

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes

March 9, 2026

Name	Present
Watts Hill, President	Y
Carol Phillips, Vice President	Y
Dan Smith, Secretary	Y
Greg Caswell, Director	Y
Jerry Pomeroy, Field Service Manager	Y
Haley Mills, Administrative Coordinator	N
Quorum Present	Y

Meeting Purpose

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

Guests:

Richard Lucier
Quintin Rubio
Don Hatteberg
Jim Osborn
Don Copher

Guests via Zoom:

Katherine Smith
Melanie Dudley
R Loggins
Betty
Berry Smith
John Hight
Dan Copher
Patricia Traeger
Esther
Ron Perlik

Meeting called to order: 7:01 PM

Old Business

Reviewed the job description for the community manager's position. We will have a hiring board to sort through resumes.

R. Logins commented that this seems very well thought out and a good plan, and suggested background checks

Melanie commented that Shane Heater was hired with the idea of replacing Jerry. Shane has agreed that additional help is needed. His roll will be enlarged under the new structure as Field Service Administrator.

Richard Lucier thinks the salary is low and emphasized the complexity and time requirements of the job. He also offered that the State of Virginia offers health care relief to small businesses. Applications are submitted October to January.

Patricia Traeger wondered if we should have a trial period of 60 days.

Salary range discussion has led to an agreement on \$95K - \$115K.

There will be an additional meeting on Thursday at 11 AM to review candidates.

Motion made by Watts Hill, and seconded by Greg Caswell, to approve the meeting minutes from the February 4th work session. Approved by all.

Request made to modify the February 23rd minutes to correct the date and add descriptive information for Samantha Hicks, our bookkeeper. Motion made by Watts Hill, and seconded by Greg Caswell, to approve the meeting minutes from the February 23rd, as amended. Approved by all.

Jerry proposed buying a warranty for the new dump truck.

Motion was made by Watts Hill to buy the warranty which covers 84 mo., or 150,000 miles. A motion made by Watts Hill and seconded by Greg Caswell. Approved by all.

The Route 55 turn lanes will be done by 2028. The survey has been completed, maps drawn, and ground testing will begin. Thanks to Carol Phillips for all of her effort in getting this moving.

New Business

We need to find resources to conduct a reserve Study, as required by State of Virginia law.

Estimated cost, \$15K.

Town Square cancelled. Meeting with other resources.

Field Service Manager Report

- New dump truck setup

- Shop cleanup and clean equipment

- Made a cradle to service the spreader

- Repair chairs

- Start installation of playground fence

- Repairs to the F-150

- Estimates for extended warranty for new truck

Repair plumbing leak in clubhouse and replace ceiling tiles and light bulbs
Install new reservoir on backhoe
Order new chain parts
Oil change and fuel filter for John Deer tractor

Office Manager report

Reviewing the draft handbook from Paychex.
Resolve invoicing issues.
Update website calendar
Update website home page with new meeting dates
Routine office tasks

Executive Session to discuss legal and personnel issues

Meeting Adjourned: 8:28

Upcoming meetings:

March 23rd

April 13th

April 27th