

**HIGH KNOB OWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
JULY 13, 2026**

**Attendees:**

Watts Hill, President  
Carol Phillips, Vice President  
Dan Smith, Treasurer  
Soren Jacobsen, Secretary  
Jim Osborne, Director  
Jerry Pomeroy, Field Service Manager  
Haley Mills, Administrative Coordinator  
Quorum

**Present:**

Remote via Zoom  
Present  
Present  
Present  
Present  
Present  
Not Present  
Present

**Guests:**

Sunshine Bunting  
Katherine Hendricks Smith  
Michael Kohr  
Patrice Traeger  
Rob Soldon  
John H.  
Joan A.

**Meeting Opening:**

- Meeting called to order at 7:02 PM. Watts was online, and the High Knob Office facilitated the agenda.
- Agenda change: Review of 2027 financials postponed to the next meeting on July 26 to focus on budgets.

**Approval of Minutes:**

- June 8 and June 22 meeting minutes reviewed and approved unanimously.

**Old Business – Front Entrance Enhancement:**

- Sunshine presented Phase 1 plan for new front entrance signage to consolidate multiple old signs into one main attractive welcome sign with small side signs. The new signage for the front gate will be installed in the same location as the existing signs. The wording for the signs will be reviewed and approved by the Board after Watts returns from vacation. The timeline for the project is expected to be completed by the end of the summer, with the first phase being the installation of the new signs.
- Phase 1, Welcome Sign, Caution Sign, No Open Burning Sign. New signs proposed, No Hunting and No Discharge Of Firearms Signs. Materials cost estimate: \$2,000.
- Phase 2, Gate upgrade.
- Phase 3, Bus stop upgrade
- Phase 4, Parking lot signs
- Phase 5, Water Restriction/Chains Required Sign, Walk On Right Sign and new Wildlife Awareness Sign
- Funds raised: \$2,350 with an additional \$2,000 pending. Donation drive ongoing.
- Volunteer construction crew is James Booterbaugh and his Brother and additional volunteers living on the mountain to assist where needed.
- Discussion included sign wording, placement and coordinating an on-site visual review by the Board.
- Field visit scheduled for Saturday, July 18 at 10:00 AM.

**Donation Handling:**

- All community donations must go through the High Knob office to maintain legal records and provide receipts.
- Checks to be made out to “High Knob” with a note of purpose.
- The possibility of placing a banner in a visible location to inform residents about the project was suggested. Additionally, the need to address communication issues and ensure that all residents are aware of the project was emphasized.

**Resident Concern – Property Encroachment:**

A homeowner discovered that a builder had encroached on their property while they were away, bulldozing a significant portion of their land. The homeowner is seeking guidance on the appropriate course of action, including potential legal recourse, and is exploring options for resolving the issue with the builder. They are also inquiring about any relevant development standards or agreements that may apply to the situation, including a lack of permits and damage to an old-growth tree. The board discussed potential actions, including issuing a stop work order and consulting with an attorney.

- Discussion of next steps included:
- Engaging the county (through Supervisor Tony Carter).
- Gathering lot development documentation.
- Potential civil action if necessary.
- Board expressed support and guidance but noted HOA legal limits.

**Old Business – Network Security Upgrade:**

- Watts Hill proposed network rebuild to secure office and utility systems.
- Proposal: \$11,300 total; \$6,200 from HOA, \$5,100 from Water Company.
- Motion passed to spend up to \$6,200 for network improvements.

**New Business – Board Members and Management:**

- Introduction of new board members: Soren Jacobsen (Secretary), Jim Osborne (Director-at-large), and returning Treasurer Dan Smith. Watts Hill and Carol Phillips remaining as President and Vice President respectively.

**Announcement:**

- New Community Manager Sarah Hash verbally accepted offer, expected start date August 10, employment contract under review.

**Field Service Manager Report:**

- Ongoing maintenance: Mowing, storm cleanup, graveling, and repairs at the front gate, road maintenance.
- Plan to stabilize a leaning front gate pillar with culvert and concrete.
- Manage tree requests and architectural reviews.
- Maintain all equipment and vehicles.
- Clean gutters on maintenance shop.
- Maintain tennis court, sweep and weed.
- Install mini fridge in pool house.
- Maintain pool and adjacent areas.

**Administrative Coordinator:**

- Board approved 4% salary increase based on a very favorable annual performance review.

**Executive Session:**

- Executive session for personnel reviews.

- Post-session motion approved up to a 5% salary increase for staff, consistent with the budget.

**Adjournment:**

- Meeting adjourned at 20:12 after confirming all agenda items were covered.

**Key Points:**

1. June meeting minutes approved.
2. Front entrance signage Phase 1 moving forward, field visit scheduled Saturday 7-18-26 at 10:00 AM
3. Donations must go through the office for tracking and receipts.
4. Resident property encroachment issue discussed; advised to contact county.
5. Network security upgrade approved (\$6,200 HOA share).
6. New Community Manager to start August 10.
7. Personnel reviews Board approved a 5% ceiling for annual salary increases.
8. Routine maintenance and storm cleanup ongoing.

**Next meeting:**

- July 26, 2026 focused on budgets and financial review.