

High Knob Owners Association
Board of Directors
Meeting Minutes 10/14/2019

Name	Present
Liz Achey, President	Absent
Keith Arnett, Treasurer	X
Ron Perlik, Director	X
Greg Sadler, Vice President	X
Desiree Williams, Secretary	X
Jerry Pomeroy, Field Services Manager	X
Pam Mainhart, Business Administration	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.*

Attendees

Vic Jones, Chris Estes, Rea (lastname?)

1. Meeting Called to Order

2. Resident Comments and Questions

- Vic Jones asked for a status on Orv Lee's request for a walking path to be established on Club House Road. Board has the next action to engage the property owners along the intended path to assess support prior to final cost estimates and the required votes.
- Pam Mainhart introduced Jorge Amselle, Candidate for Warren County Sheriff, who briefly introduced himself, offered information on his background and intentions if elected and offered open his willingness to meet with residents of the county. Noted that the election is three (3) weeks away!

3. Executive Session

- No Executive Session was held.

4. Approval of Minutes from previous meeting

Minutes from the August and September meets were reviewed and approved with amendments.

5. Financial Report

- Treasurer reviewed current budget status, currently on plan
- Warren County has billed HKOAI for administrative fees. The billing cycles are lagging the fiscal year period however costs are as projected in accordance with the Sanitary District Fee structure.

6. Staff Reports

- The Field Services Manager presented a written report. Key questions/discussion points were as follows:

- All updates and refresh actions on the HKOAI apartment above the club house have been completed and the new tenant has moved in.
- Gate at rear entrance to High Knob is not operable currently. Obtaining estimate and repair timelines.
- Gate at main entrance to High Knob has been returned to normal operation. It was raised to minimize damage to it during the last few weeks due to a large number of maintenance crews including Rappahannock Electric Cooperative tree services, asphalt patching and Firewise chipping crews.
- Tiger teeth re-installation is being scheduled; all materials are expected to be received within the next two weeks. Installation will follow based on staff availability and weather.
- Road maintenance activities will continue over the next few weeks with tar and chip applications and staging of gravel on the mountain in preparation for the winter.
- The Administrative Coordinator presented a written report.
 - Abandoned House Status (433 Split Rail) - Coordination with the county has continued. Based on responses from the County Board of Supervisors, this property will be posted for auction soon. With this sale, remediation of the property is expected.

7. Announcements

8. Old Business/Updates

- Financial Auditor Support – Received updated information from W. Wright regarding periodic audits of the HKOAI/UI finances. Presidents of the Board will be meeting with Ms. Wright to finalize terms, etc.
- Paychecks Handbook review/revision – final draft in circulation for review by Board Members at this time.
- By-Laws/Covenants Review & Formal Complaint Process Committees: Project is being tabled pending new chairperson and committee reformation.
- Firewise chipping has been delayed due to complications with the vendor. HKOAI Board voted to delegate its authority to engage an alternate service provider and address financial actions with the Firewise program manager. This authority was delegated to Pam Mainhart, Jerry Pomeroy and Chris Estes.
- Storage and disposal of legacy resident files – Procedure has been developed by Pam Mainhart and will be implemented over the coming weeks. Retained files will be maintained in the HKOAI Office in current format. Consideration regarding maintaining files in a digital format will be take up at a later date.

9. New Business

- Cash Reserves Investment Solution – Investment options and account break downs have been provided to the Board members. Each member will complete a risk tolerance questionnaire which will be aggregated to guide the fund selection and allocation of money between 2 accounts. 1) Operating Reserve – Sustain HKOAI operations in the event of short-term income delays; 2) Capital Improvement – Paving, large maintenance activities, vehicle and equipment actions, etc. Currently we anticipating investing

approximately \$396K between these accounts to enable interest income for the community.

- HKOAI fielded a motion to wave road impact fees (\$2300) for the rebuilding of the home at 81 Trent Trail Court which was burned down earlier this year. The Board recognizes this catastrophic loss with a motion to grant the exception to this fee which was approved by Greg Sadler, Keith Arnett and Ron Perlik; Desiree William abstained from the vote as the motioning member.
- 2020-2021 Budget Planning meeting will occur on November 18th at 7pm unless otherwise posted.
- The Board asked that Jerry Pomeroy investigate the county/state's willingness to post Historical/Scenic Marker signage for Skyline Drive that would help direct non-residents away from the High Knob entrance.
- HKOAI Board fielded a request from the High Knob Toys-for-Tots group seeking the use of the club house for a single day photo opportunity with Santa. The Board voted on a motion to waive the club house rental fee and stage a Toys-for-Tots collection box in the HKOAI office during the upcoming holiday season. Motion was passed unanimously.

10. **Adjournment:** Meeting adjourned 9:15 pm.

The Next Board Meeting will be held on 11/11/2019 at the Club House