

# High Knob Owners Association, Inc.

Board of Directors  
Meeting Minutes 12/14/2020

Name	Present
Greg Sadler, President	Y
Ron Perlik, Vice President	Y
Keith Arnett, Treasurer	Y
Desiree Williams, Secretary	Y
Jerry Soucy, Director	N
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), Barry Smith (resident), Danny Williams (resident), Rajesh Krishnan (resident), Barbara Perlik (resident), John Hight (resident), Watts Hill (resident), Rhea Howarth (resident)

## Meeting Minutes

Meeting Called to Order: 8:07 pm

### Executive Session

No executive sessions were held.

## Approval of Minutes from Previous Board Meetings

Meeting Minutes from 11/9/20 were reviewed and approved. Motion was made by Mr. Sadler and seconded by Ms. Williams. The motion passed unanimously.

## Financial Report

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

1. There was an unexpected expense in 4903 Landscaping of \$4,000 for tree and stump removal.
2. Income for 0801 Gate Opener Sales has already exceeded the budgeted amount for the year.

## Staff Reports

### Field Services Manager's Report

1. Mr. Pomeroy talked about the tree removal projects:
  - a. There was a huge tree at the corner of High Knob Rd. and High Knob Ct. that was cut down after residents voiced concerns about it falling in the roadway.
  - b. There were 11 dead ash trees around the shop and tennis court area that were cut down because of the danger they presented.
  - c. There is one big, dead oak tree that continues to endanger the shop. This has not been cut down because removal costs will be split 50/50 with HKUI. Mr. Pomeroy intends to request these funds from HKUI and HKOAI in the next month or so once the weather is better.
2. Mr. Pomeroy revealed that his crew is ready for the winter. The plow has chains on and all the trucks and spreader were serviced recently. A contractor is bringing his bobcat to help with the big snow storm that is in the forecast this week. So Mr. Pomeroy's crew will have two (2) plows and two (2) bobcats to help with snow removal. Mr. Pomeroy indicated that another three (3) loads of gravel will be added to the storage bin once the delivery guy's truck is fixed.
3. Regarding his progress working with resident Watts Hill on the CCTV system, Mr. Pomeroy said it will take a little more time before he can present anything to the board.
  - a. Mr. Pomeroy said Mr. Hill took an inventory of the current system and shared information about what equipment should be upgraded. Mr. Pomeroy said he preferred the board to review the materials as well. He added that he has a contractor available to do the wiring for the project. Mr. Pomeroy is hoping to have pricing information by the January board meeting.
4. Mr. Perlik asked about the status of the tiger teeth at the rear gate. Mr. Pomeroy revealed that quite a bit of the teeth are broken and they are retracted until he can replace them using funds in the 2021-22 budget. He added that these tiger teeth are the

original set and parts are no longer available, so a new set will need to be purchased at a cost of about \$1,400.

#### Administrative Coordinator's Report:

1. Ms. Mainhart said the two (2) "Winter on High Knob" workshops that Judy Sikora and Mr. Pomeroy hosted on Zoom were a success. Many people attended. Mr. Pomeroy added that several people attended the "chain clinic."
2. Ms. Mainhart noted that the FireWise effort continues. Smitty's is the contractor responsible for chipping the dead wood piles left by residents.
3. Ms. Mainhart added that she sent out the December newsletter to 325 residents. Mr. Arnett asked if there was any reasonable way to expand the newsletter distribution list. Ms. Mainhart said she encouraged new residents to join the list. She added that she's not comfortable adding email addresses from the HKUI billing list unless the resident has opted into the HKOAI newsletter. Ms. Williams agreed, saying she would not appreciate it if a utility shared her contact information without her permission. Ms. Mainhart said that she always asks residents to fill out a form indicating their interest in being added to the newsletter distro and she keeps a copy of that authorization in a file for reference. Ms. Williams suggested that Ms. Mainhart might want to include a blurb in the next HKUI bill touting the benefits of the HKOAI newsletter. Another option is to promote it on the [official HKOAI Facebook page](#), which is still in a trial run.
  - a. Ms. Mainhart asked if she should officially acknowledge the existence of HKOAI Facebook page. Mr. Hill warned the board against using Facebook, saying that it puts residents at risk because of the information it retains. Ms. Mainhart said that the Facebook page would not be the only communication method. Ms. Williams noted that the Facebook page has not been officially adopted by the board, adding that Ms. Mainhart and the board are still experimenting with it.
  - b. Mr. Smith offered to moderate the Facebook comments and help Ms. Mainhart and the board leverage the HKOAI website to cross-post information across multiple channels. Ms. Williams indicated she would reach out to Mr. Smith to get some traction on this matter. She added that the board would take Mr. Hills concerns about Facebook into consideration.

#### Old Business

1. Alleged front gate malfunction: Regarding the alleged damage that resulted to a resident's vehicle from the front gate last month, Mr. Sadler indicated that the matter is being handled through insurance.
2. High Knob trail proposal: Mr. Sadler revealed that the proposed letter to the attorney was shared with the board today. He noted that Ms. Soucy asked the board to postpone a vote on the matter so that the board has time to review it. Ms. Achey said there were four (4) documents that the walking trail committee would like to send to the attorney for review: The proposal, liability questions for the attorney, trail maps, and the email from Tony Carter. Ms. Achey noted that the board approved the funds for the attorney's

review. She lamented the lack of speed by the board in reviewing this matter. Ms. Sadler asked the board to view the items provided by the trail committee before the January board meeting. Mr. Arnett asked if a waiver was even enforceable, an idea that was mentioned in the letter to the attorney. He distinguished the situation with the proposed trail with the waivers used for the pool.

3. FY2021-22 budget: Mr. Arnett revealed that the board approved of the proposed budget during last month's meeting. The proposed budget was posted on the HKOAI website immediately after the meeting.
  - a. Mr. Arnett opened the floor for any comments from residents and the board on the proposed budget. No comments were offered by residents or the board.
  - b. Mr. Arnett moved to adopt the proposed FY2021-22 budget. Mr. Perlik seconded the motion. The motion passed unanimously.
  - c. Mr. Arnett noted that the budget, once adopted, will be submitted to Warren County to be included in the official county budget.
4. Road maintenance on Mountain Top Rd.: Mr. Pomeroy said that his crew has been up to Mountain Top a few times recently, graveling and grading. He encouraged residents to contact the office if they have any questions or concerns about the state of the road. Mr. Hills confirmed the improvements made to Mountain Top and thanked the crew for their hard work.

## New Business

1. Architectural Review Committee and the Covenants Committee: Mr. Sadler asked Ms. Mainhart to include a blurb in the newsletter asking for volunteers to help with the two (2) committees. Mrs. Perlik asked Ms. Mainhart to include a job description in the blurb so that residents know what the work entails. She indicated that she felt misled when she volunteered on the Architectural Review Committee years ago.
2. Holding HKOAI board meetings via Zoom: Ms. Williams asked if the board has considered how to handle board meetings going forward, noting that Mr. Sadler agreed to remote meetings only through December. She added that Virginia is still under the governor's Phase II guidelines and suggested the board agree to conduct board meetings remotely until further notice. Ms. Howarth said that the governor just implemented [temporary restrictions](#), limiting gatherings to no more than ten (10) people. Mr. Hill agreed with keeping remote board meetings for the foreseeable future, adding that Zoom should be a staple of board meetings even when COVID restrictions are lifted.
3. Ms. Howarth suggested the board consider planting a tree in remembrance of the deceased resident who played a big part in keeping the access trail connecting High Knob to the Appalachian Trail clear. Mrs. Perlik suggested naming the proposed walking trail after the deceased resident. Mr. Krishnan agreed with the suggestion.

Meeting Adjourned: 9:14 pm

The next board is on 01/11/21 at 8:00 pm.