

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes
November 8, 2021

| Name | Present |
|--|---------|
| Greg Sadler, President | Y |
| Jerry Soucy, Vice President | Y |
| Watts Hill, Treasurer | Y |
| Ron Perlik, Secretary | Y |
| Desiree Williams, Director | Y |
| Jerry Pomeroy, Field Services Manager | Y |
| Pam Mainhart, Administrative Coordinator | Y |

Meeting Purpose

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

Attendees

Attendees: John Hight, Liz Achey, Barry Smith, Vic Jones, Keith Arnett, Dawn Hagen, Rajesh Kirshnan, John Comeau

Meeting Minutes

Meeting Called to Order: 8:00 pm

Executive Session

No executive session was held.

Approval of Minutes from Previous Board Meetings

The meeting minutes from October were reviewed. A misspelled name was corrected. Mr. Perlik made the motion to approve, Mr. Sadler seconded. The motion passed unanimously.

Financial Report

Mr. Hill presented the Financial Report and stated we are currently on track for income and expenses.

Field Services Manager's Report

Mr. Pomeroy presented the field services report with the following highlights:

1. Trucks, equipment and gravel are all prepared for winter.
2. Sheriff's department was notified of gate damage suspect. Individual was identified in two instances and will be fined \$3,100.
3. Old truck bed and spreader have been sold for \$3,000.

Administrative Coordinator's Report:

Ms. Mainhart presented the following highlights:

1. Newsletters were sent out.
2. Calendar has been updated with upcoming meeting dates.

2022-2023 Budget proposal

- Community assets are approximately \$95 million (residences and land, HKOAI property, equipment and infrastructure).
- New budget would be effective July 1, 2022.
- The Board has voted to hire one additional employee for the field service staff. The new budget reflects 3-5% inflation, additional employee, and medical insurance contribution for all full-time staff. This would be a new benefit.
- There is no allowance in the budget for new road paving for the next year. Escrow for shop expansion, future dump truck replacement, and backhoe repair are included in the budget.
- The Operating Reserve Fund covers expenses until Warren County collects and distributes the Sanitary District taxes twice a year. The total proposed budget increase is 24%.

Ms. Williams made motion to add \$61K to line 4101 Gross Salaries to account for the estimated salary of the new employee that HKOAI and HKUI are currently jointly trying to hire. The motion was seconded by Mr. Sadler and was passed unanimously.

Ms. Williams made a motion to add a new line item under 4100 Payroll to account for the delta cost of benefits at a 30% ratio for the five employees (four current and one new employee). Mr. Perlik seconded and the motion was passed unanimously.

Ms. Williams made a motion to add a new line item and allocate \$15K under 8200 Clubhouse Property Improvements for the addition of two more stalls to the workshop. HKOAI intends to fund this category over the next four years to accumulate the \$60K needed to full fund the estimated cost of the stalls. Mr. Soucy seconded the motion and it passed unanimously.

Ms. Williams made a motion to modify the title of 8310 from General Equipment to Heavy Equipment and allocate \$15K to this category. Mr. Soucy seconded the motion and it passed unanimously.

Mr. Soucy made a motion to change the "Firewise" expense to zero on line 4702 (funds for paying for chipping contractor each year) for the 2022-2023 year, and Mr. Sadler seconded. The motion passed unanimously.

Mr. Soucy made a motion to adjust the inflation rate to 3% on line 4101, and Mr. Sadler seconded. The motion passed unanimously.

The budget proposal will be advertised to the membership for two weeks. The final budget will be voted on November 29, at a special meeting.

Old Business

The Main Entrance Petition

A petition has been drafted for presentation to address safety concerns around the main High Knob entrance at Route 55. Mr. Perlik made a motion to support the petition; Mr. Sadler seconded. Four voted yes and one abstained.

New Field Services Position – no applications received so far.

Communications Solutions

No report this meeting, Mr. Hill had to leave the meeting early.

Short Term Rentals

Mr. Hill and Ms. Mainhart met with Warren County. High Knob would need to use HK legal resources to enforce. Warren County would send notices of violation. Residents are asked to notify the office if they become aware of any violations.

New Business

Road Improvement Plan

Meetings are scheduled for November 15, 2021, December 20, 2021, and January 24, 2022.

October 2021 Gate Damage

Fields services reported that High Knob has been very successful in recovering damages to the gate.

Jerry Pomeroy requested \$150 for a Christmas office party if matched by HKUI. Mr. Soucy made a motion to approve the request; Mr. Sadler seconded. Four yeas and one abstention. The Christmas office party is for HKUI and HKOAI staff, board members, and vendors.

Meeting Adjourned: 9:58 pm

The next board meeting is on December 13, 2021 at 8:00 pm.

Respectfully submitted by Ron Perlik, Secretary