

High Knob Owners Association Board of Directors

Meeting Minutes 5/21/2018 (rescheduled from 5/14/2018)

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	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.*

1. Call to order:
 - The meeting began at 7:00 pm
2. Comments from residents:
 - No comments were presented
3. Approval of minutes:
 - Judy made a motion to approve, Liz seconded. All in favor of approving the minutes.
4. Financial Report:
 - Keith Arnett, Treasurer, presented his report,
 - He hopes to create a notebook with guidelines for the treasurer position.
 - The addition of a road access account was created to separate fees collected for this from the Sanitary District Tax income. We should be close to projected income by fiscal year end.
 - Keith believes that the county may have taken too much in fees. They may be basing fees on all income instead of income collected for the sanitary district. He will follow up with the county.
5. Staff Reports:
 - Linda Farrell, Business Manager, presented her report
 - Mike commented that he had communicated with Ms. Menninger to show that the board does respond to covenant violations.
 - A discussion took place concerning an evaluation of computer needs in the office by Royal Oak Computers. Judy and Liz suggested we secure three bids when ready to price out equipment.
 - Jerry Pomeroy, Field Services Manager, presented his report
 - He is looking for a new contractor for the gates, as our old company moved out of the area and will no longer service the gates.
 - Keith asked if he considered another manufacturer. Jerry replied this is by far the best manufacturer.

High Knob Owners Association Board of Directors

Page 2 of 2

- Liz suggested reaching out to other customers to see who services their gates
- Paving was discussed, with Jerry noting that Greenfield is fairly well built out while Windy Way still has a large number of lots that haven't been sold.
- Jerry asked for a .25 cent raise for our Head Pool Monitor for the summer season.

6. Executive Session

- The board went into executive session to discuss personnel issues and covenant violations.

7. Old Business

- The agenda for the Annual Meeting was presented. Among other items it includes a clear time for ballots to be turned in. Motion by Keith to accept, Judy seconded. All in favor.
- The annual meeting minutes for 2016 was approved with the understanding that election results and the names of the person submitting the minutes would be provided at the 2018 annual meeting.

8. New Business

- Judy made a motion to approve Rea Howarth and Anne Lloyd to count votes for the 2018 election. Keith seconded. Motion passed.
- Keith made a motion to increase pay for the regular full time employees 2.5% for the fiscal year 2018-2019, and to increase pay by .25 cents per hour for the head pool monitor. Liz seconded. All in favor.
- Judy made a motion to add two holidays to the 6 current holidays for staff. The day after Thanksgiving and Christmas Eve will now be added into their holiday schedule. It was seconded by Keith. The motion passed.
- Judy presented a report on Analytics from the HKOAI website with an explanation of the data which she plans to track and report quarterly. Her goal is to increase traffic.

9. Adjournment

- The meeting was adjourned at 8:32 pm

The next regular board meeting to be determined.