

High Knob Owners Association, Inc.

Board of Directors
Meeting Minutes 11/9/2020

Name	Present
Greg Sadler, President	Y
Ron Perlik, Vice President	Y
Keith Arnett, Treasurer	Y
Desiree Williams, Secretary	Y
Jerry Soucy, Director	Y
Jerry Pomeroy, Field Services Manager	Y
Pam Mainhart, Administrative Coordinator	N

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

Andrea Lee Negroni (resident), Liz Achey (resident), Rajesh Krishnan (resident), Barry Smith (resident), Watts Hill (resident), Barry Pass (resident), Barbara Perlik (resident), Maureen Kellogg (resident), Esther Williams (resident), Jeanette Myer (resident), John Hight (resident)

Meeting Minutes

Meeting Called to Order: 8:00 pm

Executive Session

Mr. Arnett moved for the board to break into an executive session for the purpose of discussing personnel remuneration issues. Ms. Williams seconded the motion. The motion passed unanimously.

When the board reconvened, Mr. Sadler moved to verify that employee remuneration was the only topic covered during the executive session. Mr. Arnett seconded the motion. The motion passed unanimously.

Mr. Perlik moved to increase the staff salaries by 2.5% and apply that increase retroactively to the beginning of the fiscal year (July 1, 2020). Mr. Arnett noted that the increase was included in the 2020-21 budget, but the board had not allocated the funds yet. Mr. Sadler seconded the motion. The motion passed unanimously.

Mr. Arnett moved for the board to contribute \$250 to an end-of-year staff recognition gift, to be spread amongst the High Knob staff. He noted that HKUI would also contribute \$250 to the gift pool. Mr. Sadler seconded the motion. The motion passed unanimously.

Approval of Minutes from Previous Board Meetings

Meeting Minutes from 10/12/20 were reviewed and approved. Motion was made by Mr. Sadler to approve the board minutes as written. Ms. Williams seconded the motion. The motion passed unanimously.

Budget Meeting Minutes from 10/26/20 were reviewed and the following changes were made:

- The word “category” was added to the last sentence in item (2)(m) to distinguish between the category of 5800 and the budgeted amount of \$5,800.
- Under item (3)(b)(iii), a mention of “Gary the gate” was replaced with “front gate.”

Mr. Sadler moved to approve the minutes as amended. Mr. Arnett seconded. The motion passed unanimously.

Financial Report

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

1. There have been no budgetary surprises in the past month. Income and expenses are as expected.

Staff Reports

Field Services Manager’s Report

1. Mr. Pomeroy revealed that about 75% of his time in the past month has been spent on HKUI projects.
2. The staff is in the process of getting the equipment prepared for the winter. They are stockpiling gravel, as well.
3. The Field Services staff spent a couple days re-grading and laying gravel to repair the back road. The gravel for this project cost around \$4,000 because it was in pretty rough shape.

4. The staff re-graded Mountain Top Rd. after residents complained.
5. A new keypad was installed at the front gate. The gate requires constant maintenance because of the number of people who trip the sensor or damage it. Many culprits who damage the gate are identified. There may be a possible glitch or sensor malfunction with the gate due to the repeated damage. Mr Krishnan voiced a concern about a possible glitch that he experienced with the gate.

Administrative Coordinator's Report:

1. Ms. Mainhart was on vacation and not present during the meeting, so no items were discussed.

Old Business

1. Alleged front gate malfunction: A resident, Bobby Queen, contacted the board about a gate malfunction she experienced, which allegedly resulted in damage to her vehicle. The resident provided photographs and eyewitness statements and asked the board to cover the damages not to exceed \$1,000. Mr. Arnett moved to cover Ms. Queen's damages not to exceed \$1,000. Before the motion was seconded, Ms. Williams voiced concerns about the precedent this would set. She suggested the issue should be handled through insurance. Ms. Negroni and Ms. Achey agreed with Ms. Williams. Mr. Sadler confirmed that the board does not know if Ms. Queen submitted this claim through her insurance company. Mr. Arnett rescinded his original motion and moved for Mr. Sadler to: (a) Ask Ms. Queen to submit her claim through her insurance carrier; and (b) Contact the underwriter and HKOAI attorney to get his opinion on this matter. Mr. Sadler seconded the motion. The motion passed unanimously.
2. CCTV improvements: Mr. Pomeroy revealed that he had plans to talk to Mr. Hill to review the current equipment. He added that he would have something to report during the December board meeting.
3. Walking Trail Committee: The Committee is currently working on a proposal to submit to the attorney for his review. Ms. Achey reviewed the drafted letter to the attorney and asked the board about how to proceed. Mr Soucy proposed that the board should discuss the documents during the December meeting, after the board has had time to review them. Mr. Arnett reiterated the need for a detailed written proposal for the attorney and community to review. Mr. Perlik indicated that the document exists and he would share it with the board. Mr. Sadler said the matter would be discussed and a decision would be made during the December meeting.
4. Employee handbook: Mr. Arnett provided the background for why the board reviewed the employee handbook, noting that there have been several revisions. He noted that the process started in November 2016. Mr Arnett moved for the board to approve and adopt the revised employee handbook. Mr. Sadler seconded the motion. The motion passed unanimously.
5. 2021-22 budget: Mr. Arnett revealed the board reviewed the proposed draft budget on October 26, 2020. The final version of this draft document was distributed to the board.

The next step is for the board to adopt the proposed draft document. Once adopted, the draft document will be posted and made available publicly so that residents can review over the next month. During the December board meeting, residents can comment on the budget. After the comments are addressed, the board will submit the document to Warren County. Mr. Arnett moved for the board to adopt the proposed draft budget for FY2021-22. Ms. Williams seconded the motion. The motion passed unanimously.

6. Mountain Top Rd. maintenance: Mr. Pomeroy detailed the area of concern on Mountain Top, which is a portion of road near the Coswell residence that is washed out. He noted that Mountain Top is bedrock and would require a substantial amount of work and money to address. Mr. Pomeroy revealed that the improvement project would cost \$50,000-60,000 to ditch and another \$50,000 to pave. The project would take a few weeks to complete and require each resident to install a culvert under their driveway. In addition, the project would require the crew to replace the water line because it wouldn't make sense to invest in a new road, only to rip it up later to do water maintenance. Mr. Arnett added that, from the HKUI perspective, replacing the water line on Mountain Top is a low priority because the line is in working as expected and there are larger water-related problems on the mountain that need to be addressed first. He noted that a new water line on Mountain Top would need to be installed more deeply than the line that currently exists. This would be an additional impediment because the road is bedrock and would require explosives. Mr. Arnett said this expense would be above and beyond the figures that Mr. Pomeroy outlined. Mr. Hill talked about how the project was identified as a high priority in prior years. He asked the board to consider the costs associated with maintaining Mountain Top in its current state of disrepair. Mr. Pomeroy added that about half of the mountain is unpaved and Mountain Top is one of many roads that the Field Services crew battles. He suggested a temporary solution of spending \$25,000 to pave the problematic hill. Mr. Arnett suggested a gravel stabilization mat, which would help prevent the gravel from washing away. Ms. Williams suggested the board create a road planning spreadsheet that details the objective criteria used to evaluate which roads are paved first.

New Business

1. Architectural Review Committee: Mr. Sadler suggested the board should empower an Architectural Review Committee that would help relieve the burden that Mr. Pomeroy is currently shouldering. Mr. Arnett agreed. Mr Soucy also agreed, noting that the board should agree on the rules governing the Committee. Mr. Arnett said that the Committee would need a charter and at least one board member represented. This matter will be revisited during the December board meeting. Mr. Sadler moved to re-establish the Architectural Review Committee and seek a committee chairperson who can recruit residents to join. Mr. Soucy seconded the motion. The motion passed unanimously.
2. Ms. Negroni's concerns about covenant enforcement: Ms. Negroni asked the board to address the problem of unleashed dogs in the community. Mr. Sadler said he would work with Ms. Mainhart to add a reminder about unleashed dogs in the monthly

newsletter. Mr. Soucy suggested the reminder include information about calling animal control.

Meeting Adjourned: 10:05 pm

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