

High Knob Owners Association

Board of Directors

Meeting Minutes 1/15/2018

Name	Present
Michael Richards, President	X
Judith Sikora, Vice President	X
Chris Hindman, Secretary	
Keith Arnett, Treasurer	X
Liz Achey, Director	X
Jerry Pomeroy, Field Services Manager	X
Linda Farrell, Business Manager	

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 8:02 pm

1. Call to Order:

- The president called the meeting to order and requested that Liz take the minutes in the absence of the Board Secretary, Chris Hindman.
- Mike announced that the meeting would be recorded.

2. Residents' Comments and Questions

- A resident reviewed the idea of a path from the entrance up to Greenfield Road. In support of the idea, he noted that many residents were in favor of the path, there was the question of the safety of the children, and the path would be useful in other ways.
- Mike mentioned the costs of this project to be at least \$90,000.
- Judy commented that because of the dangerous driving that occurs the path might create a false sense of security.
- Keith mentioned that this project might be a hard sell to the community. It could be seen as widening the road for a path versus choosing to pave another road within the community.
- Mike suggested the idea of a committee to develop more detailed plans and funding ideas for this project. Keith made a motion to establish such a committee. Mike seconded the motion. The motion passed.
- A resident asked whether the Board votes on the Annual Budget.

3. Approval of Minutes from previous meeting (Nov, 2017)

- Keith and Judy requested the following corrections to the November meeting minutes: Change 4.i. to Mailed invitations to all new residents (35) as of January 2017 for Winter on High Knob workshops. In 7.b. insert "A draft" in place of "The." In 7.e.i. insert "should" in place of "will." In 7.g. ii. insert "Warren County Schools Transportation Department" in place of "School." In 7.i.i. Change the sentence to read Any Board member on the High Knob News Face Book site should make it clear that he or she is posting a personal opinion and not an official statement from the Board. With these corrections, Keith moved to approve the minutes. Judy seconded the motion. The motion passed.

4. Financial Reports:

- Keith presented the Financial Report. There were no questions.
- Keith reviewed the (2018-2019) Budget meeting held on December 12th in lieu of the regular Board Meeting. The proposed draft budget was unanimously approved via email by Board members and submitted to Warren County by the deadline. He also described the process by which the Annual Budget is determined: if there are any questions about the proposed budget, they should be presented at the next meeting on February 12. Questions and concerns should be addressed prior to the Warren County budget hearing scheduled for April 10, 2018.

5. Staff Reports:

- Business Manager Report- presented in writing since Lin was absent. There were no questions.
- Keith requested that the Board be notified of the deadline of the monthly Newsletter.
- Field Services Report- Jerry presented the Field Service Manager report. The roof on the clubhouse was repaired and the company did a great job! There were repairs to the apartment. The speed dips on Rosebud were filled to 1 1/2" - 2" level after numerous complaints by residents that they were too deep. He continues to monitor the chipping and cutting by REC and worked on plans and estimates (material costs) for the culverts on Windy Way and Greenfield. Two dead trees, which were a danger to the shop, were removed by Williams Tree Service. Also, trees and debris that were blocking roads, ditch lines, and culverts were removed. The pool pipes needed additional insulation due to the extreme cold temperatures in the pool filter room.

6. Announcements:

- There were no announcements.

7. Old Business:

- Mike will seek legal advice regarding the enforcement of covenants.

8. New Business

- Paychex HR Proposal-The services proposed by Paychex may be beneficial for the future and would include the services for the HKUI Board as well. The services would include Human Resources, Safety, and various other procedures that would help HKOAI to be in compliance with State and Federal guidelines.
- Keith moved to give Paychex a trial for 6-9 months with evaluation to follow. Liz seconded the motion. The motion passed.
- Keith voiced a concern that the Board Secretary provided notice that he would not be able to attend the meeting only shortly before the meeting and made no effort to find a replacement. Also, some concerns were noted with regard to formatting the minutes and submitting them in a timely manner.
- Keith made a motion to send a resolution of concern to the Secretary. Mike seconded the motion. The motion passed. The resolution is to address concerns about attendance and reliability primarily.

9. Adjournment:

Meeting adjourned at 9:20 pm
Next meeting will take place on 2/12/2018 at 8:00 pm at the Clubhouse.
Respectfully Submitted by Liz Achey