

High Knob Owners Association

Board of Directors

Meeting Minutes 08/14/2017

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Name	Present
Michael Richards, President	X
Vacant, Vice President	
Chris Hindman, Secretary	X
Keith Arnett, Treasurer	X
Judith Sikora, 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.*

Meeting Called to Order at 8:00pm

1. Call to order
 - a. President announced that all meetings are open; residents can record meetings, but it must be announced prior to recording.
 - b. Any member wanting to speak has three minutes to ask questions or make comments.
 - c. Questions can also be submitted by email to the business manager prior to any meetings.
 - d. This is a formalization of the process moving forward.
2. Comments from residents
 - a. Orv Lee returned to the idea of a path for students from the bus stop to Greenfield.
 - i. The President suggested following up with an estimate of the costs and also reaching out to the parents and children who might be affected.
 - b. Gloria Greenwalt
 - i. Currently replacing the wood on her deck, not adding to the deck or the structure and asked board about the use of a dumpster needed for debris.
 - ii. This type of project does not need formal approval.
 - c. Lori Oaks
 - i. Community Yard Sale over Labor Day weekend (weather depending).
 1. Asked for yard signs, but it was determined that a map would suffice for participating individuals.
 2. Lori will post notices on bulletin boards; notice will also appear on website.
3. Approval of Minutes
 - a. Minutes approved with addition of Section 6, B, i; adding Follow up tasks determined.
4. Financial Report
 - a. Item 4822 the amount of interest is incorrect and will be corrected.
 - b. Item 8321 John Deere Tractor; this line item is incorrect and appears to reflect the money from the sale of the truck in the amount of \$8,000. This item will be corrected.
5. Business Manager
 - a. A years' worth of minutes has been added to the website.
 - b. Planned/ordered supplies for annual meeting and counted ballots at the meeting.
 - c. Quarterly water invoices created, mailed, and emailed to homes on 07/19/2017.
 - d. Studied a series of free videos related to WIX website management.

- e. County application for “backyard chickens” added to the website under “Forms” with a chicken icon to direct residents to the link.
- f. Vacation begins the week of August 7th.

6. Field Services Manager

- a. Cut brush along roadways, fixed gravel roads, cleaned/set up clubhouse for annual meeting, as well as bought supplies for annual meeting.
- b. Mowing/weed eating continues along roadways/clubhouse.
- c. Pool maintenance.
- d. Repaired equipment (i.e. sickle bar mower).
- e. Ordered umbrellas (6) for the pool.
- f. Spoke with Electric Company RE: ash trees.
- g. Bought two (2) new picnic tables to replace older ones.
- h. Repaired steps & railing.
- i. Installed handicap railing in clubhouse bathroom.
- j. Looked at recording from last gate incident.
 - i. Sent the Warren County Sheriff the bill (deputies were responding to a call and the second car hit the gate).
- k. Pool Customer’s daughter slipped on the steps and the handrail gave way.
 - i. Resident sent OA the bill for medical expenses of \$802.25 and asked OA to pay.
 - ii. The handrail has been fixed
- l. Pool Cost Comparison

Pool	Family(4)	Family(2)	Additional	Adult	Youth	Guest	Hours
4H	\$230	\$155	\$40	\$100	\$90	2.50/3.50/4.50	M-W 12 to 5:30 Tr-Su 12 to 7
TOWN	\$265	\$185	\$50	\$125	\$110	2.50/4.50/5.00	M-F 12 to 5:30 S-Su 12 to 6

7. Executive Session motion made by Keith to discuss personnel issues related to the vacant board seat, second by Judith, motion passed

- a. Executive session began at 8:31pm and concluded at 8:42pm
 - i. Certification by OA President that only matters related to personnel were discussed during the executive session per all guidelines and pursuant to applicable Virginia State Laws
- b. Vote for OA Vacancy with three candidates who submitted applications for vacant seat; candidates were Larry Vogel, Elaine Farris, and Liz Achey. Mrs. Achey was elected by a vote of 3 to1.
- c. The newly elected board member Liz Achey was present and was invited to take part in the remainder of the meeting.

8. Old Business

- a. Communication policy
 - i. A draft copy will be made available and sent to board members for review.
- b. The board has signed an agreement with the law firm of Chadwick-Washington. The firm is not on retainer.
- c. Neon reflective stripes will be added to the gate at a minimal cost (about \$24 a roll) in the hopes that it will be more visible and this will reduce accidents.
- d. Bill to Warren County Sheriff's Department for hitting the gate.
 - 1. Motion to waive cost of gate repair made by Keith and seconded by Judith.
 - a. Motion passes [2017-010].

2. Motion to discount pool passes in late August to \$10 (free for kids) made by Mike and seconded by Keith.

- a. Individuals will still have to fill out pool registration. Motion Passes [2017-011].

9. New Business

- a. Survey

- i. Chris would like to form a committee of interested individuals to work on a survey of residents.

1. To ensure 1: The right audience is reached; 2: that there is a mindful process and 3: that we utilize results for positive discussion.

2. Motion made by Chris and seconded by Judith. Motion Passes [2017-012].

- b. Formal Complaint Process

- i. Board will research other OA processes and use the information to become compliant.

- c. Review of Bylaws

1. Motion by Mike and seconded by Keith to have Larry Vogel lead a committee to review the bylaws and make a presentation at next annual meeting. Motion passes [2017-013].

- d. Board will contact insurance company about hospital bill before paying the bill.

- e. Motion by Keith, seconded by Judith, for HKOA to adopt processes necessary to be compliant with community interest board and ombudsman act.

- i. We are required to do this by the state

- ii. Purpose is to ensure that complaints are heard and addressed in a timely fashion.

1. Motion passed [2017-014]

- f. Orv Lee

- i. Lights in entrance stonework were out and needed to be brought to code.

1. A bill for repair of the lights was presented to the HKOAI for payment.

- ii. What is the board position on Sheds?

1. Owners need to submit architectural review for all sheds.

2. This has not been addressed for years; once the OA starts enforcing it may become an issue.

- a. The board needs to develop guidelines and send a letter to all residents that gives the board the right to act.

- i. Ron Perlik: There could be a clause added about transfer of property to the effect that if sheds already exist that the shed must be removed prior to the transfer of property.

1. Discussion suspended until full review of policy.

- g. Ron Perlik

- i. No update on tree violation on Alpine.

Meeting adjourned 9:21pm

The next board meeting will take place on 09/11/2017 at 8:00 pm

Respectfully submitted by Chris Hindman