

**High Knob Owners Association**  
**Board of Directors**  
**Meeting Minutes 8/12/2019**

Name	Present
Liz Achey, President	X
Vice President	Vacant Position
Greg Sadler, Secretary	Absent
Keith Arnett, Treasurer	X
Desiree Williams, Director	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**

Barbara Perlik, Ron Perlik, Orv Lee, Wayne Crawford, Vic Jones

**1. Meeting Called to Order**

**2. Resident Comments and Questions**

- Vic Jones – Asked if there was any response from the owners of the house on Split Rail Road – No response from county as of the meeting
- Orv Lee – Asked about the status of his proposal for a walking path on Clubhouse Road – Board is awaiting cost estimates of the action from the Services Manager for gravel, etc.

**3. Executive Session**

Board Motioned and voted to move into executive session unanimously.

Upon reconvening, all members attested that the discussion was limited to the following: legal issues, personnel matters, violations of covenants, or to discuss the personal liability of individual Members to the Association. No action agreed upon in Executive Session shall become effective until the Board votes on it in open meeting.

Post session motions:

- Motion was made to increase the compensation of the pool monitor staff by \$0.25 per hour and apply it retroactively to the beginning of the 2019 season. This request was initiated prior to the season however not reviewed or acted upon by the Board until this meeting. Motion by Greg Sadler, seconded by Keith Arnett; passed unanimously.
- Motion was made to provide the High Knob employees a 2.5% increase, effective July 1, 2019. This applies to current hourly and salaried staff members, not the previously referenced pool monitor staff. Motion by Greg Sadler, seconded by Keith Arnett; passed unanimously.

**4. Approval of Minutes from previous meeting**

Minutes were reviewed and approved and will be posted to the HKOAI website. Motion made by Liz Achey and seconded by Keith Arnett; passed unanimously.

## 5. Financial Report

- Treasurer reviewed current budget status, currently on plan for the new fiscal year
- Outside Accountant has replied to our request to obtain an estimate for continued audit support. Proposal has been received and is under review by Will Busch for comment. Options within the proposal include more frequent reviews by providing appropriate documentation via secure means in lieu of being invoiced for travel costs, etc. Based on feedback from Will Busch, the board will have input to make a determination.

## 6. Staff Reports

- The Field Services Manager presented a written report. There were no questions.
  - HKUI work has taken a planned priority over HKOAI efforts.
  - Tiger teeth have been removed from the entrance barriers with replacements on order at this time for a cost of \$3200; plan for re-installation in late Summer/early Fall.
  - Sealed bids received for the following projects
    - Annual road maintenance – bid is within budget projection.
      - a. Tar & Chip - \$2.35/sq yrd installed (over 60,00 sq yrds anticipated in our community)
      - b. Asphalt - \$120/ton installed (over 300 tons anticipated in our community)
    - Service shop roof repair - \$15,400 to replace the roof with modern materials and within desired timeline. Bid is within budget projection.
    - Board voted to authorize Jerry to enter into contracts for road maintenance and roof repair activities at the specified amounts. Motioned by Keith Arnett, second by Desiree Williams; passed unanimously.
- The Business Administrator presented a written report. There were no questions.
  - Open request for the replacement of the mailboxes at Massanutten is currently being worked. This issue is being escalated within the USPS organization, Postmaster, during this period. Affected addresses are being gathered to support detailed discussion with the Postmaster and Front Royal Post Office. According to discussion with the postal maintenance lead, all mailboxes are serviceable and operational. This item will be closed.
  - Firewise application has been filed and is awaiting approval. Will request Chris Estes to provide a program status at the August Board Meeting.
  - Pool Passes – sales of the 2019 annual passes continue; clarification that these are valid for the 2019 season only. Passes for the 2020 season will be produced next spring and made available for sale accordingly.

## 7. Announcements

- Candidate for Sheriff - Michael “Mickey” Licklider – provided a history of his engagement with the Sheriff’s office and a review of his platform for the election.

## 8. Old Business/Updates

- Paychecks Handbook review/revision; deadline of October meeting set to finalize.
- By-Laws/Covenants Review & Formal Complaint Process Committees: Project is being tabled pending new chairperson and committee reformation.

- Cash Reserves – Treasurer and President confirming dates for review with firm.
- Walking Path Project – Estimated costs for a gravel path anticipated at approximately \$10,000 plus associated labor for gravel and leveling, etc. Easement and right-of-way determination remain an open action to locate property pins to determine what is required from homeowners in the proposed area. Notification and solicitation of feedback from affected owners will be next action prior to final review and vote by the board.

8. **New Business**

- Chromebook for Service Manager
- 2021 Budget Planning meeting will occur in October 2019.
  - Process Review
  - Draft Budget for review
  - Board review and discussion to derive final budget for submission.
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9. **Adjournment:** Meeting adjourned 9:31 pm.

The Next Board Meeting will be held on 9/9/2019 at the Club House