

High Knob Owners Association, Inc.

Board of Directors

Meeting Minutes 02/10/2020

Name	Present
Liz Achey, President	N
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.

Attendees: Vic Jones (resident), Orv Lee (resident)

1. Meeting Called to Order: 8:02 pm
2. Resident Comments and Questions
 - a. Orv Lee discussed his proposal to construct a walking trail from the Clubhouse to Kitty Corner. Greg Sadler said his proposal was on the agenda and an update would be discussed during the Old Business portion of today's meeting.
 - b. Vic Jones asked about the abandoned house on Split Rail. Pam Mainhart said a county lawyer has been assigned to the case, which is expected to go to court on 3/18. The court is expected to rule to sell the house at an auction.
3. Executive Session
 - a. No executive sessions were held.
4. Approval of Minutes from Previous Board Meetings
 - a. Meeting Minutes from 11/11/19 were reviewed and approved. Motion was made by Desiree Williams and seconded by Keith Arnett. The motion passed unanimously.
 - b. Budget Meeting Minutes from 12/9/19 were reviewed and approved. Greg Sadler indicated that he would incorporate the Board's feedback into the minutes.

Pending that incorporation, the motion was made by Keith Arnett and seconded by Desiree Williams. The motion passed unanimously.

5. Financial Report - the following items were discussed:
 - a. 0803 Performance Bond Claims – is a new item that covers income associated with road damage bonds
 - b. 0804 Property Owner Claims – is a new item that covers income associated with property bonds
 - c. 4110 401K Co. Match - Keith Arnett pointed out that OA has exceeded the budgeted amount with 5 months remaining in the fiscal year, while 4111 401K Co Match - UI is significantly under budget. Pam Mainhart explained that the 401K is based on gross income and does not include overtime. As a result, it's difficult to split the 401K matching evenly between OA and UI. She expects the figures will balance out by the end of the fiscal year.
 - d. 4403 Payroll Processing OA and 4403UI Payroll Processing UI – The Board questioned why these items are at budget so early in the fiscal year. Pam Mainhart said she would investigate.
 - e. 7205 Gate Maintenance Repairs – The figure includes the price to install the back gate cameras.
 - f. 7206 Misc to be renamed to “Road Sign & Safety”
 - g. Greg Sadler asked about how to handle the Edward Jones investment accounts on the financial report. Keith Arnett said that the UI reviews a balance sheet and suggested the Board adopt that approach.
6. Staff Reports
 - a. Jerry Pomeroy discussed his Field Services Manager’s Report:
 - i. The new tiger teeth can’t be finished until the weather gets warmer. It needs to be over 60 degrees (day and night) to complete installation.
 - ii. Jerry expects to focus on the meter replacement project this next month.
 - iii. The Board discussed the problems associated with residents continuously parking on the roads. Jerry explained the measures he’s taken to ensure the safety of the community.
 - b. Pam Mainhart discussed her Administrative Coordinator’s Report:
 - i. High Knob received \$8,500 in FireWise grant money, which helped to offset the costs associated with two years worth of debris removal.
 - ii. Pam asked to meet with Desiree Williams to set up Google Docs. Desiree agreed to email Pam to set up a time on a Friday.
7. Old Business
 - a. Accounting review – Pam indicated that Wendy Wright recently had knee surgery. Pam plans to follow up once Wendy has recovered.
 - b. Employee handbook – The Board agreed to provide their comments to Pam by 2/28 so that a final draft could be reviewed during the next Board meeting on 3/9.
 - c. POAA/HOA/Covenant review – The Board reviewed Attorney Dan Streich’s “opinion letter” on the issue of whether HKOAI was considered a POAA or HOA. Keith Arnett suggested that the Board create a Board member handbook that includes Dan’s legal opinion on how HKOAI qualifies as an HOA, not a POAA.

8. New Business

- a. Advertise bids for tar/chip – Jerry continues seeking bids for the tar/chip project scheduled to commence in the Spring.
- b. Walking path proposal letter – The Board reviewed a draft letter to residents regarding Orv Lee’s proposed walking trail. The letter was read aloud to residents in attendance. Keith Arnett moved for Pam to send the letter to residents at her earliest convenience. Desiree Williams seconded. The motion passed unanimously.
- c. Registered agent discussion – Pam proposed making Attorney Dan Streich the Registered Agent for HKOAI to facilitate service of process. The current Registered Agent is Michael Richards who is no longer associated with the Board. Pam said that she’ll contact Dan about the legal fees involved and report back during the next Board meeting.
- d. Water Capitalization Fee – The Board reviewed Keith Arnett’s proposal to fold the OA’s Water Capitalization Fee of \$2,500 into the UI’s Tap Fee. Keith moved to suspend collection of the Water Capitalization Fee, pending approval of the UI’s proposal to increase the Tap Fee by the State Incorporation Committee on 4/1. Greg Sadler seconded. The motion passed unanimously.

9. Adjournment: 9:00 pm

- The next board is on 03/09/20 at 8:00 pm