

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes

April 8, 2024

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
Kimberly Newman, Administrative Coordinator	Y
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 in attendance via Zoom: Jon Height, Barbara Perlick, Garrison Myer

Meeting Called to Order: 8:01 pm

Executive Session

There was an executive session at this meeting. Mr. Sadler motioned that only personnel issues were discussed and that no decisions were made. Ms. Phillips seconded and it passed without dissent. The session started at 9:36 pm and ended at 10:20 pm.

Approval of Minutes from Previous Board Meeting

The minutes of previous meetings were approved as followed:

Mr. Sadler motioned that February 12 minutes be accepted with minor correction to wording. Ms. Williams seconded, the motion passed without dissent.

Mr. Sadler motioned that February 26 minutes be accepted with minor correction to wording. Mr. Hill seconded, the motion passed without dissent.

Mr. Sadler motioned that March 11 minutes be accepted as presented. Ms. Williams seconded, the motion passed without dissent.

Mr. Sadler motioned that March 25 minutes be accepted as presented. Ms. Williams seconded. Mr. Hill abstained and the motion passed without dissent.

Financial Report

- No major concerns with the budget and current spend rate.

Staff Reports

Administrative Coordinator's Report

- Ms. Newman is preparing for the annual meeting.
- Ms. Newman now has access to view United Bank reports.

Field Services Manager's Report

- Performed routine maintenance/clean up.
- The renovation of the apartment has been completed.

Old Business

- The listing for the apartment will be active April 9. Ms. Newman and Mr. Hill will look at all renovation costs to determine what repairs were due to damage caused by the last tenant and what is normal wear and tear. A decision will be made on whether to pursue reimbursement for damages.

New Business

- HRA update: Ms. Phillips made the following motion; it was 2nd by Mr. Sadler and passed without dissent:
 - The Health Reimbursement Arrangement will be rolled out for staff employees and eligible dependents starting July 1. The HRA will be administered by Paychex, with a 1 time set up fee of \$600 and a \$75 monthly fee.
 - That there will be a sixty-day waiting period for new employees to participate, that employees will have 30 days after the end of the year to make a claim for reimbursement for that year and that a terminated member has 30 days to request reimbursement for any eligible months prior.
 - The maximum reimbursement for FY 24-25 will be no more than \$5400 per employee.
 - Ms. Phillips is authorized to complete the initial paperwork and submit it to Paychex. Mr. Sadler will sign the contract.
- After a brief discussion on the pros and cons of signing a property management contract for the apartment, a motion was made by Mr. Hill to indefinitely table the issue. It was seconded by Ms. Williams. Mr. Sadler will draft a policy for how the property will be managed by the office staff.
- The annual meeting will be held on June 23. Bios of interested candidates are due by May 15. Packages will be mailed to residents by May 22. The Administrative Coordinator will make informational posts via Facebook, email, and newsletters to make residents aware of the meeting and the need to vote.
- The board is considering including a survey/asking for feedback as part of the annual meeting package sent to homeowners. This will be discussed in more detail at the April 22 meeting.
- Ms. Williams reviewed the communications checklist. As part of the communication strategy, the board would like to have a form on the website for residents to complete that allows them to subscribe to certain updates/notifications/emails, etc. Also, Ms. Williams will work with Ms. Newman to look at using Google Docs, which calendar to use, and who should have administrative rights to the Facebook page.

Meeting Adjourned: 9:48 pm

The next board meeting will be April 22, 2024, at 7:00 pm

Respectfully submitted by Carol Phillips, Secretary