods at the HK main entrance in violation with HK Bylaws and community rules. Jerry Pomeroy has the action to address with vehicle owners.
- Watts Hill – Stated that the majority of the problems stem from the lack of consistency and enforcement by past HKOAI Boards. He encourages that this and future Boards strive for consistency in the application of the rules and corrective actions with focus on items that can actually be enforced.

- Watts Hill – Recommended that the Board consider adjusting the VDOT presentation to a separate meeting to accommodate and support continued focus on HKOAI Board actions.

### **3. Approval of Minutes from previous meeting**

Minutes were reviewed and approved without modification and will be posted to the HKOAI website. Motion made by Liz Achey and seconded by Judy Sikora.

### **4. Financial Report**

Treasurer reviewed current budget status.

### **5. Staff Reports**

- a. The Business Manager report was not provided due to current staffing action.
- b. The Field Services Manager presented a written report. There were no questions.
  - Guard Rail Repair is behind schedule due to weather delays. Coordinating with the installer for first available opportunity to repair and close this action.
  - Sealing of the Chestnut and Shenandoah Valley Roads will proceed as scheduled along with the tar and chip paving of Greenfield Road and Greenfield Court.

### **6. Announcements**

- a. VDOT will have a representative at the November Board meeting to present/review the options for the High Knob entrance that was provided to the Warren County Board of Supervisors.

### **7. Old Business/Updates**

- a. Winter on High Knob seminars will be scheduled; currently looking at three (3) dates in late November through early December.
- b. Architectural Review Committee – Barbara and Ron Perlik will coordinate with Jerry Pomeroy to support this activity.
- c. By-Laws/Covenants Review & Formal Complaint Process Committees  
Larry provided an overview of the actions of the sub committee's research and recommendations in three (3) areas 1) Covenant Standardization, 2) Complaint Processes and 3) Bylaws updates.
  - Covenants – Based on extensive review and consult with outside counsel, standardization to a single covenant for all owners would require  $\frac{3}{4}$  of all residents to ratify and implement. The committee's recommendation is that this not be pursued at this time due to the costs of attorneys' fees and low probability of ratification at this time. Motion was passed to formally drop the Covenants consolidation action for the foreseeable future.
  - Complaint Procedure – Committee consulted with outside counsel and has obtained a template which HKOAI may use as a baseline for a formal draft process. Research by the committee clarified that this would apply to residents where VA law has been violated, other items not covered or enforceable unless incorporated into official procedures. Motion was passed to enter the provided complaint template into HKOAI's document updates.
  - Bylaws – The committee identified that the last update was completed approximately 20 years ago and covers the administration of the HK community. It does not address the current VA property owner and association act items which

need to be conformed to. The committee consulted with outside counsel and recommend that the HKOAI and HKUI Boards identify the problem areas within the current bylaws and support the funding of a VA compliant re-write/update to the HK Bylaws through the attorney. Motion was passed to direct Larry to obtain a formal quote for this action which will be reviewed and decided during the 11/12 meeting of the HKOAI BOD.

**8. New Business**

a. Office Position Vacancy

Search Committee Chairperson and Members - Motion passed to establish a formal search and selection committee, chaired by Judy Sikora, for the staffing of the business operations position; second motion passed to authorize up to \$1000 for all fees associated with posting the position in the Northern VA Daily and ZipRecruiter and other administrative costs to fill this position.

b. Event Postponement – Wine and Cheese event postponed indefinitely

**9. Adjournment:** Meeting adjourned 9:39 pm

The Next Board Meeting will be held on 11/12/2018 at 8:00pm at the Club House