

High Knob Owners Association, Inc.

Board of Directors
Meeting Minutes 04/12/2021

Name	Present
Greg Sadler, President	Y
Ron Perlik, Vice President	Y
Keith Arnett, Treasurer	Y
Desiree Williams, Secretary	Y
Jerry Soucy, Director	N
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. This meeting was conducted via Zoom to ensure safe social distancing practices.

Attendees

Liz Achey (resident), Barbara Perlik (resident), Jeanette Myer (resident), Meghan Smith (resident), Watts Hill (resident), John Hight (resident), Luis Villanueva (resident), Rajesh Krishnan (resident), Kelly Cody (resident), Willam Wheeler (resident)

Meeting Minutes

Meeting Called to Order: 8:00 pm

Executive Session

No executive sessions were held.

Approval of Minutes from Previous Board Meetings

Meeting Minutes from 03/08/21 were reviewed and approved. Motion was made by Mr. Perlik and seconded by Mr. Sadler. The motion passed unanimously.

Financial Report

Mr. Arnett presented the Financial Report, highlighting the following items:

1. Mr. Arnett said that everything is tracking along as expected.
2. Pointing to the checking account and cash balances in the operating reserve and capital reserve, Mr. Arnett said he would talk to Ms. Mainhart and provide a recommendation to the board to transfer some money out of the checking account.
3. Under 4801 County Admin Expenses, Mr Arnett noted that this is a fixed amount, representing 5% of the collected funds. So far, the County has not charged HKOAI the full amount. Mr. Arnett said it is unknown if the County will bill HKOAI for the remaining funds before the end of the current fiscal year or if part of the fee will roll over into the next fiscal year. He noted that the County's computers were hacked recently, which may impact the timeline.

Staff Reports

Field Services Manager's Report

1. Mr. Pomeroy said the crew ditched and graded all the side roads. They are now in the process of laying down gravel. Mr. Pomeroy is blowing all the winter debris and leaves out of the ditches on the main road. The crew cleaned up both entrances, as well as oiled and cleaned the tiger teeth for spring.
2. Mr. Pomeroy said the crew oiled and cleaned the spreader and all the snow equipment, and put it away for the year. The crew moved the gravel repository from the spring reservoir to behind the shop to reduce the amount of work associated with graveling.
3. The crew took the pool cover off the pool and implemented a seating arrangement around the pool which ensures safe social distancing practices and complies with the Governor's recent COVID-19 guidance. He encouraged the board and residents to drive by and take a look.
4. Ms. Cody offered to help prepare the pool for the summer. Ms. Mainhart encouraged residents to call the office if they want to help, so she can coordinate the volunteer effort. Ms. Cody suggested the board established a pool committee. Mr. Sadler said the board would look into the matter.

Administrative Coordinator's Report:

1. Ms. Mainhart said that Mr. Coats, a resident, suggested the board charge a reasonable fee for the field services crew to use the front loader to help residents load mulch onto their vehicles.
 - a. Mr. Pomeroy said there are liability issues involved with loading mulch on residents' vehicles. Mr. Arnett agreed.
 - b. Ms. Mainhart said she would circle back to Mr. Coats about his suggestion.
2. Ms. Mainhart said that Ms. Ahier, a resident, asked if she could make improvements to the front entrance. Ms. Ahier was given permission to paint the wooden "High Knob" sign. Ms. Mainhart asked the board if a committee could be established to maintain the front entrance.

3. A resident recently flagged a neighbor's house as being used as an AirBnB, which was confirmed online. Another homeowner was found to be in violation of the short-term rental covenant during the process. Ms. Mainhart contacted the Warren County Zoning office, which will be sending cease and desist letters to the homeowners. She said that, according to the zoning office, first time offenders will be given 30 days to remove their AirBnB listing. If the listing is not removed, then the County will refer the matter to the courts.
 - a. Ms. Mainhart said that she intends to add short-term rental information under the "Real Estate" tab on the HKOAI website to guide residents about the prohibition against AirBnBs.
4. Regarding the walking trail, Ms. Mainhart noted that the Walking Trail Committee completed the rough-in for Phase I. The committee plans to continue the cleanup effort and make the trail a little wider. She encouraged residents to help the Walking Trail Committee complete Phase I on 4/24 at 10a.
5. Ms. Mainhart said that the Linden Fire Department lost the front gate remotes that HKOAI gave them. Ms. Holloway, a resident, offered to bring new remotes over to the Fire Department.
6. Regarding the Comcast upgrade, Ms. Mainhart said she is waiting for a technician to install a wire between the pole and the office. The installation process will leverage the existing telephone and electrical lines. Mr. Hill cautioned the board to make sure the line is properly grounded before installation.

Old Business

1. 2021 pool season amid COVID-19 guidelines
 - a. Mr. Sadler said the attorney suggested HKOAI use a Pool Waiver Addendum to handle the risks associated with re-opening the pool for the 2021 season, in light of the Governor's COVID-19 guidelines.
 - b. Mr. Perlik asked if a sentence could be added to the Addendum whereby a pool guest acknowledges they can be evicted or denied access to the pool if they refuse to follow the COVID-19 protocol. Ms. Mainhart said this concern would be covered by the pool registration form, which includes a safety violation provision.
 - i. Mr. Arnett emphasized that the protocol for a pool safety violation is clear: The violating guest will be asked to leave the pool. The Sheriff's Office is called only when the guest refuses to leave. This protocol applies whether it's a COVID-19 violation or some other safety violation. Mr. Wheeler also weighed in on the issue, describing his experience with another HOA.
 - c. Mr. Pomeroy suggested that the lap lane remain open permanently so that swimmers can exercise without worrying about impacting other people in the pool.
 - d. Mr. Hill suggested the board have the attorney review the proposed Pool Waiver Addendum and verify the Warren County Sheriff's Office is willing to enforce COVID-19 violations. Ms. Sadler said that he'll work with Ms. Mainhart on the review.

- e. Ms. Williams asked if parents of minor pool monitors need to be made aware that their child would be involved in the enforcement of COVID-19 protocols.
- f. Mr. Perlik suggested the waiver include space for the printed name and address, in addition to signature and date.
- g. Mr. Perlik asked if COVID-19 restrictions would impact the pool income. Mr. Arnett said that the board has never been able to cover pool expenses with income from pool membership. He said, each year, the pool runs at a deficit. Typically, only two-thirds of the expenses are covered by pool membership. The board subsidizes the remaining expenses each year.
- h. Mr. Sadler moved to open the pool for the 2021 season with the following COVID-19 protocols in place:
 - i. Each guest will sign a Pool Waiver Addendum, in addition to the regular registration forms
 - ii. The pool furniture arrangement will comply with safe social distancing practices
 - iii. The pool will be divided into designated areas to ensure swimmers and recreational users comply with safe social distancing practices
 - iv. The COVID-19 max occupancy level (50 people) will be posted at the pool gate
 - v. The pool monitors will be empowered to remind guests about the COVID-19 protocols
 - vi. Non-compliance with the COVID-19 protocols will be handled like any other pool safety violation
- i. Mr. Arnett seconded Mr. Sadler's motion, which passed unanimously.
- 2. Parking & snow emergency policy updates
 - a. Ms. Mainhard said this issue was taken care of during last month's board meeting: The policy was revised and posted and Mr. Pomeroy put up signs in the new parking areas. She noted that no violators have been identified.

New Business

- 1. Short-term rental policy
 - a. This was covered during Ms. Mainhart's report.
- 2. Edward Jones annual meeting report
 - a. Mr. Sadler said that he and Mr. Arnett met on 3/23 with the Edwards Jones representative to review HKOAI's portfolio.
 - i. The capital reserve fund has returned about 12% since its inception. The account is set to receive a similar return this year.
 - ii. The operating fund has returned about 8.7% since its inception. This fund is tracking below that return rate this year. The lower return rate is due to the instability of the bond market.
 - iii. Given the current market conditions, the Edwards Jones representative recommended no changes to the HKOAI portfolio.
 - iv. Mr. Arnett said that, when the new fiscal year begins, the board will need to look at the final cash position of HKOAI and the budgeted funds for

2021-22, then determine if the board can contribute to the two funds out of the cash account.

- v. Mr. Arnett and Mr. Sadler suggested the board meet with the Edwards Jones representative twice a year, instead of only one a year. The optimal time frame is after the board election to see if market conditions have changed, requiring modifications to the portfolio.
3. Ms. Achey asked the board to add the Walking Trail Committee to the agenda for the May board meeting so that the committee can provide a status update.

Meeting Adjourned: 9:14 pm

The next board is on 05/10/21 at 8:00 pm.