

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes (Amended)

August 14, 2023

| Name | Present |
|--|---------|
| Greg Sadler, President | N |
| Watts Hill, Vice President | Y |
| Barry Smith, Treasurer | N |
| Carol Phillips, Secretary | Y |
| Desiree Williams, Director | Y |
| Jerry Pomeroy, Field Services Manager | Y |
| Pam Mainhart, Administrative Coordinator | Y |

Attendees

Jeanette Myer, Garrison Myer, Lee Negroni, Ron and Barb Perlik, John Nelson

Guests

Meeting Purpose

To review HKOAI old and new business and establish any action items for the continued improvement of the High Knob community.

Meeting Called to Order: 8:20 pm

An Executive Session was held immediately after the meeting was called to order. Personnel issues were discussed, no decisions or votes were made. The executive session ended at 8:40 pm.

Approval of Minutes from Previous Board Meeting

The minutes of the May 8, 2023, and June 10, 2023, meetings were presented. Ms. Phillips abstained from voting since she was not present at the May meeting and Mr. Hill abstained from voting since he was not present at the June meeting. There wasn't a quorum for a vote on either month's minutes, so the approval of the minutes will be carried forward to the September meeting.

Financial Report

- Mr. Hill is continuing to work with Mr. Smith to transfer the treasurer's duties.
- Forward line items that should be considered for addition to the budget to Mr. Smith. They will be discussed at the October budget work session.
- Nothing else significant to report.

Staff Reports

Administrative Coordinator's Report

- Nothing significant to report.

Field Services Manager's Report

- Performed routine maintenance activities such as debris clean up from recent storm, painting of structures, patching of roads, etc.
- Installed security cameras at the maintenance workshop.
- Responded to an inquiry from OSHA.
- Sent letters to the parents of children that are creating problems on common property.
- Ordered dash cams for the maintenance work vehicles.
- Unable to make out the license plate of the vehicle that caused damage to the gate. A copy of the video will be turned over to the Warren County Sheriff's Office so that the incident is on record. Mr. Hill will look at options for purchasing a camera that has increased nighttime recording capability.

Old Business

- The Ad Hoc committee, consisting of Mr. Sadler and Ms. Williams and two members of the HKUI board will meet on August 15, 2023, to discuss the hiring process for the Administrative Coordinator position. Ms. Williams will add all resumes received to the Google Docs sheet for the Board to review.
- Resident Lee Negroni submitted a draft list of the common covenants to the Board for review, with the intent that the list be sent to all residents as a reminder. Concerns about the legality/enforceability of the list were voiced. The discussion was tabled for another meeting.

New Business

- A request to extend the pool season was made by a resident. After the logistics of the request were discussed, Mr. Hill made a motion to extend the operating period of the pool an extra ten (10) days. There were no votes in favor and the three (3) board members present voted against the motion due to the lack of staffing and the cost involved to maintain the pool.
- A special board meeting will be held on August 26, 2023 at 10:00 am. The purpose of the meeting will be to discuss upcoming projects and deadlines along with board members' roles.
- Ms. Mainhart will establish a Google calendar for the board members to use to track meetings, deadlines, etc.

Meeting Adjourned: 8:59 pm

The next board meeting will be September 11, 2023, at 8:00 pm

Respectfully submitted by Carol Phillips, Secretary