

High Knob Owners Association, Inc.

Board of Directors
Meeting Minutes 09/14/2020

| 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

Barbara Perlik (resident), Liz Achey (resident), Rajesh Krishnan (resident), Watts Hill (resident), Barry Smith (resident), Rhea Hayworth (resident), James Martin (President, Mosby Mountain Estates)

Meeting Minutes

Meeting Called to Order: 8:06 pm

Executive Session

No executive sessions were held.

Approval of Minutes from Previous Board Meetings

Meeting Minutes from 08/10/20 were reviewed and the following corrections were identified and addressed:

- Under “Election Results from Annual Meeting on 7/26/20,” Mr Sadler identified a sentence that abruptly ended. That sentence was removed by Ms. Williams.
- Under “Field Services Manager’s Report” item (1)(a), Mr. Perlik pointed out that the sentence “Mr. Watts asked Mr. Pomeroy why Carroll did put any tar and chip down...” should have said “Mr. Watts asked Mr. Pomeroy why Carroll did *not* put any tar and chip down...” Ms. Williams added the “not” to the sentence.
- Under “Old Business,” Mr. Soucy noted under item (3)(a) that he brought to the board’s attention a concern about VDH approval of the trail. This item was not mentioned in the minutes. Ms. Williams added the following sentence to the amended minutes: “Mr. Soucy also mentioned that the board may also need to get Virginia Department of Health approval if the trail goes through any watershed area.”
- Mr. Hill asked where he could find the meeting minutes and Ms. Mainhart indicated they were posted on the website. Mr. Sadler recognized that Mr. Hill and others have asked for the meeting packet in advance of the meeting, adding that the board was still working on tightening up the timing of when the agenda and other supporting materials were available to share with residents.

Motion was made to approve the minutes as amended by Mr. Sadler and seconded by Mr. Soucy. The motion passed unanimously.

Financial Report

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

1. HKOAI received a Sanitary District disbursement, but there were no fees withheld under 4081 County Admin Expenses. Ms. Mainhart said that the county took out those fees during the last fiscal year. She said this disbursement represented the last payment made to HKOAI for the last fiscal year, which ended in June.
2. The board made a large payment to Carroll Construction for the paving and tar & chip job, shown under item 8100 Road Improvements (paving and resurfacing).
 - a. Mr. Sadler asked how much money was left for paving in the budget and Mr. Pomeroy said about \$5,000, which has been earmarked for another project.
3. Mr. Perlik asked if item 4901 Clubhouse Repair & Maintenance included the recent painting job. Ms. Mainhart said that payment was under item 8200 Clubhouse Property Improvements. Mr. Perlik asked why there were two categories. Mr. Arnett said it was a matter of whether the board considered the payment to be part of “maintenance” or an “improvement.”
 - a. Mr Arnett highlighted the issue of how to cover the Clubhouse painting expense as it was significantly over budget. The board budgeted \$12,000 but the costs of painting, including equipment rental, totalled to about \$18,000. In order to adhere

to the HKOAI budget as approved by Warren County, Mr. Arnett said the board would need to cover the \$6,000 deficit with capital reserve funds. Ms. Achey added that the painting job was approved by the board via email not to exceed \$18,000. Mr. Arnett said he would go back to the email vote and review what funding mechanism was approved by the board.

Staff Reports

Field Services Manager's Report

1. Mr. Pomeroy said his staff completed the following projects:
 - a. Grading of the side roads
 - b. Clubhouse painting job - the contractor did a good job painting the Clubhouse
 - c. Painting the yellow center line down the main street and repainting the lines in the parking lot
2. Mr. Pomeroy revealed that he would shift his attention to HKUI business for the next couple months.
3. Last on his agenda for the year is to get the plowing equipment ready for winter and the shop stocked with wood, Mr. Pomeroy said.

Administrative Coordinator's Report:

1. Ms. Mainhart detailed her effort to get the Warren County Sheriff's Office to provide a speed monitor to help control the speeding on the mountain. She added that, according to the Sheriff's Office, if someone is exceeding the posted speed limit by at least 20 MPH, they can be ticketed for reckless driving. The posted speed limit in High Knob is 25 MPH.
 - a. Mr. Sadler suggested that Ms. Mainhart include a paragraph in the next newsletter, warning residents about the speed monitor. Mr. Perlik added that it would be helpful to let residents know that the speed limit is enforceable because many believe the speed limit does not apply to private roads.
 - b. Mr. Perlik asked if the speed monitor kept a log. Mr. Pomeroy said the monitors keep a log of how many cars are going a certain speed, but the data can't be tracked to a specific vehicle.
2. Ms. Mainhart has sent numerous emails to residents, keeping them abreast of news on the mountain. This effort includes updating the HKOAI Facebook page.

Old Business

1. HKOAI communications
 - a. Mr. Hill spoke to a couple text messaging options that are available to the board. One option involves emergency communications with Warren County. An individual or group of individuals could be authorized to contact the county to trigger an emergency text message to residents in a designated geographical

area. This functionality is part of the new 911 system the county is putting in place. A second option is to use an email address to send text messages. Although the service is free, it requires someone to cultivate and maintain a list of cell phone numbers. Ms. Williams offered to [draft a list of emergencies and/or criteria](#) the board could use to trigger an emergency text message.

2. CCTV improvements

- a. Currently, there are two camera recorders -- one at the front gate and one at the back gate. Mr. Pomeroy has contacted two companies to explore what options are available to protect the gates, the shop, and the Clubhouse. He discovered that a decent system will require a high speed internet connection at all sites, which may be problematic. Mr. Hill offered to assist Mr. Pomeroy.

3. Road project status

- a. Mr. Soucy asked if there was a way to contract out some of the snow removal work. Mr. Pomeroy indicated that there are two bobcats he rents during a big winter storms. He added that, during the last three 30+ inch snow storms on High Knob, all the paved roads were kept clear the entire time. Mr. Pomeroy said his approach is to focus on clearing the main roads before side roads, following county and state protocol of opening primary roads first, followed by secondary roads.
- b. Mr. Pomeroy noted, during the last big storm, there was a gentleman on Mountain Top that was sick and his crew cleared the road in less than two hours. Mr. Hill added that the gentleman on Mountain Top first called 911 and the hospital during that storm and was told no one could help until the roads were cleared. Mr. Hill said the resident assumed that if the county couldn't help, then there was no one available to help. So the resident spent two days at home, not knowing he could have called the High Knob answering service and asked Mr. Pomeroy's crew to dig him out.
- c. All other pertinent updates were covered during Mr. Pomeroy's Field Services Manager's Report

4. Training to reset the gate

- a. Mr. Perlik and Mr. Pomeroy agreed to set up a meeting to complete the training.

5. Walking Trail Committee

- a. Ms. Achey provided a high-level summary of the committee's activities, noting that Mr. Perlik mapped out three sections of the proposed walking trail. A couple issues were discussed:
 - i. Liability. Ms. Achey revealed that she contacted Tony Carter regarding liability issues. Mr. Carter intends to submit the trail proposal to the underwriters for an assessment. Ms. Achey asked the board's permission to contact the attorney and cover any legal fees associated with identifying liability issues. Mr. Soucy asked the committee to only contact the attorney through a board member. Mr. Arnett said the board should wait until the underwriters provide their assessment before contacting the attorney. He also suggested the committee work with the board to create

a “use statement,” which would outline the proposal in detail, before approaching the attorney. Mr. Sadler said that the matter would be carried forward to the next board meeting.

1. Mr. Perlik questioned the liability comparison between the pool and trail, saying the pool requires membership and special access. He suggested a better comparison would be the tennis courts.
 - ii. Labor. Mr. Soucy also highlighted a concern about relying on volunteer labor. Pointing to the board’s experience with building the playground, he noted that the volunteers disappeared over time, forcing Mr. Pomeroy’s crew to take over any maintenance. Ms. Mainhard noted that the trail, if not used, will return to nature. Mr. Arnett suggested the board get feedback from the staff about what role, if any, they should play in building or maintaining the trail.
 - b. Mr. Arnett added that the HKUI met on 9/14 to discuss Mr. Soucy’s concern about the trail going through the watershed area. He noted that HKUI voted to approve the proposed trail and had no objections to it traversing over the watershed area. HKUI also determined that the trail proposal does not have to be vetted by the Virginia Department of Health.
 - c. Mr. Soucy asked the committee to provide a written report on all its findings, which Ms. Achey agreed to.
 - d. Ms. Williams asked Mr. Perlik if he was willing to give the committee a guided tour of the proposal trail and he agreed.
6. Employee handbook
- a. Mr. Arnett asked the committee to commit to a date by which they can review the final comments to the employee handbook.

New Business

1. Mosby Mountain Estates (MME) policy/procedure for Cherokee Run emergency gate
 - a. Mr. Pomeroy provided the background of the emergency gate that is at the end of Salk Lick, noting that the emergency road was established several years back and funded through the Firewise program. The road allows MME and High Knob residents to flee their communities in an emergency. When the road was built a gate was erected and secured with a chain and lock that MME, High Knob, and Warren County Fire & Rescue had a key to. Mr. Pomeroy revealed that MME has replaced the key lock with a combination padlock. Both MME and High Knob have the combination. Currently, there are two locks on the emergency road gate: The new combination padlock and a firelock that only Warren County Fire & Rescue has the key to. Mr. Martin confirmed Mr. Pomeroy’s summation, adding that the MME board has experienced a lot of turnover and they were not aware of the shared key policy when they decided to replace the lock with a padlock. Mr. Pomeroy asked the board to create a protocol for when/how to share the

combination with MME and High Knob representatives. Mr. Martin noted that only three people have the combination for MME: The president, vice president, and road manager.

- b. Mr. Sadler said that Mr. Pomeroy and Ms. Mainhart should definitely have the combination, adding that HKOAI does not have a written policy that covers this topic.
 - c. Mr. Perlik asked that the combination only be shared with responsible and identifiable parties -- such as board members and staff -- to maintain the safety and security of residents.
 - d. Mr. Hill noted that when the gate was erected, one of the links in the chain should have been breakable so that residents could push through the gate with their vehicle in an emergency. Mr. Pomeroy said that he doesn't recall the existence of a breakable link. Mr. Martin also confirmed the lack of a breakable link. Mr. Pomeroy offered to add a breakable link to the gate chain. Mr. Martin said this would address the main concern that MME residents had about the gate.
 - e. Mr. Perlik, Mr. Soucy, and Mr. Arnett briefly discussed the pros and cons associated with installing signage at the emergency gate.
2. Winter on High Knob seminar schedule
 - a. Mr. Sadler noted that dates are still being decided.
 3. Clubhouse rentals during COVID
 - a. Ms. Mainhart noted that two residents recently asked about renting out the Clubhouse. The most recent request was from the wife of Robert McGraw, who wants to hold a celebration of life ceremony for her deceased husband. Ms. Mainhart noted that we are still under the governor's Phase III guidelines.
 - b. Mr. Soucy urged the board to keep the Clubhouse closed until the pandemic has ended. Mr. Arnett highlighted his concern about what dangers it would pose to the staff. Ms. Williams added that renting out the Clubhouse is discongruent with the current Phase III guidelines and it's in the board's best interest to have a consistent COVID response. She noted that the Phase III guidelines were used to substantiate the pool closure decision.
 - c. Mr. Soucy moved to keep the Clubhouse closed until further notice. Mr. Arnett seconded. The motion passed unanimously.
 4. FY2021 budget working session
 - a. Mr. Sadler noted that Ms. Mainhart and Mr. Pomeroy are currently working on the preliminaries. Although the board has not yet received the scheduling letter from the county, Mr. Arnett said he hoped to set up a working session in November. Mr. Sadler indicated that the working session will be scheduled during the October board meeting.
 - b. Mr. Hill asked if the board would submit the draft budget to the community for comments. Mr. Arnett noted that, last year, the committee posted the draft budget on the website to solicit feedback. The board also set aside some time on the next board meeting agenda to cover resident comments. No comments were submitted.

Meeting Adjourned: 9:56 pm

The next board is on 10/12/20 at 8:00 pm.