

High Knob Owners Association, Inc.

Board of Directors
Meeting Minutes 08/20/2020

Name	Present
Greg Sadler, President	Y
Ron Perlik, Vice President	Y
Keith Arnett, Treasurer	N
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

Liz Achey (resident), Barbara Perlik (resident), Barry Smith (resident), Ben (last name unknown), Jeanette Myer (resident), John Hight (resident), Nadine Holloway (resident), Parker Holloway (resident), Rajesh Krishnan (resident), Valerie Shea (resident), Watts Hill (resident)

Meeting Minutes

Meeting Called to Order: 8:02 pm

Election Results from Annual Meeting on 7/26/20

1. Mr. Sadler opened the meeting detailing the election results from the Annual Meeting on 7/26/20.
 - a. Mr. Sadler was re-elected and selected by the board to serve President
 - b. Mr. Soucy was elected and selected by the board to serve as Director
 - c. Mr. Perlik was selected by the board to serve as Vice President

- d. Mr. Arnett and Ms. Williams remain Treasurer and Secretary, respectively, per the board's decision
2. Mr. Sadler read a Resolution of Appreciation for Liz Achey's service as President of the previous board.

Resident Comments & Questions

1. Mr. Soucy asked the board to allow residents to comment on an ad hoc basis, not only during designated periods before or after the meeting. Mr. Soucy also asked the board to provide the meeting packet to residents the day of the meeting. Ms. Mainhart said that she currently publishes the meeting packet to the HKOAI website.
2. Mr. Hill also weighed in on this issue, asking the board to allow residents to freely participate in the meetings.

Executive Session

No executive sessions were held.

Approval of Minutes from Previous Board Meetings

Meeting Minutes from 06/08/20 were reviewed and Mr. Perlik suggested one minor correction:

- Under "New Business," item (1)(b): The minutes erroneously indicated that the new National Park Service supplemental guide sign would be posted at the front gate instead of on Route 55.

Motion was made by Mr. Perlik and seconded by Ms. Williams. Mr. Soucy abstained from voting because he did not attend the June meeting. The motion passed unanimously.

Financial Report

Ms. Mainhart presented the Financial Report on behalf of Mr. Arnett, highlighting the following items:

1. Ms. Mainhart mentioned that HKOAI is only one month into the new fiscal period, so there is nothing unusual to report.
2. She mentioned that HKOAI did receive the second installment of the Sanitary District tax revenue from Warren County.
3. Ms. Mainhart noted that she received the invoice from Carroll Construction for the road work. This will deplete the cash balance by \$229,786.40. Mr. Sadler added that this amount carried over from last year and was correctly forecasted as an expected expense.

Staff Reports

Field Services Manager's Report

1. Mr. Pomeroy reported that Carroll Construction finished the road work as of 8/10. They laid down 700 tons of hot asphalt and completed 62,000 square yards of tar and chip double seal coat. Mr. Pomeroy called the work "wonderful" and he thanked Carroll Construction for their service, which went "above and beyond." Mr. Pomeroy noted that the crew was able to level the roads up to Alpine before Carroll put down the tar and chip. He said that it would have taken another \$75,000 to level the remaining roads between Alpine and Mountain Top. Nonetheless, Mr. Pomeroy indicated that the roads are in good shape right now.
 - a. Mr. Watts asked Mr. Pomeroy why Carroll did not put any tar and chip down on the sharp curve on Alpine leading to Deer Trail, which is notorious for leading to accidents during inclement weather. Mr. Soucy also asked about the curve on Salt Lick as well. Mr. Pomeroy said both of those curves are laid with hot asphalt because tar and chip will not stick to them. He reiterated that the crew did not make it up the entire mountain when they laid down the hot asphalt and these two curves were not covered this year. Mr. Hill noted that this is what happened last year, too. He asked Mr. Pomeroy to consider starting at the top of the mountain next year when the crew lays down hot asphalt so that the top third of the mountain is not short-changed. Mr. Pomeroy indicated that, next year, he plans to start where he left off this year to ensure all roads are fairly covered.
2. Mr. Pomeroy revealed that the contractors that were hired to paint the Clubhouse would begin shortly.
3. Mr. Pomeroy noted that his crew is now catching up on a lot of projects, in anticipation of winter. This includes scraping all the floaters that resulted from the tar and chip off the road. He indicated that his next priorities are to paint the middle yellow line down the main roads on High Knob and install the tiger teeth at the front gate. Both projects require good weather to complete.
4. From the HKUI side of the house, Mr. Pomeroy added that he has about 160 more water meters to install.

Administrative Coordinator's Report:

1. Ms. Mainhart reported that she's been spending most of her time preparing for the annual meeting and processing ballots.
2. She added that the front gate will be back in operation on 8/11 now that Carroll is done with the roads.
3. Ms. Mainhart noted that many residents said they were very pleased with the tar and chip project.

4. More residents continue to subscribe to the newsletter, Ms. Mainhart revealed. The newsletter is now sent to 318 residents. As a communication method, email seems to be working well, she added.

Old Business

1. Pool status: As communicated previously, the pool will remain closed for the season to ensure HKOAI is in compliance with the Governor's Phase II guidelines.
2. Ash tree status: Residents were reminded to follow the tree-removal request process in order to get Ash trees removed from their property. Mr. Perlik noted that usually dead trees start failing at the top, but Ash trees tend to fail lower down the trunk, which increases the risk that an entire tree could fall down. He encouraged residents to track the time spent taking down Ash trees to help the Firewise grant program.
3. Orv Lee walking trail proposal: The overall response to Mr. Lee's proposal was not as positive as hoped, with many landowners in opposition. These objections prompted a discussion about creating an alternative walking trail proposal using HKOAI property.
 - a. Mr. Soucy voiced opposition to the new proposed trail, saying that residents had access to the AT at the end of Skyline View. He also identified a concern about who would build the trail, noting that Mr. Pomeroy's time should be spent on more important matters. Ms. Soucy also asked about the maintenance costs associated with the proposed trail. Mr. Soucy also mentioned that the board may also need to get Virginia Health Department approval if the trail goes through any watershed area.
 - b. Ms. Williams said that it's too early to make an assessment about the trail, given that no details about the proposal have been communicated so far. She highlighted a few unknowns: estimated costs of creating the trail, completion timeline, and maintenance plan. She added that the Coffee and Bagels group originally offered to fundraise for Mr. Lee's proposal, which may highlight alternative ways to secure funding and seek volunteers.
 - c. Mr. Perlik noted that there is limited parking at the end of Skyline View Drive, which could discourage some people from using it. He walked the board through Warren County GIS maps with the proposed route highlighted. After doing some reconnaissance, Mr. Perlik identified a basic path through HKOIA and HKUI land around the Clubhouse, nearby reservoir, and watershed area below Alpine. Mr. Pomeroy suggested that the board establish a committee to investigate the feasibility of the alternative proposal. Mr. Sadler agreed. Mr. Holloway echoed Mr. Soucy's concerns and volunteered to be on the committee. Ms. Mainhart noted that the proposed trail may improve the safety of pedestrians walking on High Knob. Ms. Achey, Mr. Perlik, Ms. Mainhard, Ms. Williams, and Mr. Smith all volunteered to be on the committee. Mr. Soucy moved to establish a committee to explore the proposed trail, with Ms. Achey serving as chair of the committee. Ms. Williams seconded. The motion passed unanimously.
4. Boundary signage to warn AT hikers at Skyline View Drive:

- a. The board reviewed the two options and settled on the following language: “Stop. No Trespassing. High Knob Residents & Guests Only.”
 - b. Mr. Perlik suggested buying two signs - one at the beginning of Mr. Hite’s property and one where HKOAI property begins.
 - c. Ms. Williams moved for Ms. Mainhart to order up to three signs with the agreed verbiage. Mr. Perlik seconded. The motion passed unanimously.
5. Association Facebook page:
- a. Ms. Williams presented her [research](#) on what communication methods have been used previously on High Knob. She also highlighted some concerns and limitations associated with these communication methods. Finally, Ms. Williams outlined a communications proposal that focused on streamlining the current methods and creating a Facebook page to act as a centralized communication hub.
 - b. Mr. Soucy weighed in on Ms. Williams proposal, specifically objecting to the possibility of sunseting the monthly newsletter.
 - c. Mr. Holloway suggested using text messages to push information out to residents. Ms. Mainhart revealed that she had looked into text messaging for water emergencies and found it would require a monthly subscription cost.
 - d. Mr. Hill highlighted the limitations associated with relying on Facebook, as some residents are prohibited from accessing the platform by their employers or their security credentials. He also warned the board against getting involved in policing or managing a page on Facebook. Mr. Hill also suggested that there may be some free text messaging services that the board could use.
 - e. Mr. Sadler moved to empower Ms. Williams to put together a more comprehensive plan to implement a new social communication strategy or update an existing strategy. Mr. Perlik seconded. The motion passed unanimously.
6. Road projects - this item was covered during Mr. Pomeroy’s status report

New Business

1. CCTV improvements: Mr. Pomeroy encouraged the board to invest in a CCTV system that is online and all-inclusive, covering the front and back gates, Clubhouse, playground, and the shop. Mr. Sadler moved to have Mr. Pomeroy investigate what CCTV systems would fit the community’s needs. Ms. Williams seconded. The motion passed unanimously.
2. HKOAI board meetings via Zoom: Mr. Sadler proposed that the monthly board meetings be conducted via Zoom through December. Ms. Mainhart suggested the board invest in a projector for when the board resume in-person meetings.

Meeting Adjourned: 9:58 pm

The next board is on 09/14/20 at 8:00 pm.