

High Knob Owners Association, Inc.

Board of Directors
Meeting Minutes 02/08/2021

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

Attendees

Ben Ballard (resident), Watts Hill (resident), Liz Achey (resident), Barbara Perlik (resident), Barry Smith (resident), Jeanette Myer (resident), Gerri Walsh (resident), John Hight (resident), Rhea Howarth (resident)

Meeting Minutes

Meeting Called to Order: 8:00 pm

Executive Session

No executive sessions were held.

Approval of Minutes from Previous Board Meetings

The meeting minutes from 01/11/21 were reviewed and Mr. Perlik identified minor spelling and grammatical errors. Ms. Williams updated the meeting notes. A motion was made by Mr. Perlik to approve the notes as amended. Mr. Soucy seconded. The motion passed unanimously.

Financial Report

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

1. HKOAI received the second Sanitary District Tax distribution for the fiscal year, which is shown as income under the 0100 - Sanitary District Tax category.
2. It is unlikely that HKOAI will see any income for 0600 - Pool this year due to COVID restrictions. This also means that HKOAI will not have any expenses associated with pool maintenance (listed under the 4200 - Pool category)
 - a. Mr. Sadler asked Mr. Pomeroy when he would normally start prepping the pool for the year. Mr. Pomeroy said he starts during the end of April. Ms. Williams stated that the board would need to make a decision about the pool opening by the April board meeting.
3. All other expenses are tracking along as expected.
4. The accounts under Edward Jones balances were opened in December 2019. HKOAI has seen a return of about 10% for both the operating reserve and capital reserve funds.

Staff Reports

Field Services Manager's Report

1. Mr. Pomeroy said that the field services crew was upgrading the water meters until the project was postponed due to inclement weather. He said the crew will move back to the meter project as soon as the weather allows.
2. The crew has spent a majority of their time with snow removal and maintaining the vehicles after a long stretch of winter weather. Mr. Pomeroy commended the field services staff for their hard work this winter.
3. Mr. Perlik asked about a recent post on the unofficial High Knob Facebook group in which a resident claimed they were verbally abused by a HKOAI staff member.
 - a. Mr. Pomeroy gave the board a brief synopsis of the situation: A young lady got stuck in the middle of the road on Red Bud hill. The field services crew were on their way down the mountain and couldn't get by the car. The crew stopped to assist the young lady. A field services staff member got in the young lady's car with her permission and was able to move the car out of the middle of the road so that the crew vehicle could get by. An hour later, Mr. Pomeroy was notified that the young lady repeatedly accused the field services staff member of stealing her wallet, to which the field services staff member responded with harsh words.

- b. Mr. Pomeroy said he has full faith in the trustworthiness of his staff. He emphasized that the staff member who was accused of theft has worked on his crew for 18 years and is a good employee.
- c. Ms. Mainhart said that no formal complaints about this issue have come through the office.
- d. Mr. Pomeroy indicated that, as a result of this situation, his staff will no longer offer assistance to residents in stranded vehicles. He asked the board to draft a policy for how to handle this kind of issue, going forward. He said that during almost every storm there is at least one stranded vehicle that is improperly equipped for the snow, blocking the road. He said this is a significant safety issue because it impedes the maintenance crew, residents, and emergency vehicles. Mr. Pomeroy suggested that these stranded vehicles should be moved out of the way using heavy field services equipment, such as the plow or bobcat.
 - i. Mr. Sadler said that the board would draft a policy to cover this situation.
 - ii. Ms. Williams agreed with Mr. Pomeroy, adding that the staff's sentiment to help residents is admirable, but could create liability issues for the staff and board.
 - iii. Mr. Perlik said that stranded vehicles could be damaged if they are moved with a plow or bobcat. He asked to consider if this would raise additional liability issues.
 - iv. Mr. Soucy added that the board used to have a dedicated towing service on call during winter storms. They would come up the mountain looking for abandoned vehicles in the road and tow them away. He asked if the board should have a similar exclusive arrangement now. Mr. Pomeroy said that most towing companies won't come up the mountain during the storm.
 - v. Mr. Pomeroy noted that about 2 years ago his crew used the bobcat to push a car off the road because it was blocking Red Bud hill. There was minor damage to the vehicle.
 - vi. Ms. Williams asked if the board has ever consulted with the attorney about this issue.
 - vii. Mr. Perlik asked if it's possible to designate High Knob roads as snow emergency routes. Mr. Pomeroy said he spoke to Doug Stanley about this approach a few years ago and he was told that this is not an option because High Knob is a private community.
 - viii. Mr. Hill said that he was involved in an incident a year ago in which a car spun on black ice and suffered damages. He said the sheriff's office responded and closed the road so that Warren County could remove the vehicle. Mr. Hill said that the sheriff's office official said that if emergency vehicles can't get through, the board should call Warren County for assistance. He noted the liability issues associated with using field services equipment to physically move stranded vehicles off the road.

- ix. Mr. Sadler said all this information will be included into the draft policy and in any communications to the attorney.

Administrative Coordinator's Report:

1. Ms. Mainhart reported that she has been focusing on water billing.
2. Ms. Mainhart asked the board about the status of the parking policy, which was discussed during the last board meeting. She asked the board to draft a memo that she could send to residents announcing the policy so they were put on notice prior to the next storm. Mr. Sadler said the board would draft a memo for her to share with residents.

Old Business

1. Walking trail proposal
 - a. Mr. Sadler revealed that the board received a response from the attorney about the proposed walking trail. He noted the attorney recommended that the board put the walking trail to a community vote because of the discrepancies between the Sanitary District provisions and the HKOAI bylaws.
 - i. Mr. Soucy weighed in, agreeing with the need for a community vote. Mr. Perlik asked if a community vote to gauge interest would be binding. Both Mr. Sadler and Mr. Perlik voiced concerns about relying on a community vote, given the lack of resident participation in board elections.
 - b. Regarding the attorney's recommendation for a survey, Ms. Mainhart said that a land survey was completed for the Clubhouse and watershed area.
 - i. Mr. Soucy and Mr. Arnett discussed how the land survey would not be sufficient as a trail survey, as recommended by the attorney.
 - c. Ms. Williams reiterated that the proposed walking trail involves *de minimis* financial and labor support from HKOAI.
 - d. Mr. Arnett said that the board now needs to consider the attorney's response recommendations. Mr. Sadler noted two areas of concern:
 - i. Does Warren County need to approve the trail?
 1. Mr. Perlik will work on this issue and report back to the board.
 - ii. Should there be a community vote to approve the trail?
 1. Mr. Sadler suggested that a community vote could be folded into the annual meeting this summer.
2. Communication solutions/tools
 - a. Ms. Williams revealed that she has been working with Ms. Mainhart to research emergency communication platforms. The intent is to present a comparative analysis to the board. Ms. Williams said that she reviewed the documentation provided by Mr. Hill about Warren County's emergency services. She used this information to create messaging categories, which could leverage specific communication channels. Mr. Hill noted that Warren County is currently in overhauling the 911 system. He offered to continue his discussion with officials about whether the new 911 system would support text messaging services. He

also encouraged the board to consult with officials about the security of other emergency communication platforms. Ms. Williams, Mr. Sadler, and Mr. Soucy agreed. Ms. Williams asked the board to opt into the text messaging services so that the trial run could include more participants.

3. Parking policy

- a. Ms. Mainhart presented the proposed High Knob parking policy, which includes the new areas covered by the 72-hour parking policy. She noted that the original parking policy was adopted in 2012. The Clubhouse parking lot and area around the mailboxes on Boulder Rd. are now included as official parking spaces in the revised policy. Mr. Soucy and Ms. Achey briefly discussed the impact of residents parking for extended periods of time in the lot at the entrance. Ms. Mainhart said the purpose of the revised policy is to empower the staff to have vehicles towed when they've been parked in a lot for longer than 72 hours. Ms. Mainhart encouraged residents to contact the office if they intend to park at the Clubhouse or Boulder mailboxes so that the staff is aware. Mr. Hill and Ms. Perlik both weighed in on the issue, supporting the move to expand the policy. Ms. Mainhart said she would update the map to replace the red Xs with a different icon and add verbiage saying there are no other official parking lots on the mountain.
- b. Mr. Arnett moved to adopt the revised parking policy, which expands enforcement to the Clubhouse parking lot and Boulder mailboxes. The staff would be empowered to install parking signs at the new locations and enforce the policy by the end of February. Mr. Soucy seconded the motion, which passed unanimously.

New Business

1. Mr. Perlik asked about the resident who complained about dumping at the end of Alpine. Mr. Pomeroy said that he spoke to the resident. Mr. Sadler asked the staff to reiterate to contractors the need to dispose of construction waste and/or yard debris properly. Mr. Hill said that he has witnessed contractors dumping debris and brush at the end of Mountain Top Rd.

Meeting Adjourned: 9:35 pm

The next board is on 03/08/20 at 8:00 pm.