

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes

December 11, 2023

Name	Present
Greg Sadler, President	Y
Watts Hill, Vice President	Y
Barry Smith, Treasurer	N
Carol Phillips, Secretary	Y
Desiree Williams, Director	Y
Jerry Pomeroy, Field Services Manager	Y
Pam Mainhart, Administrative Coordinator	Y
Kimberly Newman, Administrative Coordinator	Y (Zoom)
Quorum Present	Y

Meeting Purpose

To review HKOAI old and new business and establish any action items for the continued improvement of the High Knob community.

Meeting Called to Order: 8:16 pm

Executive Session

Mr. Sadler motioned that the Board go into executive session at 8:20 pm to discuss personnel and legal issues. Ms. Williams seconded the motion. At the conclusion of the session, Ms. Williams motioned that the board only discussed personnel and legal issues and that no decisions or votes occurred. Mr. Sadler seconded the motion and it passed without dissent.

Approval of Minutes from Previous Board Meeting

The minutes of the November 13, 2023, meeting was presented. Mr. Sadler moved that the minutes be accepted with a minor change, Ms. Williams seconded and it passed without dissent.

Financial Report

- Ms. Mainhart reported that Warren County reimburses HKHOA in July and December for Sanitary District fees collected. Warren County withholds 5% of the fees for administrative purposes, which is taken out of the December reimbursement.
- No comments have been received on the draft FY24-25 budget. The Board will vote on the final budget on December 18, 2023.
- A CD was cashed out to pay for the recent road resurfacing. This was a planned use of the funds.

Staff Reports

Administrative Coordinator's Report

- Ms. Mainhart presented a request from Ms. Chaldares to start a game night at the Clubhouse. The request was approved.

Field Services Manager's Report

- Performed routine maintenance/clean up.
- The tiger teeth and speed table on the outgoing lane will be installed in the spring. The delay is because the epoxy used to install the tiger teeth requires the temperature to be at least 60 degrees for 24 hours and asphalt plants won't be operating until the weather gets warmer. The Board considered leaving the gate up until these measures could be completed. Warren County has stated that High Knob isn't suited for short term rentals because it is a gated community, so the Board's believes it is prudent to keep the gate in use.

Old Business

- Health Reimbursement Arrangements: The board agreed that an HRA, to be managed by Paychex, would be established for employees and dependents. The reimbursements will be done quarterly. The reimbursed amount is capped by the IRS and the HKHOA budget, after Paychex fees are deducted. Ms. Phillips was tasked with drafting a policy that includes these items, along with other minor decisions, for the Board to consider.
- Mr. Sadler reminded Board members to make redline changes to the draft covenants letter started by Ms. Negroni. Changes are due by December 23, 2023.
- Mr. Sadler has the end of year review letter ready for distribution to the residents.

New Business

- Pending Items spreadsheet that tracked action items was started by Ms. Williams in the past. Ms. Phillips will work on updating the spreadsheet and posting it to Google Drive for Board members to update as needed.
- Mr. Pomeroy requested funds for a staff holiday luncheon. Mr. Sadler will talk with Mr. Smith about available funds for the luncheon and gifts for the staff.
- Discussed installing a light at the back end of the parking lot at the front gate and an additional light in the parking lot of the clubhouse. Need to determine if there are enough funds in the FY24-25 to accommodate this.
- Discussed implementing a monetary fine for damaging the front gate or other community property. This would be in addition to the cost of repairing the damages. Ms. Williams will work on a draft policy proposal for the Board to consider.
- It was noted that the rumble strips on RT 55 approaching the main entrance have been refreshed. Ms. Phillips will attempt to find out when the flashing sign warning drivers of stopped cars will be installed.

Meeting Adjourned: 9:48 pm

Special Board Meeting to vote on budget December 18, 2023 at 7:00 pm
The next board meeting will be January 8, 2024, at 8:00 pm