

High Knob Owners Association

Board of Directors

Meeting Minutes 09/12/2016

Name	Present
Rosalie Norem, President	X
Judith Sikora, Vice President	Excused
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 8:10pm

1. Comments from residents
 - a. Mike Crookham; on Red Bud there has been an increased problem with individuals speeding. There are speed bumps on Red Bud in the area of concern, however they are shallow and do nothing to reduce the speed. Mr. Crookham researched Virginia State Law related to speed bumps and presented the information to the board as well as Jerry Pomeroy. Motion was made by Rosalie and seconded by Chris to place appropriate speed bumps on Red Bud in the area where the current speed bumps are that will meet State criteria as well as ensure that proper road maintenance can be done in the winter. Jerry will consult with Jim to ensure that the speed bumps can be maintained properly in the winter. Motion passed unanimously (2016-001).
 - b. Mike Crookham; there is no proper turning cul-de-sac on Red Bud that allows for turning of large vehicles to include fire trucks. Resident is concerned that the lack of a proper cul-de-sac would hinder emergency response. This has been looked into by past boards and it was determined that property owners where the proposed cul-de-sac would be located would be negatively impacted. Further, the area is not suitable for a cul-de-sac due to engineering concerns related to the hillside. The board understands the concerns of residents on Red Bud as it relates to emergency preparedness. A cul-de-sac was put in place further up the road from the end of Red Bud in order to provide some relief for emergency vehicles.
2. Approval of minutes
 - a. No objections or additions, minutes from August meeting approved.
3. Financial Report
 - a. All reports are not monthly. Each report is a cumulative report for year to date expenditures.
 - b. There is not a 30% increase in payroll expenses. Those numbers are seasonally inflated due to seasonal workers (i.e eight pool monitors). The payroll expenses should decrease in the coming months and normalize to projected costs as well as fall in line with previous years.
 - i. The pool is moving closer to being self-sustaining as it relates to fees.
 - ii. There will be a review of hours/days the pool is open prior to opening next year. There were complaints that the pool had closed early in years past. This has been corrected this year to ensure

that the pool remained open until 8:00pm on days it was able to be open. A monitor is needed in order to ensure proper use of the pool and for insurance reasons.

4. Announcements

- a. Minutes will be color-coded for each meeting. All notes for the HOA meeting will be on colored paper to differentiate between Utilities and OA meetings.
- b. There will be a Community Wide Potluck dinner on 09/24 at the clubhouse. RSVP is requested.
- c. On 09/14 at 7:00pm, Warren County will be meeting to discuss backyard chickens. This will allow for individuals in a residentially zoned area to have chickens as spelled out by the county. If residents are interested in seeing how this would impact them, they are encouraged to attend the county meeting.
- d. Front Royal Halloween (Trick-Or-Treat) will be held on 10/31. High Knob will sponsor a Halloween Trick or Treat for the community from 5:30pm to 7:00pm on 10/31 at the clubhouse. Anyone interested in helping to decorate, hand out candy, or donate candy for the event is encouraged to contact Chris Hindman. Any left-over candy that is not claimed will be donated.
- e. Toys-for-Tots: Individuals have reached out to see if High Knob will participate this year. We intend on starting our drive in November. Collection will run in the same manner as in years past. Volunteers are appreciated and needed to make this year successful. More details to follow. Contact Chris Hindman if interested in participating.

5. Staff Reports

- a. Business Manager
 - i. Horseplay at the bus stop has become an issue; a notice has been posted regarding proper and appropriate behavior at the bus stop.
 - ii. Digital camera has been purchased for the office. This will be used for photographing of violations and requests for review.
 - iii. We have had renters purchase the homes they were renting in the community. They haven't reported changes to the office; this could be because they were already in the system and didn't think they needed to report the status change.
 - iv. The newsletter went out and we have some folks sign up for the wine tasting.
- b. Field Services Manager
 - i. The area around the shop is going to be expanded. Three trees were removed to allow for gravel storage for the winter. This will cut down on time it takes to load trucks for the winter and moving equipment to load the trucks will be reduced.
 - ii. We received a \$6,007.68 fine from the State related to using off-road fuel in the trucks. This was previously discussed in an earlier meeting. The off-road fuel was used during the massive snowfall and we had no other options to keep the roads open for emergency vehicles. Jerry has reached out to the agency in order to resolve the issue. Rosalie will be drafting a letter to appeal the decision since it was an emergency. We have receipts showing we have always filled the trucks with taxed fuel; however this was an emergency situation. We were fined for the amount of fuel the truck was able to hold as well as the amount of fuel the off-road fuel storage tank is able to hold. In order to correct this in the future, Jerry will install a fuel tank for taxed fuel to be used over the winter. The deadline to respond to the letter is 10/2/2016.
 - iii. Community mowing/weed-eating was done.
 - iv. Ditches were cleared and clearing of ditches continue and will continue throughout the fall in order to reduce water onto the road as well as fire hazard of debris piling in ditch.

- v. Grading of roads continues as well as a driveway on Salt Lick. Homeowner claimed that the road causes drainage down their driveway, it was researched and it isn't the roadway causing their driveway to be washed out. The way that the resident's driveway is graded causes the erosion.
- vi. Pool closed for the season as well as other ongoing maintenance conducted.

6. Old Business/Updates

- a. Unable to get speed sign last month due to enforcement activity in county. Chris will contact them to get it up here ASAP.
- b. HOA carries a line of credit that needs to be closed in order to refinance the VRA loan. This line of credit is used during emergencies only. In order to secure the refinancing of the loan, this line of credit needs to be closed. The line of credit was last used approximately four to five years ago. There is no stipulation that the loan cannot be re-opened in the future.
 - i. Motion made by Rosalie to close the line of credit and re-open the line of credit in the future after securing the refinancing of the VRA loan. Motion Seconded by Jim. Motion passed unanimously (2016-002).

7. New Business

- a. Work session will be 10/08/20016 at the club house. Email will be sent by Rosalie with additional details.
- b. Architectural review: Barbara Perlik will continue to review submission for fences and trees. Jerry will review all other structural reviews.
- c. Truck Loan: UI will pay for the bed and plow. The purchase of the truck will be paid for by the OA and the UI. The UI's share of the purchase amount of the truck will be half of the cost of the truck minus the cost of the plow and bed. The UI will give this amount to the OA for a down payment. The loan for the truck will then reside in the OA's name.
- d. Chain clinics will be held at the end of 10/2016. Exact dates to be determined. Announcement will follow. Last year's clinics were successful and had a lot of interested parties.

Meeting adjourned 8:48pm

Next Board Meeting will be held on 10/10/2016; 8:00pm at the Club House