

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes

July 10, 2023

Name	Present
Greg Sadler, President	Y
Watts Hill, Vice President	N
Barry Smith, Treasurer	zoom
Carol Phillips, Secretary	Y
Desiree Williams, Director	Y
Jerry Pomeroy, Field Services Manager	Y
Pam Mainhart, Administrative Coordinator	N

Attendees

Jeanette Myer, Garrison Myer, Lee Negroni, Ron Perlik, and Barb Perlik.

Guests

Meeting Purpose

To review HKOAI old and new business and establish any action items for the continued improvement of the High Knob community.

Meeting Called to Order: 8:00 pm

Approval of Minutes from Previous Board Meeting

The minutes of the May 8, 2023, meeting were presented. Ms. Williams moved that the minutes be accepted, Mr. Smith seconded the motion. Mr. Sadler and Ms. Phillips abstained from voting since they were not present at the May meeting. There wasn't a quorum for a vote, so the approval of the minutes will be carried forward to the August meeting.

Financial Report

- Mr. Hill is working to transfer the treasurer's duties to Mr. Smith.
- Signature authority for the bank and Edward Jones accounts needs to be updated.
- Nothing significant to report.

Staff Reports

Administrative Coordinator's Report

- There was no report because Ms. Mainhart is on vacation.

Field Services Manager's Report

- Security cameras will be installed at the playground and workshop by the end of the week.
- Purchases this month include a lawnmower, pool equipment, plants for the entrance, backhoe bucket, and paint for the shop.
- A \$250,000 bid was received to refresh the tar and chip roads.

Old Business

- Walking Trail - Mr. Perlick and two other volunteers roughed out approximately 100 yds of for section 3.
- The hiring process for the Administrative Coordinator position was discussed. The position has been advertised on Indeed and twelve candidates have applied so far. Ms. Williams moved that the HKOAI partner with the HKUI to form an Ad Hoc hiring committee, consisting of two members from each board. The committee will be responsible for interviewing, selecting, and onboarding the new candidate. The two HKOAI members will be decided at the August meeting. Mr. Smith seconded the motion. All board members voted in favor.
- The response to the announcement for a field services employee has been low. The platforms that the job posting is listed on will be looked at and expanded if needed. The Board may have to relook at the compensation package to attract qualified candidates.

New Business

- Mr. Sadler reported on the results of the Annual Meeting held in June. Three board members were elected to a two-year term; incumbents Ms. Williams and Mr. Hill, and new member Ms. Phillips.
- Resident Lee Negroni requested that the board publish a list of the more common covenants as a reminder to residents. After a brief discussion, Ms. Negroni agreed to research the covenants and provide a draft list to the board.

Meeting Adjourned: 8:59 pm

The next board meeting will be August 14, 2023, at 8:00 pm

Respectfully submitted by Carol Phillips, Secretary