

**High Knob Owners Association
Board of Directors
Meeting Minutes 3/11/2019**

Name	Present
Liz Achey, President	Not Present
Vice President	Vacant Position
Greg Sadler, Secretary	X
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

Victor Jones, Barbara Perlik, Ron Perlik, Rea Howarth, Orv Lee

1. Meeting Called to Order at 8:00 pm

2. Resident Comments and Questions

- Vic Jones commented on the absence of a HKOAI Board meeting for over four months. The board stated the reasons were attributed to instances of inclement weather and limitations on next day meeting options due to the publication and notice requirements within our organization.
- Resident, Orv Lee recommended that the Board consider development of a walking path from Massenutten to the Clubhouse. This is envisioned as a footpath with gravel similar to a path that existed near Redbud in the 2005-2006 timeframe.

3. Approval of Minutes from previous meeting

Minutes were reviewed and approved without modification and will be posted to the HKOAI website. Motion made by Greg Sadler and seconded by Desiree Williams.

4. Financial Report

Treasurer reviewed current budget status and that the Sanitary District funds have been received.

5. Staff Reports

- a. The Field Services Manager presented a written report. There were no questions.
 - 1 Vehicle was removed during a snow event as it impeded snow removal and emergency services response.

- Secondary High Knob entrance road show significant erosion created by unknown parties dumping salt during the winter weather events we have experienced. Repair estimates is approximately \$15,000 and will be reviewed in detail.
 - Paving of Greenfield Road and Court were completed on schedule and within the allotted budget during the previous months.
- b. The Business Administrator presented a written report. There were no questions.
- Completed initial orientation, training, etc. and has resumed normal operations for publications, website administration and core business functions of HKOAI.
 - There have been 27 new residents to the community since October 1, 2018.

6. Announcements

- a. Judy Sikora resigned from the HKOAI Board due to increased personal commitments. The Board will address an appointment process in the near future.
- b. Firewise Representative, Raymond Achey, resigned from this role due to personal reasons. The Board will address an appointment process in the near future.
- c. Desiree Williams is the HKOAI FOIA Information Officer.

7. Old Business/Updates

- a. Reviewed the Employee Handbook situation, action item for Desiree Williams to work with Liz Achey to review the Paychex draft, then pass on to Greg Sadler and Keith Arnett. Mark ups to be returned to Paychex for finalization.
- b. By-Laws/Covenants Review & Formal Complaint Process Committees: Board reviewed and voted to allot \$1500 in legal service fees associated with the By-law review committee work. Motioned by Greg Sadler, second by Desiree Williams; unanimously approved. Board members also noted that Larry Vogel is leaving the community and a new chairperson will be needed.
- c. Board voted to allot up to \$500 for legal services to do research at the Warren County clerk's office as per our attorney's recommendation. Jerry Pomeroy mentioned that he has an archive of original documents that may be pertinent. The consensus was that these items should be provided to our attorney for review prior to research work as they may help address the issues.
- d. Recurring Accounting Reviews: Received proposal from Wendy Wright regarding the recommended review and audit in support of the Board's fiduciary responsibilities. Board asked that additional details be clarified before a formal vote would be conducted on this item.
- e. Treasurer recommended consideration of an investment account to improve the management of HKOAI's cash reserve funds, similar to the approach HKUI has taken. The Board approved additional discovery actions for the President and Treasurer to engage firms for additional details/recommendations.
- f. Discussion regarding yard signs was held. Jerry Pomeroy will review covenants to determine actual language regarding signage and the Board will determine appropriate follow up actions once that information is provided.

8. New Business

- a. Field Services Manager requested funding to purchase and install needed accessories on the utility truck to be split with HKUI. Greg Sadler motioned to approve \$1750 to support this investment, seconded by Desiree Williams; unanimously approved.

- b. HKOAI/HKUI will be sharing resources due to HKUI project activity to be completed in the coming months. This will be reviewed via Ad Hoc committee.
- c. Alan Nichols offered HKOAI an option for HKOAI to purchase a lot towards the High Knob entrance to support potential parking expansion. Board will review and advise on any intended actions.

9. **Adjournment:** Meeting adjourned 9:19 pm

The Next Board Meeting will be held on 4/8/2019 at 8:00pm at the Club House