

High Knob Owners Association
Board of Directors
Meeting Minutes 10/10/2016

Name	Present
Rosalie Norem, President	X
Judith Sikora, Vice President	X
Chris Hindman, Secretary	X
Jim Osborn, Treasurer	X
Michael Richards, Director	X
Jerry Pomeroy, Field Services Manager	X
Linda Farrell, Business Manager	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.*

Meeting Called to Order at 7:59pm

1. Comments from residents
 - a. Orv Lee: Provided an update regarding implementing a walkway from the bus stop to the mailboxes located on Greenfield Road. He has drafted a letter for the "Life on High Knob" newsletter wanting to get community input and feedback. While community response to a letter would be helpful, approval of a walkway would be based on several other factors, among them consent from property owners affected by the walkway.
2. Minutes from previous meeting were approved and accepted as presented.
3. Financial Report
 - a. We are always one month behind on reimbursements from the UI. These checks are sent from the UI to the HKOA every two weeks and are not monthly.
 - b. \$1137.50 for landscaping was to remove trees
 - c. Net income from wine tasting was \$160 and therefore the event did not cost the community.
 - d. The potluck dinner was \$12.50 short in breaking even, however the wine tasting made up for the shortfall.
4. Business Manager
 - a. Many home sales occurred over the past month as well as many inquiries from realtors.
 - b. The potluck dinner on 09/24 was a success
 - c. Wine and cheese tasting was held on 10/01 and 40 people attended
 - d. Chain clinics have been set for 10/22 and 11/19.
 - e. The announcement for the upcoming Halloween Trick-or-Treat event was in the newsletter. The event will be 10/31.
5. Field Services Manager
 - a. The shop lot was expanded in order to make room for winter activities.
 - b. Speed bumps on Red Bud were reworked and seem to be effective.

- i. Phone call from concerned resident on Red Bud stating she believes these are new speed bumps, they are not. The locations have not moved they have just been fixed.

6. Old Business

- a. The working meeting was held on 10/08/2016 for strategic planning and minutes will be provided for review.
- b. Gate
 - i. The winter newsletter will address some FAQs about the gate such as stating the regular maintenance of the gate, and what gets broken on the gate when it is hit.
 - ii. Gate parts take 1 week to 10 days to ship. Smart Parts in Virginia Beach is our dealer and orders all of their parts from Florida. Typically, the parts shipped directly to High Knob.
 - 1. The mechanism is good on the inside and what typically breaks is the grey piece that is made to break after an impact. There are plastic bushings inside of the gate that started to wobble this time that needed addressed. No one hit the gate, the gate simply failed.
 - 2. The gate arm itself never breaks because the grey piece (break away piece) is designed to prevent other parts from failing.
 - 3. We typically order three break-aways at a time, however this time we did not have enough in stock. We will get more parts in stock to ensure that we are always able to replace parts and have an operating gate.
 - 4. We will research different lights for the gate in order to prevent it from being hit in the future.

7. New Business

- a. We are going to have another Christmas open house for the community. Last year it was a success with high interest. Details will be planned out and announced in the winter newsletter.
- b. Motion to adopt the communication policy that was drafted 3/21/2015 was made by Judy and seconded by Mike. Motion passed (2016-003).
- c. Motion made to contract with Chadwick, Washington, Moriarty, Emore & Bunn P.C. for HOA Representation made by Rosalie and seconded by Chris. Chadwick has been previously discussed at various HOA Board meetings. Motion Passed (2016-004).
- d. Full payment of UI loan to HKOA.
 - i. The UI would like the HKOA to repay the remaining amount of the loan in the amount of \$6,036.00. The regularly scheduled payment is \$5,000. Motion made by Mike seconded by Judith. Motion Passed (2016-005).
- e. Asset Assessment/Reserve Study
 - i. HKOA has never done an asset assessment or reserve study in order to plan for replacement of equipment and future needs. In order to operate efficiently and into the future, we need to research such studies to determine what cost savings and improvements need to be made.

1. Motion by Rosalie in order to research companies that conduct asset assessments/reserve studies, seconded by Mike. Motion Passed (2016-006).
- f. Covenant violations
 - i. Larry Vogel provided examples of what other HOAs do in order to address violations. This is being reviewed and will be addressed at future meetings.
 - g. Winter Clinic
 - i. This was a success last year and we will be doing this again. This time it will be open to all residents, not just new residents. This will be sent out in the upcoming newsletter. Judith will handle preparations for this clinic.
 - h. Business Office Hours/Renovations
 - i. The office needs renovations in order to ensure a safe, comfortable, working environment. The carpet needs to be replaced and old equipment should be removed. The cost of this will be determined and will be discussed at a future board meeting. Work can probably be done in house to save money.
 - ii. Office hours need to be flexible and potentially extended. This will require additional discussion in order to find something that fits the community needs best. This discussion will be tabled for future meetings to determine need, hear ideas, and address concerns.

Meeting adjourned 8:50pm

Next Board Meeting will be held on 11/14/2016; 8:00pm at the Club House