

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes

May 11, 2026

Name	Present
Watts Hill, President	Y
Carol Phillips, Vice President	Y
Dan Smith, Secretary/Treasurer	Y
Greg Caswell, Director	Y
Jerry Pomeroy, Field Service Manager	Y
Haley Mills, Administrative Coordinator	N
Quorum Present	Y

Meeting Purpose

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

Guests:

Guests via Zoom:

Katherine Smith
Patrice Traeger
Ron Perlik
John Hight
Kelly Cody

Meeting called to order: 7:03

Old Business

Approve minutes from April 27th Add paragraph to revisit pool repair after the season is over. Minutes approved by all.

The Board interviewed the consultant last week to discuss hiring a Community Manager.

Candidates are needed for the upcoming HOAI Board election.

We are waiting on a report from the County Treasurer of delinquent accounts. Watts Hill volunteered to follow up.

New Business

Picknick tables will be built this week.

There are questions about renovating the clubhouse, the clubhouse rental policy, and pricing.

Pool will be opening May 23rd

Gravel has gone up 10% (Heidelberg)

Trail cleanup this weekend, May 16th

Watts Hill moved to grant Caleb Garrett a pay increase of \$2.50. Greg Caswell seconded the motion and it was approved by all.

Jerry Pomeroy reminded the Board that the four-year cycle of tar and chipping the paved roads is coming up.

Field Service Manager Report

- A fence was built around the playground and hog wire was installed. This was funded through contributions
- Maintenance on the back part of Massanutten Road
- Owner on Alpine Drive was notified that the car port on their property is a violation of the covenant and has to be removed
- Put zero turn in the shop for small items
- Blow off ditches and roads with the tractor blower
- Reviewed applications for the field service position and hired David Pierron
- Clean off tennis courts
- Review Community Managers position
- Work on SOPs for Field Service
- Repair tiger teeth
- Old F-550 to shop for brake cable and electrical
- Repair pot holes, culverts and ditches on side roads
- Training
- Put refrigerator in pool house for pool monitors
- Bought new pressure washer for the pool
- Grade and gravel road to spring one
- Prepping pool for opening
- Clean out and mulch flower beds
- Order eight new pool lounges to replace broken ones

Office Manager report

Pool

- Working on having new pool passes issued the week of May 18th
- Onboarding new pool monitors
- Created electronic time sheets

Elections

- Started stuffing mailer envelopes for the election
- Draft Election Packet Intro Letter
- Working with County Treasurer to receive updated delinquent list
- Election packets target mail date of May 22nd

Website

- Update calendar with new schedule/events
- Update home page to reflect meeting dates

Office

- Onboard new hire, David Pierron for field services position
- Working with CPA to ensure he receives all necessary documentation

Routine office tasks

- Phones
- Deposits
- Invoices
- Rentals
- Sales

Executive Session to discuss legal and personnel issues

Meeting Adjourned: 8:02

Upcoming meetings:

May 28

June 8

June 22

June 28 - Annual meeting