

High Knob Owners Association, Inc.

Board of Directors
Meeting Minutes 06/08/2020

Name	Present
Liz Achey, President	Y
Greg Sadler, Vice President	Y
Keith Arnett, Treasurer	Y
Desiree Williams, Secretary	Y
Ron Perlik, Director	Y
Jerry Pomeroy, Field Services Manager	Y
Pam Mainhart, Administrative Coordinator	Y

Meeting Purpose

To review HKOAI old and new business and establish any action items for the continued improvement of the High Knob community. This meeting was conducted via Zoom to ensure safe social distancing practices.

Attendees

Angela Blair (resident), Matt Scherbinski (resident), Tim Gallien (resident), Audrey Garnett (resident), Gary Mainhart (resident), Barry Smith (resident), John Hight (resident), Jon Wise (resident), Chris Whalen (resident), Juan Lopez (resident), Kelly Cody (resident), Barbara Perlik (resident)

Meeting Minutes

Meeting Called to Order: 8:11 pm

Resident Comments & Questions

1. Ms. Blair asked if the pool would be open any time soon. Ms. Achey revealed the board was following guidance from the board's attorney, who advised the pool remain closed to make sure HKOAI was in compliance with the Governor's [Phase II guidelines](#). Ms. Achey said re-opening costs were considered as well.

Executive Session

No executive sessions were held.

Approval of Minutes from Previous Board Meetings

Meeting Minutes from 5/11/20 were reviewed and Mr. Perlik suggested three minor corrections:

- Under the “Resident Comments & Questions” section, item #2 referred to Vic Jones’ walking trail proposal when it should be Orv Lee’s proposal.
- Under “Staff Reports” section, the Field Services Manager’s Report item #3 should indicate that Mr. Perlik made the suggestion to nominate a board member as a “Gate Steward” to help reset the gate when it malfunctions.
- Under the “Old Business” section, item #2 should refer to Orv Lee’s walking trail proposal, not Vic Jones.

Ms. Williams made the corrections to the 5/11/20 meeting minutes as suggested by Mr. Perlik. A motion was made by Mr. Sadler to approve the minutes as amended, which was seconded by Mr. Arnett. The motion passed unanimously.

Financial Report

Mr. Arnett presented the Financial Report, highlighting the following items:

1. Income
 - a. 0201 New Construction Road Fee: five (5) new houses have been built so far this year, even though the board did not budget for any development. This is income that HKOAI was not expecting.
 - b. 0600 Pool: Income is less than projected due to the pool being closed for COVID-19.
2. Expenses:
 - a. 4101 Gross Salaries - OA & 4102 Gross Salaries - UI: The Field Services staff has been spending most of their time on water utility projects, which reflects lower than projected amounts of the OA category and higher than projected amounts for the UI category.
 - b. 4200 Pool: Expenses are less than projected due to the pool being closed for COVID-19.
 - c. 8000 Capital Improvements: This amount is significantly less than projected because the paving project has been delayed. The funds budgeted in this category will roll over to the next fiscal year when the paving project gets underway in July.
 - i. Ms. Mainhart noted that the actual funds shown for this category are not accurate. Instead, they should have been classified under 7201 Asphalt Patching. She said this error will be corrected by the end of June when the fiscal year ends.

Staff Reports

Field Services Manager's Report

Mr. Pomeroy presented the Field Services Manager's Report, highlighting the following items:

1. Mr. Pomeroy noted that most of his time has been spent on HKUI business.
2. The front gate is now operable and new tiger teeth will be installed in the next couple of weeks.
 - a. Mr. Sadler asked if Mr. Pomeroy was able to identify the person who broke through the gate right after he fixed it the first time. Mr. Pomeroy indicated the vandal was going at such a high rate of speed through the gate that his license plate was illegible on the surveillance footage. Mr. Pomeroy suggested the board invest in better surveillance equipment at the gate.
 - b. Mr. Pomeroy added that he's had to reset the gate at least eight (8) times in the past week and a half. This is mostly due to impatient or careless residents and visitors who are rushing the gate. Ms. Mainhart added that she saw a car purposefully piggybacking behind another vehicle to get through the gate. Mr. Arnett asked about the feasibility of a "gate steward" to help reset the gate during off hours. Mr. Pomeroy said he would be willing to train Mr. Perlik to reset the gate.
3. Paving by Carroll Construction is scheduled to begin by the middle of July. The paving will include smoothing the rough areas before completing 65,000 square yards of tar and chip. The project will involve laying down 3,000 tons of hot asphalt from the corner of Massanutten Mountain Rd. and High Knob Rd. to the guardrail next to Orv Lee's house near the bottom of Red Bud hill.
 - a. Mr. Pomeroy added that, since the paving project funds are rolling over to the next fiscal year, he plans on folding in the projected funds that are allocated for road maintenance into the tar and chip bid for Carroll Construction so that the paving project and routine patching can be done at once.
4. Mr. Pomeroy indicated that the dump truck is back in service.
5. Mr. Pomeroy added that he's receiving bids to paint the Clubhouse. Mr. Pomeroy noted that it's been eight (8) years since the Clubhouse was painted. Usually, Field Services would handle the painting in-house, but due to HKUI demands, Mr. Pomeroy said it would be better to contract that project out.

Administrative Coordinator's Report

Ms. Mainhart presented the Administrative Coordinator's Report, highlighting the following items:

1. Ms. Mainhart said she's been fielding a lot of calls and emails about the pool, as well as numerous requests to remove dead ash trees.
2. May's newsletter was sent to almost 300 residents. Ms. Mainhart encouraged residents to email or call her if they were interested in receiving the newsletter.

3. Ms. Mainhart continues to clean up the filing room and shred old documents.

Old Business

1. Orv Lee's walking trail proposal: Ms. Mainhart said the board received 36 responses, with 22 residents in favor of the proposal and 14 residents against the proposal. This reflects a low response rate from the entire community.
2. Tar and chip status: This topic was covered by Mr. Pomeroy during his Field Services Manager's Report.
3. Gate & tiger teeth status: This topic was covered by Mr. Pomeroy during his Field Services Manager's Report.
4. Pool Opening: Ms. Achey indicated that the board decided to keep the pool closed to ensure HKOAI was in compliance with the Governor's Phase II guidelines. The board would review the decision once Phase III was put into effect. Ms. Blair and Mr. Scherbinski asked the board to communicate more openly and provide updates about the pool in different channels such as Facebook.
5. Annual meeting: Ms. Mainhart indicated that the Annual Meeting has been tentatively scheduled for July 26 and she is working on the mailing to ensure residents receive them 30 days prior to the meeting. Depending on whether Phase II or Phase III is in effect during the Annual Meeting, appropriate social distancing protocols will be maintained. Ms. Achey motioned to schedule the Annual Meeting for July 26 and Mr. Sadler seconded the motion. The motion passed unanimously.
6. Mr. Perlik asked if the lane reflectors and speed bump issues, which were tabled during the last board meeting, would be discussed during this board meeting. Ms. Achey said, for the sake of time, the board could discuss them as "Old Business" during the August meeting.

New Business

1. Resident sign requests:
 - a. There is a footpath that connects the end of Skyline View Dr. to the Appalachian Trail. The GIS shows that High Knob's right of way ends on Skyline View about two lots north of Mr. Hight's property. Although tree blazes communicate to hikers that they are leaving federal property, Mr. Hight voiced his concern that AT hikers may use this connecting trail in a bid to summit High Knob. He revealed that he has come across lost hikers on his own property. Right now, there is no signage at the end of Skyline View telling hikers they are leaving federal land and trespassing on private property. Mr. Hight asked the board to consider installing warning signs to redirect hikers back to the AT.
 - i. Mr. Arnett moved to place a sign at the end of Skyline View in consultation with the board and Mr. Pomeroy. Ms. Achey seconded the motion, which passed unanimously.
 - b. Resident Esther Williams asked the board via email to post a sign at the front gate to warn drivers going to the Shenandoah National Park that High Knob is a

residential community and not the entrance to Skyline Drive. Mr. Pomeroy indicated that he was in talks with the National Park Service to get an official supplemental guide sign posted on Route 55 before the High Knob entrance.

2. HKOAI Facebook page:

- a. Ms. Achey proposed the creation of an official HKOAI Facebook group that would be administered by Ms. Mainhart. She asked for feedback from the board. Mr. Arnett said that HKOAI is essentially a municipality, similar to the Town of Front Royal and Warren County. Those boards do not publish information on social media after meetings as residents are expected to attend in person to get pertinent details. Mr. Arnett added, however, that Front Royal and Warren County are covered by local news media, which then report about board meeting decisions on social media. Mr. Arnett asked if there was a High Knob resident who would be willing to attend the board meetings and post about board decisions on social media. Mr. Arnett added that, ultimately, Ms. Mainhart is part-time and everyone on the board is a volunteer. Finding someone to administer an official Facebook page for HKOAI is a considerable challenge, Mr. Arnett noted. Ms. Mainhart suggested recording the board meeting and uploading it to the HKOAI website. Mr. Arnett cautioned the board against creating a Facebook page and then, later, abandoning it because there was no one to maintain or moderate it. Mr. Sadler asked if it was possible to simply cross-publish Ms. Mainhart's newsletter or blog posts on Facebook to reduce the level of effort to support the project. Mr. Arnett noted that not everyone on the mountain has a Facebook account. Mr. Smith volunteered to copy and post any official blog post to High Knob News, the unofficial HKOAI group on Facebook.
 - b. Ms. Williams made a motion for her to work with Ms. Mainhart to investigate what options are available to the board to more effectively communicate with residents and present their findings during a future board meeting. Ms. Achey seconded and the motion was passed unanimously.
3. Mr. Scherbinski asked if the board would be willing to conduct future board meetings via Zoom. Ms. Achey indicated that the idea would be considered and she thanked all residents who joined the board meeting.

Meeting Adjourned: 9:52 pm

The next board is on 08/10/20 at 8:00 pm.