

# High Knob Owners Association, Inc.

Board of Directors  
Meeting Minutes 03/08/2021

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	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), Gerri Walsh (resident), Jay Buckner (resident), Jeanette Myer (resident), Kevin Hritz (resident), Kelly Cody (resident), Will?, John Hight (resident)

## Meeting Minutes

Meeting Called to Order: 8:00 pm

### Executive Session

Mr. Arnett made a motion for the board to go into a closed session to discuss staff remuneration. Ms. Williams seconded the motion and the motion passed unanimously.

When the board members re-joined the board meeting, Mr. Sadler moved to certify that, during the executive session, the board only discussed an hourly pay increase for Phil Henry, who is a member of the field services staff. Mr. Arnett seconded the motion, which passed unanimously.

Mr. Arnett read the email that Mr. Pomeroy submitted, advocating for the board to increase Mr. Henry's hourly wage to make it more competitive for the Front Royal area. In his email, Mr. Pomeroy lauded the services of Mr. Henry, saying he's become a very good operator.

Mr. Arnett moved to increase Mr. Henry's hourly salary by \$2/hour. Ms. Williams seconded the motion, which passed unanimously. Mr. Buckner voiced his support of the motion as well.

## Approval of Minutes from Previous Board Meetings

The meeting minutes from 02/08/21 were reviewed and minor grammatical errors were identified. Ms. Williams updated the February board meeting minutes to address these items.

Mr. Soucy moved to adopt the minutes with the minor corrections. Mr. Arnett seconded the motion, which passed unanimously.

## Financial Report

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

1. HKOAI is tracking as expected on both income and expenses.
  - a. The 8100 Capital Improvements category shows the \$39,000 for paving that rolled over from the previous year. Mr. Arnett indicated that HKOAI has absorbed that expense as planned in the current fiscal year. Despite the negative number in that category, there's no shortfall from a monetary standpoint because this expense was expected.
2. In March, Mr. Sadler and Mr. Arnett will be meeting with HKOAI's Edward Jones representative to complete the annual review of HKOAI's investment portfolio. Mr. Sadler and Mr. Arnett will discuss the outcome of that meeting during the April board meeting.

## Staff Reports

### Field Services Manager's Report

1. Mr. Pomeroy said that the crew is recovering from a harsh winter and repairing the dump truck and plow. The blade on the 2002 dump truck is the original, which means it's reaching the end of life expectancy. He believes that HKOAI will be able to recuperate about \$1,000-1,200 from selling the dump trunk bed and hydraulic system. Mr. Pomeroy said High Knob's roads have been beaten to death this year. But, overall, the equipment is in pretty good shape.
2. Mr. Pomeroy plans to start getting quotes on expenditures for the next fiscal year's budget. In July, he plans to buy a new dump truck bed and spreader, as well as invest in

new Clubhouse windows and fix the tennis courts. Mr. Pomeroy has been working with contractors to get estimates for this work.

3. Mr. Pomeroy said the next big road project is graveling the side roads once the bad weather breaks.

#### Administrative Coordinator's Report:

1. Ms. Mainhart said that the revised parking policy was put in effect. She announced the revised policy via email and on the HKOAI Facebook page, and she received some positive feedback and support on the revised policy.
2. Ms. Mainhart reported that the HKOAI Facebook post on the Amazon truck blocking Boulder Rd. reached 550 people with 34 likes. The post about the UPS truck at the bottom of the mountain was shared a couple of times on the unofficial Facebook pages.
3. Ms. Mainhart said she completed a demo of the Red Flag emergency notification system, which is a very powerful service at the cost of \$3,000/year. Ms. Mainhart will work with Ms. Williams to complete an analysis of this service.
4. Ms. Mainhart has been getting quotes to move HKOAI's internet and phone service for the office from CenturyLink to Comcast. She has also been getting quotes for Comcast internet service for the front and back gate CCTV cameras.

#### Old Business

1. Walking trail:
  - a. Mr. Perlik spoke to Jim Petty, the Zoning Administrator in the Warren County Planning Office.
    - i. According to Mr. Petty, HKOAI is zoned R1 Residential, which means that HKOAI can build the walking trail "by right." This means that HKOAI does not need a permit to build the trail.
    - ii. During his discussion with Mr. Petty, Mr. Perlik discovered that HKOAI may need a permit for erosion and sediment control, which comes into play only if HKOAI is displacing soil on more than 10,000 sq. ft.
    - iii. Mr. Perlik said that, for the first section of trail, the permit is not needed because it will only involve raking and establishing trail borders, which does not disturb the soil. He added that the permit may become a bigger concern with section 3 because that part of the proposed trail will involve switchbacks.
  - b. Mr. Arnett noted that Mr. Pomeroy is certified by Warren County as a soil disturbance expert. Mr. Pomeroy confirmed, adding that the permit involves moving more than 10,000 sq. ft. of soil *at one time*. He added that, if you seed and straw the disturbed soil before you get to 10,000 sq. ft. limit, then the policy does not apply.
    - i. Mr. Arnett asked if the board should be concerned about the permit for sections 2 and 3 right now. Mr. Perlik said that the board should hold off to

see what kind of interest there is in the later phases of the project before working on the permit.

- ii. Mr. Soucy asked the board if the walking trail would be put to a community vote. Ms. Williams summarized the board's consensus during the February board meeting: The HKOAI attorney encouraged the board to consider a community vote if the costs of the walking trail was expected to exceed a *de minimis* amount, which is about \$1,000. Since HKOAI was not asking for the community to subsidize the walking trail in any significant way, the board decided against holding a community vote before moving forward on the project.
  1. Mr. Soucy and Mr. Arnett briefly discussed the attorney's guidance and whether a community vote was necessary for the first section.
  2. Mr. Sadler asked if the board could move forward with the first section and reevaluate a need for a community vote for the other two sections as needed. Ms. Achey voiced her support for breaking the walking trail into three distinct phases. Mr. Soucy said that the walking trail should be reviewed in its entirety, not in piecemeal. He strongly supported taking the entire walking trail to a community vote to protect against unknown costs associated with the project. Ms. Mainhart disagreed, saying that completing phase 1 will allow the board to reevaluate community support before proceeding to phases 2 and 3.
  3. Ms. Mainhart suggested that walking trail expenses fall under a separate budgetary category so that they are transparent to residents. Mr. Arnett said that there is a "Community Activities" category in the budget that can be used for expenses related to the trail.
  4. Mr. Soucy also asked if the board has completed a survey for phase 1. Both Mr. Perlik and Ms. Mainhart said a survey was not necessary for phase 1 because the proposed trail was within HKOAI property.
  5. Mr. Sadler said that he wanted the board to get to a point where they could either proceed with phase 1 or take the entire walking trail plan to a community vote in June during the annual meeting.
  6. Ms. Williams suggested that the board move forward with phase 1 and agree not to exceed the *de minimis* amount. She suggested that, if the project needed additional funding for some reason, then the board could reevaluate the need for a community vote then. Mr. Arnett agreed, adding the board has done its due diligence and sought the opinion of the attorney and insurance underwriter, both of which indicated that the board was on the right track.
- c. Mr. Perlik moved to proceed with phase 1 of the walking trail and ensure expenses incurred by HKOAI do not exceed \$1,000 as reflected in the budget

under “Community Activities.” Ms. Williams seconded the motion. All board members except for Mr. Soucy voted to approve the motion.

2. Road maintenance in problematic areas:
  - a. Mr. Pomeroy said there was one very problematic area about half way up the back road. Apparently, someone got stuck and used a copious amount of salt to get unstuck, damaging the dirt road in the process. Mr. Pomeroy said that he takes care of all the High Knob roads first before tending to the back road. He said it would take a couple thousand dollars to fix the back road because it has to be dug out and a new base put in.
3. Communication solution:
  - a. The costs associated with changing the Clubhouse internet connection and two telephone lines from CenturyLink to Comcast would be shared evenly between HKOAI and HKUI. Ms. Mainhart said the change would increase the speed of the internet service from 3 MB to 200 MB, which is needed to run the various software programs that save data to the cloud. The cost would increase about \$57/month. The total cost would come to an additional \$683/year. Mr. Arnett noted that the HKUI board voted to move the Clubhouse internet and telephone to Comcast, covering half of the anticipated expenses. Ms. Sadler moved to change the Clubhouse internet and two telephone lines from CenturyLink to Comcast, incurring the additional \$683/year in costs. Mr. Arnett seconded the motion, which passed unanimously.
  - b. Ms. Mainhart added that it would cost \$70 for each site per month to add internet connectivity to the front and back gate to support the CCTV systems. She said that the current CCTV equipment would be able to support the internet connectivity. Adding this cost to the Clubhouse internet connection and telephone lines would come to a total of \$2,362/year. Mr. Arnett said that about \$1,700-1,800 of the total is for the CCTV internet connectivity at the gates. Mr. Sadler noted that \$8,000 earmarked in 4505 for the CCTV connectivity and equipment is covered in the 2021-22 fiscal year budget, so funding is not available until July. Mr. Soucy suggested that the board wait to vote on migrating to Comcast for the gate connectivity. He said that it may be possible for HKUI to help cover internet costs at the back gate because the new internet service may allow HKUI to remove a SCADA connection. Mr. Arnett agreed with waiting to vote on the matter.
    - i. Mr. Hritz weighed in on the options available to support internet connectivity at the gates, asking about 802.11. Mr. Soucy said that using the 802.11 standard to provide internet connection at the gates is not feasible due to the rugged terrain of the mountain. Mr. Hritz asked the board if he could assist with connectivity and infrastructure issues, as he is an electrical engineer. Mr. Sadler offered to set up a meeting with Mr. Hritz and Mr. Hill.

## New Business

1. Mr. Soucy asked about the Governor's revised COVID guidelines. He asked the board to reaffirm the current policy against renting out the Clubhouse and opening the pool until the Governor's orders are lifted. Ms. Williams reviewed the current position of the board: The board would not meet in person, rent out the Clubhouse, or open the pool until the Governor's orders are rescinded. She added that, according to Mr. Pomeroy, the pool preparations typically begin in April, which gives the board until the April board meeting to review any changes to the COVID guidance. Mr. Soucy agreed. Mr. Sadler said that this issue will be covered as "Old Business" during future board meetings.
  - a. Ms. Cody asked the board to put the pool opening at the top of the agenda going forward. Mr. Sadler said he would look into it.

Meeting Adjourned: 9:39 pm

The next board is on 04/12/21 at 8:00 pm.