

High Knob Owners Association, Inc.

Board of Directors
Meeting Minutes 03/09/2020

Name	Present
Liz Achey, President	Y
Greg Sadler, Vice President	Y
Keith Arnett, Treasurer	N
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), Chris Estes (current FireWise Coordinator and resident), Lori Oaks (resident), Wayne Crawford (resident), Rhea Hayworth (resident), Leah Chaldarish (resident), Sawyer Guinn (resident), Hank Goreicki (resident), Mark Owens (resident)

Meeting Minutes

Meeting Called to Order: 8:03 pm

Resident Comments & Questions

1. Mr. Lee noted that six (6) of the residents attending the board meeting were from the Coffee & Bagels (CAB) Club. This fact was recognized by the Board with their thanks.
2. Mr. Estes volunteered to be the FireWise Coordinator for this coming year. Ms. Achey noted that Mr. Estes was the FireWise Coordinator last year as well. Mr. Sadler moved to appoint Mr. Estes as the FireWise Coordinator for 2020 and Mr. Perlik seconded. The

motion passed unanimously. The Board extended their thanks to Mr. Estes for his service and offering to serve again.

- a. Mr. Owens, noting his frustrations with last year's FireWise program, asked Mr. Estes and the Board to coordinate their communication about the program a little more effectively. In response, Mr. Pomeroy, Mr. Mainhart, and Ms. Achey detailed some of the issues the Board experienced last year with the FireWise contractor, noting that the company would not be used again for the program. Mr. Pomeroy noted that some of the growing pains were due to the fact that the Virginia Department of Forestry FireWise representative retired, Mr. Estes was a new volunteer, and Ms. Mainhart was a new employee.
3. Ms. Oaks asked the Board if her son could play with his basketball hoop in the cul-de-sac on her road, despite complaints from other residents about the hoop. The Board was not familiar with any covenants that covered this issue and indicated it would be covered as "New Business" during the April board meeting.
4. Mr. Crawford asked if Mr. Pomeroy would be installing reflectors along High Knob roads. Mr. Pomeroy replied that each reflector costs \$75-100 to install properly and would require a Board vote to execute. Mr. Sadler asked Mr. Pomeroy to provide an estimate to install reflectors for the Board to review during the board meeting in April.
5. Ms. Hayworth asked the Board to consider painting white lines along the outside of High Knob roads for safety. The Board discussed the pros and cons associated with having two white lines versus the one yellow center line. Mr. Pomeroy noted that it costs \$3,000 to paint a 2.5-inch yellow center line, while it would cost around \$9,000 to paint two white lines. Mr. Pomeroy noted that the painting is completed by the Field Services team, which helps reduce costs. Mr. Pomeroy noted that his team intends to re-paint the yellow line this spring after the roads are repaved. Mr. Sadler indicated that the Board would take Ms. Hayworth's suggestion under advisement.
6. Ms. Chaldarish asked the Board to reduce the profile of the speed bump at the bottom of Red Bud hill, noting that it has resulted in some vehicle damage. Mr. Pomeroy indicated that it would be a Board decision and confirmed that the current speed bumps in the community meet VDOT specifications. Ms. Chaldarish and Mr. Guinn suggested the installation of a speed hump and the Board discussed the pros and cons of this approach. Mr. Pomeroy noted there are no VDOT speed hump standards because they are used exclusively by private communities and shopping centers. Mr. Sadler and Ms. Achey indicated this suggestion would be added to "New Business" for the Board's April meeting. Mr. Lee said he likes the speed bump because it slows the traffic in front of his house. Mr. Pomeroy floated the possibility of having the paver shave down an inch of the speed bump's profile when the roads are repaved this spring.
7. Mr. Guinn asked the Board to provide details about how water system issues are communicated to residents. Mr. Pomeroy said that concerns about the High Knob water system should be taken up with the HKUI Board. Mr. Pomeroy offered to answer any questions Mr. Guinn might have after the meeting was adjourned. Ms. Achey told Mr. Guinn that Ms. Mainhart routinely updates the High Knob website with pertinent information, including issues being addressed by the Field Services crew. The Board

indicated that the High Knob website is the most reliable source of information about the community, not Facebook. Ms. Achey added that there is a 24/7 emergency number for residents to call if it is a true emergency. Mr. Pomeroy revealed that the emergency calling service is based in Virginia Beach, but they are empowered to contact him at any time, day or night. Mr. Pomeroy added that he's on call 24/7 and responds to emergency calls promptly no matter the hour. When Ms. Chaldarish asked about getting status updates after using the emergency number, Mr. Pomeroy said that residents need to let the answering service know they want a call-back from someone in the field. This will ensure they get the most accurate, timely update about their issue.

Executive Session

No executive sessions were held.

Approval of Minutes from Previous Board Meetings

Meeting Minutes from 02/10/20 were reviewed and approved. Motion was made by Mr. Perlik and seconded by Mr. Sadler. The motion passed unanimously.

Financial Report

Ms. Mainhart presented the Financial Report in Mr. Arnett's stead, highlighting the following items:

1. 4505 Office Supplies & Equipment – Increase is due to a \$1,000 spent on a new computer
2. 5800 Taxes – Amount is properly allocated for the Pitney Bowes personal property tax machine expense
3. 8321 JD Tractor Payment – Monthly expense is still carrying over, but the tractor has been paid off
4. Mr. Sadler asked whether the Edward Jones balance sheet report was going to be added to the Financial Report. Ms. Mainhart said that she would make the balance sheet report available for the April board meeting.

Staff Reports

Field Services Manager's Report

1. All the potholes along the side roads have been filled.
2. About 250 reflectors were installed along the roads.
3. Most of the Field Services crew's time has been spent installing about 100 new Automatic Reading Meters (ARM). Another 100 ARM meters have been ordered. Mr. Pomeroy is wrapping up installations along the Alpine section of High Knob, which is the largest. Up next will be Mountain Top and Chestnut installations. Mr. Perlik and Mr. Pomeroy discussed the notification process the office uses when water is briefly turned off to facilitate meter installation. When prompted by Mr. Jones to provide the rationale for why the Field Services crew is installing the new meters, Mr. Pomeroy revealed:

- a. The current meters are really old, making them hard to access and manage
 - b. The new meters are easier and quicker to read, which reduces inaccurate meter readings
 - c. The new meters establish water consumption guidelines, which alert the Field Services crew when consumption rates suddenly increase above a certain threshold for a specific house – this allows Mr. Pomeroy to call the homeowner to alert them about a possible leak
4. The new tiger teeth will be installed when the weather gets warmer. It needs to be over 60 degrees (day and night) to complete installation. Mr. Owens mentioned that he's witnessed a few people take advantage of the open gate.
 5. The front gate remains open so that REC can continue their utility pole installations without fear of causing damage.
 6. Spring road grading and graveling are coming up.

Administrative Coordinator's Report:

1. So far, the Board has received 15 responses from residents regarding Mr. Lee's proposed walking trail; most responses have not been favorable
2. The tar and chip bid requests to repave High Knob top to bottom (60,000 sq. yards of tar and chip; 340 tons of asphalt) have been published in three publications (Manassas, Winchester, Shenandoah Valley); the bid deadline is 3/31
 - a. Mr. Pomeroy noted that he's ready to begin the project as soon as a contractor is selected
 - b. Originally, this project was scheduled to be completed in the Fall of 2019, but the weather was too cold
3. In response to Ms. Mainhart's question about when to schedule the FireWise pick-up in the Fall, Mr. Pomeroy suggested that Mr. Estes should first get with the FireWise coordinator to see what Virginia Department of Forestry funds are available, then submit our application
 - a. Mr. Pomeroy noted that the earlier residents put out their piles, the harder it is to pick up because the weeds and bees become a factor
 - b. Ms. Mainhart suggested residents start collecting their underbrush in piles, but not place them along the side of the road until pick-up in the Fall
 - c. Ms. Hayworth noted that she saw an announcement the US Forest Service will be conducting prescribed burns in the George Washington National Forest, which means residents may see smoke or smokey haze beginning in late March

Old Business

1. The revision of the Employee Handbook is underway. This effort is to protect the Board and employees, as well as ensure the Board is in compliance with the latest employee regulations.

New Business

1. As mentioned during Ms. Mainhart's report, the Board has received a handful of responses from residents about Mr. Lee's proposed walkway. Ms. Achey encouraged Mr. Lee to continue his campaign in support of the trail. Mr. Sadler added that residents have until the end of the month to provide their comments. The Board will formally vote on the matter during the next meeting in April.
2. A search by legal counsel found High Knob plots are governed by 26 different sets of covenants. Ms. Achey noted that any change to the covenants would require a 100% vote by all landholders. This includes all developed and undeveloped lots.
 - a. Ms. Oaks said, as a realtor, she's required to state in sales contracts that High Knob is not subject to the Virginia Property Owners Association, which creates confusion around covenant enforcement. Ms. Mainhart noted that HKOAI is not, technically, an HOA. She added that residents don't pay dues; instead, they pay sanitary district fees.
 - b. Mr. Sadler noted that, years ago, the community voted to join the sanitary district model after experiencing difficulties with collecting funds from landowners, which are necessary to effectively operate the community. This means that HKOAI is dependent on Warren County to enforce the covenants. Mr. Sadler added this arrangement has created some friction because High Knob's community standards are higher than Warren County's zoning regulations.
3. Ms. Oaks requested \$300 to support the Neighborhood Block Party at the Clubhouse on June 13. These funds would be used to hire Mr. Goreicki's band. Ms Oaks noted that Mr. Goreicki has waived his fee; the funds would compensate the remaining band members and support crew for their time. Ms. Achey moved to provide the requested funding and Mr. Sadler seconded. The motion passed unanimously.

Meeting Adjourned: 9:14 pm

The next board is on 04/13/20 at 8:00 pm.