

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes

February 9, 2026

Name	Present
Watts Hill, President	Y
Carol Phillips, Vice President	Y
Dan Smith, Secretary	Zoom
Greg Caswell, Director	Y
Jerry Pomeroy, Field Service Manager	Y
Quintin Dudley Water Operator	Y
Haley Mills, Administrative Coordinator	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.

Guests:

Catherine Caswell

Guests via Zoom:

John Hight

Katherine Smith

Melanie Dudley

Meeting called to order: 7:00 PM

Old Business

Greg Caswell moved to approve minutes from January 12th with amendment. Seconded by Carol Phillips and approved by all. Amend the wording to say roosters continue to be prohibited in Warren County.

Greg Caswell moved to approve the minutes from the January 20th meeting with amendment. Seconded by Watts Hill and approved by all. Amend the wording to remove comments about Shane and Quintin and Mark job description as draft.

High Knob has two adjoins, A and B. Previous owner had not paid fees on Lot B. The check has been received for the agreed upon settlement. The settlement, proposed by our attorney, was agreed upon by the board through email.

Discussion around hiring a new field service manager, separate managers for each company, or an outside firm to manage the business.

New Business

VDOT engineer will meet with the board president in regards to the redesign of the community entrance.

Review of snow removal process. The new truck will be ready by February 20. The old truck had another failure after the plowing. There was a failure in the u-joints on the front end.

Several points of concern:

Plowing snow into the road. Please clear snow onto your own property.

Keep cars off the road. Cars will be ticketed and towed.

Cars in the parking lots require a parking tag. After 72 hours cars will be towed to allow for clearing snow.

Field Service Manager Report

Creating SOPs to assist the new management

Conducting training sessions for employees

Reminder that the back road, Massanutten, is not maintained through winter weather.

Office Manager report

Trash violations letter

Delinquent sanitary district fees letter

Club House rental terms

SOP documentation

Parking violation data

Updating website involves two different platforms, a separate one for mobile

Meeting Adjourned: 7:33

Upcoming meetings: