

High Knob Owners Association

Board of Directors

Meeting Minutes 06/12/2017

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Name	Present
Judith Sikora, President	X
Vacant, Vice President	
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 8:02pm

1. Comments from residents
 - a. None
2. Minutes from two previous meetings conducted on 04/2017 and 05/2017. Both sets of minutes approved.
3. Financial Report
 - a. Questions can be directed to Jim Osborn.
 - i. Dan is approximately 40% through the asset plan and continues to work on it.
4. Business Manager
 - a. May/June are busy months due to collections for water invoices.
 - b. Lots of home transfers and inquiries by real estate folks.
 - c. Followed up with new summer pool employees for direct deposit.
 - d. Helped many residents with pool registration and passes, so far we've sold passes to 151 families.
 - e. Second notices were sent to 88 homes on May 15.
 - f. On Wednesday, May 17 and 24, the office was open late (5:30 to 7:30 p.m.) to give homeowners a later time if needed to come to the office for pool registrations. 2 people came in on the 17th, and 1 person came in on the 24th.
 - g. Final notices were mailed to 35 homes on May 30.
 - h. Only 3 homes were affected by water cut offs after the deadline.
 - i. Worked with the County Administrator for delinquent and current Warren County resident lists for voter eligibility.
 - j. Envelopes for the annual meeting/election were stuffed with the help of a couple of volunteers last week.
 - k. The mailing has been taken to the post office for distribution.
 - l. Home sales have increased and delinquencies have decreased.
5. Field Services Manager
 - a. Gate

- i. There was an issue with the internal, plastic, bushings. Bushings last approximately 6 months, this is the first time replacing them in approximately 4 years. Cost \$65 for the part and \$275 for a service charge
 - ii. Gate was hit during the week, the people were tracked down. The footage from the camera was obtained.
 1. Camera system has ability to pull footage onto a flash drive. Will do this in the future to ensure gate is back in service faster. Jerry has had positive results contacting individuals who hit the gate first then contacting the Sheriff if necessary. Protocol is to unplug the camera when hit to maintain the footage. It is on a delay to record every 2 to 2.5 seconds in order to get best resolution. The recorder is 1 year old and all of the data is able to be viewed and provided to Sheriff when necessary.
 - iii. A lighted gate arm would cost \$875+ to replace each time when hit if it breaks.
- b. Culvert cleaning continues and grading of gravel on roadways
 - c. The grab rail in the rental bathroom has not been installed yet, this will be handled ASAP.

6. Old Business

- a. Warren County has allowed "backyard chickens" in residential areas. HKOA needs to decide whether we will follow the Warren County ordinance or restrict chickens.
 - i. If HOA follows Warren County, then the County will enforce the rules if incidents are reported
 - ii. If the HOA does not follow Warren County, it is up to the HOA to enforce
 1. Chicken coops and allowing of chickens would still require architectural review process and approval. The chickens would fall in line with requirements of Section 180-22 (C) for the Warren County Code
 - iii. Motion to follow the Warren County Code regarding backyard chickens made by Chris and second by Jim. Motion passes (2017-005)
- b. Professional development seminar through Fred Pryor conducted
 - i. Looked at safety and security and gaps within security
- c. WIFI Proposal
 - i. Currently we have two phone lines, one fax line, and internet (DSL).
 - a. After discussion, Linda will supply a breakdown of internet/phone costs.
 - ii. Chris made a motion to table discussion related to internet/wifi until costs can be obtained.
 - a. Discussion then tabled until next board meeting
- d. Purchase of property in order to expand lower lot
 - i. Approximate cost will be \$50,000 to \$70,000 after purchase and improvements
 1. Realized result would be 25 to 30 new spots
 2. Owner of the property was out of the country and could not respond
 - ii. Motion not to buy the property due to high cost and low impact made by Mike and seconded by Jim. Motion passed [2017-006]
- e. Gate improvements/Lighting
 - i. Direct light on area would cost \$875+ for two new LED lights, most accidents happen during the day.
 1. Cost savings for the LED lights would not be realized for over six years

ii. Motion by Jim not to purchase lights, second by Mike. Motion passed. [2017-007]

f. Speed Sign provided by Warren County Sheriff

i. There was no cost to the community. There was a set of four different dates and this was determined to be the easiest dates to obtain. The speed sign can be obtained again in the future, suggestion is August before school starts

7. New Business

a. Approval needed to replace the roof on the clubhouse as it has multiple leaks

i. Questions entertained about each proposal received from solicitation.

1. Motion to accept bid by Don Largent made by Jim, second by Chris.

a. The bid by Don Largent Roofing located in Harrisonburg, VA at \$18,879.00 and additional cost of fascia replacement of \$1,750 was accepted [2017-008].

b. Annual meeting is on 07/09/2017 at 2pm at the clubhouse. Anyone who has canopies is asked to bring them for shade.

c. Firewise

i. Approved for a \$4,900 grant for fuel reduction

d. Covenant violations

i. Within past few weeks several trees have been removed on a property, there was no request forms or approvals

1. Many trees were also topped

2. Violation is \$500 per tree with over 25 trees impacted

3. Resident also has to clean up the area due to increased fire hazard

ii. Second resident put in a request for a tree removal that was diseased. Resident did not wait for approval, resident also put in place a retaining wall

e. Activities for community

i. Lori Oakes has a civil war era dance scheduled at the clubhouse on 06/22/2017 from 6:30 to 8:30.

f. Windy Way improvements

i. There were minimal repairs to the roads and we have the budget to improve portions of roads

ii. Culverts need to be completed on Windy Way in order to improve

1. Motion was made by Jim to place the culverts on Windy Way in 2017 and then, in 2018, improve Windy Way by tar and chip, second by Chris. Motion passed [2017-009]

Meeting adjourned 9:38pm

Next meeting is the annual meeting 07/09/2017 2 pm at the clubhouse

Respectfully Submitted by Chris Hindman