

High Knob Owners Association

Board of Directors

Meeting Minutes 9/11/2017

Name	Present
<i>Michael Richards, President</i>	X
<i>Judith Sikora, Vice President</i>	Not in attendance
<i>Keith Arnett, Treasurer</i>	X
<i>Chris Hindman, Secretary</i>	Not in attendance
<i>Liz Achey, Director</i>	X
<i>Jerry Pomeroy, Field Services Manager</i>	X
<i>Linda Farrell, Business Manager</i>	X

Meeting Called to Order at 8:03 pm

1. Call to order:

- For the convenience of the High Knob Utilities Board of Directors, the agenda was altered. Keith moved that the HKOA go into Executive Session with the Utilities Board to discuss personnel issues. Motion seconded by Liz and passed. Executive Session began at 8:05 pm and concluded at 8:20 pm. HKOA president certified that only matters related to personnel were discussed in the Executive Session pursuant to applicable laws of the State of Virginia.
- The meeting returned to the stated order of the agenda.

2. Comments and Questions from Residents:

- Donna Barland raised a question about the Yield sign on right before the sharp right turn on to Clubhouse Road. Why did traffic coming up the service road from Highway 55 have the right of way over traffic coming down Massanutten Mountain road toward Clubhouse Road? Someone had accused her of failing to yield. Discussion ensued concerning that situation and one or two other areas where it was not easy to determine who had the right of way.
- The Board promised to investigate possible ambiguities in signage and take action as necessary.
- Additional comments concerned the need for at least minimal maintenance of the service road.
- Barb Perlik: Residents are advised to monitor the condition of ash trees on their property and when infection becomes obvious, request tree removal via the HOA process using the request form available online from the HOA website or in the office. REC will remove ash trees within the easement areas within the community.

3. Approval of Minutes:

- Keith made a motion to approve the minutes as distributed. Liz seconded. The motion passed.

4. Treasurer Report:

- Keith presented the Financial Report. There were no questions.

5. Staff Reports:

- Business Manager Report - Lin presented the Business Manager's report. There were no questions.
- Field Services Manager Report - Jerry presented the Field Service Manager's report. He noted that some of the Tiger Teeth at the front gate needed to be replaced. He also noted that a new pool cover had been ordered. It features a new design and will require new anchors. The cost will be approximately \$5500. There was additional discussion of the service road and the possibility that the owner of the cell tower could be asked to contribute to the cost of maintenance.

6. Executive Session:

- Keith made a motion based on discussion in the Executive Session to increase employee salaries by 2.5% as a Cost of Living Allowance (COLA). This is the same as the COLA for Warren County.

7. Announcements

- There was discussion of the rumble strips and recognition of Chris Hindman's role in getting them placed.

8. Election of Vice-President

- Liz nominated Judy Sikora for the position of Vice President. She was elected unanimously.

9. Old Business

- Path from Gate to Greenfield Road - Jerry reported on the cost of a path from the gate area to Greenfield Road. Unfortunately, this is roughly equivalent to paving one-half mile and would probably run more than \$90,000. In the discussion that followed, it was agreed that Jerry would investigate the placement of signs instructing people to walk facing oncoming traffic.
- Communications Policy – It was decided that it will be adopted when all members are in attendance
- Shed Policy - In the discussion of a covenant violation and the enforcement of a shed policy, two conclusions were reached. One was to check with Doug Stanley to determine what had been done in the past. The second was to ask the Association's legal firm whether a common covenant could be created from the many different covenants generated over the years.
- Mike reported on two tree violations. He had written to the property owners to follow up earlier letters by asking for meetings. One replied. Mike had a telephone conversation with the property owner, who related the various issues connected with a construction project that would create a retaining wall and eliminate the constant nuisance of dirt or mud on his driveway. After conversations with Jerry and with Ron Perlik, Mike recommended that the fine be waived. The property owner had filed an architectural review, but had cut the tree down before a site visit could take place. At least one other tree had been cut down because of the requirements of the construction project. The owner promised to replace the trees with trees of the required size. Liz moved that the fine be waived and Mike seconded. The motion passed.
- The second property owner had not yet replied. He was, however, in residence and the president said he would contact him personally and ask to walk the property with the owner, Jerry, and Ron Perlik.

10. New Business

- The one item of new business, security for the office, was tabled until the October meeting to allow investigation of possibilities, which in turn would permit a more informed discussion.

Meeting adjourned at 9:35 pm

Next meeting will take place on 10/09/2017 at 8:00 pm at the Clubhouse.

Respectfully submitted by Mike Richards