

# High Knob Owners Association, Inc.

Board of Directors  
Meeting Minutes 01/11/2021

Name	Present
Greg Sadler, President	Y
Ron Perlik, Vice President	Y
Keith Arnett, Treasurer	Y
Desiree Williams, Secretary	Y
Jerry Soucy, 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

Liz Achey (resident), Watts Hill (resident), Barbara Perlik (resident), Rajesh Krishnan (resident), Jeanette Myer (resident), Barry Pass (resident), Barry Smith (resident), Lori Oaks (resident), Luis Villanueva (resident), Rhea Howarth (resident)

## Meeting Minutes

Meeting Called to Order: 8:04 pm

### Executive Session

No executive sessions were held.

## Approval of Minutes from Previous Board Meetings

Meeting Minutes from 12/14/20 were reviewed. Mr. Perlik and Ms. Mainhart identified minor spelling and grammatical errors. Ms. Williams asked if she needed to detail these small errors to the board meetings minutes as they don't change the meaning of what was written. Mr. Arnett said that it would be appropriate to note in the January meeting minutes that the December meeting minutes were adopted with minor typographical changes. Ms. Williams updated the December meeting minutes to address the minor changes that Mr. Perlik and Ms. Mainhart identified. Mr. Soucy agreed.

Mr. Sadler asked the board to review the meeting minutes prior to the board meeting so these small issues are identified before the meeting begins.

Mr. Sadler moved to approve the minutes as amended with minor typographical errors, which was seconded by Mr. Arnett. Mr. Soucy abstained because he was not present at the December meeting. The motion passed.

## Financial Report

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

1. HKOAI is half way through the fiscal year and is on track as expected
  - a. The 8100 Road Improvements category is significantly over, but this was expected as the planned improvements rolled over into FY20-21.
  - b. Mr. Sadler asked if this was a timing issue, relating to when the paving contractor was invoiced. Mr. Arnett confirmed. He said the money that was allocated to cover this expense was held in the capital expense fund due to the delay in paving. Mr. Arnett said that HKOAI is not in any kind of financial stress, adding the issue is about having the right funds in the right account.
  - c. Ms. Achey asked if there were additional road maintenance expenses besides the planning paving project. Mr. Arnett said no.
  - d. Mr. Sadler concluded by saying the board will monitor the issue and take a vote to transfer money from the capital expense fund at a later date, if necessary.
2. Ms. Mainhard highlighted that the Cash Balance is very low.
  - a. She noted that she still has to transfer \$3,000 from the operating reserve for the Clubhouse painting job.
  - b. She added that the cash flow will be tight until Warren County disburses tax revenue in June.

## Staff Reports

### Field Services Manager's Report

1. Mr. Pomeroy said the staff's been busy with the snow. The crew has re-graded and graveled the side roads, cleaned the tools, and fixed the chains. He said the last snow was pretty hard on the equipment.
2. Mr. Pomeroy revealed that his team stocked a few more loads of gravel. The gravel bins are full now.
3. He revealed that the field services crew plans on focusing on HKUI business over the next couple months as the weather allows.
4. Mr. Pomeroy added that he retracts the gate and tiger teeth in anticipation of inclement weather. So, if storms come in quick succession, his team keeps the gate and tiger teeth retracted to save on labor. This allows the crew to focus on other, more critical winter preparations.
5. Mr. Perlik said that he noticed gravel was put down on Christmas morning. He ask Mr. Pomeroy if his crew was responsible for this. Mr. Pomeroy confirmed that his team was up on Skyline View on Christmas morning. Mr. Pomeroy gave his thanks to the crew for their diligent service. Mr. Sadler also expressed his appreciation for the crew's hard work.

### Administrative Coordinator's Report:

1. Ms. Mainhart sent the latest newsletter to 323 residents.
2. She is currently reviewing the emergency Community.com texting service that Ms. Williams discovered. Ms. Mainhart noted that the two of them would be participating in online training on 1/15/21.
  - a. She identified a couple of concerns with Community.com:
    - i. The date of birth is required to enroll into Community.com
    - ii. The technology allows for residents to respond to the text messages
  - b. Ms. Mainhart identified two other emergency texting services that she was interested in reviewing: Sign14 and Crises-Control
  - c. Mr. Sadler summarized that the purpose of this investigation was to see what services the board and staff could use to more effectively communicate with residents in emergencies and some types of non-emergencies (like road closures due to a fallen tree, FireWise announcements, etc.).
  - d. Mr. Soucy asked Ms. Mainhart to put her analysis in a document for the board to review. Ms. Williams agreed and offered to work with Ms. Mainhart on this analysis.
  - e. Mr. Hill voiced concerns about the date of birth requirement for Community.com, asking the board to consider services that don't require personal information. Mr. Perlik suggested residents could put in a fake DOB.

## Old Business

1. Proposed walking trail
  - a. Mr. Sadler revealed that the walking trail proposal packet was shared with the board. He noted that Mr. Soucy identified a concern about ADA compliance and this issue. Mr. Sadler said the two links provided by Mr. Soucy would be included in the letter to the attorney. Mr. Soucy and Ms. Achey briefly whether ADA compliance applied to the proposed trail.
  - b. Mr. Arnett suggested the board remove references to the pool waiver from the packet. This is to ensure the attorney's response focuses on the trail. Mr. Arnett and Mr. Perlik briefly discussed the merits of including this information in the packet. Ms. Achey weighed in on the issue. Mr. Arnett asked Mr. Sadler to move the meeting along so that the board could vote on the matter. Mr. Sadler asked Ms. Mainhart to remove the pool waiver language from the proposal.
  - c. Mr. Soucy voiced a concern about "dangerous situation" language in the packet, claiming it is not an accurate summation of the issue. Mr. Sadler asked Ms. Mainhart to remove the "dangerous situation" language from the proposal. Ms. Achey weighed in on the issue.
  - d. Mr. Soucy also highlighted a statement in the letter to the attorney which indicated HKOAI has received no response from adjacent landowners, which was interpreted as possible support for the trail. Mr. Soucy asked the board to solicit a response from the adjacent landowners to secure their concurrence. Ms. Achey weighed in on the issue. Ms. Williams asked if this concern was better addressed by the attorney. Mr. Sadler asked Ms. Mainhart to add this item to the letter to the attorney.
  - e. Mr. Sadler asked the board to vote on whether the packet could be sent to the attorney as amended. The funds to cover the legal review (not to exceed \$500) was approved by the board during a previous meeting. Mr. Sadler moved to submit the packet to the attorney as amended. Mr. Arnett seconded. The motion passed unanimously.
  - f. After the vote, Ms. Williams asked the board to coordinate this kind of activity through Google Drive or some other means to keep documents centralized, as opposed to attaching multiple documents with many versions to emails. Mr. Sadler agreed.
2. Road maintenance in problematic areas
  - a. Mr. Pomeroy indicated no new issues have been brought to his attention.
3. Communication solutions/tools
  - a. This item was addressed during Ms. Mainhart's report.
4. CCTV improvements
  - a. As snow removal took up a majority of his time this past month, Mr. Pomeroy said he did not have the chance to review the documents provided by Mr. Hill. Mr. Pomeroy subsequently shared these documents with the board. Mr. Pomeroy

- asked the board to review the documents to understand next steps and coordinate with Mr. Hill. Mr. Soucy said that he reviewed the documentation.
- b. Mr. Hill highlighted the pros and cons of the CCTV system included in his documentation. He noted that he's experienced problems getting the Comcast representative to return his call to provide detailed information.
  - c. Since sharing the documentation with Mr. Pomeroy, Mr. Hill has discovered an additional option that could make use of HKOAI's current system.
    - i. Mr. Hill suggested a two-phased approach:
      - 1. Leverage the current camera system to ensure minimal coverage of the front and back gates.
      - 2. Upgrade the cameras to a CCTV system next year so that the video is high quality.
  - d. Mr. Hill encouraged the board to determine why they want to upgrade the camera system. In the case of damaged HKOAI property, the video could be turned over to the authorized to prosecute. Mr. Hill asked the board to consider how serious they are about implementing this solution and tracking down offenders. He noted that the project will take a considerable investment in time and resources. Mr. Sadler asked Mr. Hill to provide an executive summary of the solution to the board for review. Mr. Hill added that he is hoping Glo Fiber will expand their market. Currently, they do not provide service outside of Front Royal proper.
5. Call for residents to join Architecture Review Committee and Covenants Committee
- a. Ms. Mainhart noted that Ms. Perlik brought up a good point during last month's board meeting. She suggested that the board write up a description that details what the board expects of the committees so that residents know what their role will be when they join.
  - b. Ms. Mainhart asked the board to provide a draft description of the committees. Mr. Soucy suggested that Ms. Mainhart look for old committee charters in the office files. She said she would pull these files and see if there was something she could use. Mr. Arnett suggested that a Google search for "architectural review committee charter" may return some promising information.
  - c. Mr. Perlik asked if the committees should include a board member. Mr. Arnett said he would investigate the bylaws, but he suspected they should include a board member.
  - d. Mr. Soucy said he would write up a summation of his research and share it with the board to discuss during the next meeting.

## New Business

- 1. Parking policy update
  - a. Ms. Mainhart said that, during snow storms, some residents are taking advantage of the lax enforcement of the parking areas by the mailboxes on Boulder Rd. and the Clubhouse parking lot. The current policy states that parking at the bottom of the mountain next to the front gate is limited to a parking period of no longer than

72 consecutive hours. Ms. Mainhart asked if the current policy should also apply to Boulder Rd. mailboxes and the Clubhouse parking lots.

- b. Mr. Pomeroy said that he believes the policy should apply to all the parking areas on High Knob. He said abuse of these areas is increasing. If residents don't move their vehicles in a timely manner, it impacts the ability of the field services crew to clear the parking areas for people who really need them.
- c. Mr. Soucy suggested the board include a map of all authorized and unauthorized parking areas with the policy. He noted that parked cars around the mailboxes makes it very difficult for other residents to check their mail. He added that residents often park at the top of Alpine Rd. and the bottom of Mountain Top Rd., which is hazardous.
  - i. Mr. Perlik asked the board to also identify on a map where larger, heavy vehicles could park safely.
- d. Ms. Williams asked about how the policy is enforced. Mr. Pomeroy said that the staff monitor the parking areas, noting the parked cars and how long they've been there. If a car has been parked for more than 3 days, he puts a green warning sticker on the window. This gives the owner 24 hours to move the vehicle. If the vehicle is parked on a roadway, then he uses a red sticker with the time and date of enforcement, which means the vehicle will be towed in 24 hours. He added that enforcement is more strict at the bottom because a parking pass is required to park there.
  - i. Ms. Achey noted that the parking lot at the bottom of the mountain is often filled.
- e. Mr. Arnett moved to accept the staff's recommendation to extend the parking policy to all parking areas on High Knob. After the board and residents weighed in on the matter and suggested changes to the policy, Mr. Arnett rescinded his motion. He asked Ms. Mainhart and Mr. Pomeroy to return with a revised parking policy for the board to review and vote on during the February board meeting. Mr. Soucy suggested the staff use their discretion in the interim. Mr. Sadler agreed. Ms. Mainhart said that she would incorporate the board's comments into the policy and present the revised policy during the February board meeting.

Meeting Adjourned: 9:36 pm

The next board is on 2/8/21 at 8:00 pm.