

# High Knob Owners Association, Inc.

## Board of Directors Meeting Minutes

December 12, 2025

| Name                                    | Present |
|---|---------|
| Watts Hill, President                   | Y       |
| Carol Phillips, Vice President          | Y       |
| Dan Smith, Secretary/Treasurer          | Y       |
| Greg Caswell, Director                  | Y       |
| Jerry Pomeroy, Field Service Manager    | Y       |
| Haley Mills, Administrative Coordinator | N       |
| Quorum Present                          | Y       |

### Meeting Purpose

To review HKOAI old and new business and establish action items for the continued improvement of the High Knob community.

**Date:** December (Board Meeting)

**Meeting Called to Order:** 7:02 PM

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### Attendance

#### Guests (In Person):

- Catherine Caswell
- Rhonda Mewhinny
- Mike Mewhinny

#### Guests (Via Zoom):

- Katherine Smith
  - Ron Perlik
  - Andrea Straughn
  - John Hight
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### Old Business

- **Roosters in Residential Areas:**  
The Warren County Planning Commission is considering allowing roosters in residential areas. High Knob does not allow roosters, as previously voted on by the Board. The Association's attorney has confirmed that this restriction is enforceable.
  - **Parking Tags:**  
Parking tags are required and are especially important during inclement weather.
  - **Budget Increase:**  
The budget increase is primarily to cover increased payroll costs and to improve the Association's reserve position. The budget will be approved on **December 22nd**.
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## New Business

- **Approval of November 10th Minutes:**  
Watts Hill made a motion to approve the minutes from November 10th. The motion was seconded by Carol Phillips and approved unanimously.
- **Truck Purchase:**  
A truck has been located in Chambersburg, PA.
  - HKOA and HKUI will split the base cost of **\$70,000**.
  - The dump bed and plow will be purchased separately for **\$30,000**.
  - Watts Hill made a motion to purchase the truck. The motion was seconded by Carol Phillips and approved unanimously.
- **Roosters (Reiterated):**  
The Board reaffirmed that roosters are not permitted in High Knob, and that this restriction is enforceable.
- **Staff Holiday Party:**  
The staff holiday party will be held in the Clubhouse on **December 19th at 1:00 PM**. It is open to staff and members of both the HKOA and HKUI Boards.
- **Mosby Estate Property Access:**  
The Mosby Estate property has been seized and is scheduled for auction. High Knob previously granted one resident access to this lot. Lot access fees apply; however, past fees may not have been paid. The Association is working with the county to determine whether fees are owed and collectible.
- **Light Fight Event:**  
Light Fight has requested and received permission to access High Knob and to post signage for the event.
- **Trash Service:**  
Trash service on High Knob depends on outside contractors. Trash must be placed out on the day of collection to avoid wildlife issues.
- **Network and Systems Upgrade:**  
Netmaker Communications Systems submitted a proposal to upgrade the network and computer systems. A vote will take place at the next meeting. Consideration should also be given to the water system upgrade.

- **Jerry's Replacement – Working Session:**  
A working session will be held on **January 20th at 10:00 AM** to discuss requirements for Jerry's replacement.
  - **Employee Compensation:**
    - Watts Hill made a motion to implement the agreed-upon annual salary increases for employees. The motion was seconded by Carol Phillips and approved unanimously.
    - Watts Hill made a motion to pay a holiday bonus consistent with last year's practice. The motion was seconded by Carol Phillips and approved unanimously.
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## Field Service Report

- Fixed potholes on side roads and reworked gravel dust hills
  - Worked on chains for the new truck and spare chains for the existing truck
  - Took the F-350 to Shade Equipment for a new plow wiring harness
  - Coordinated procurement of the new bed and plow with Shade Equipment
  - Secured pricing for the new truck
  - Repaired hold-down clamps for the tiger teeth at the main gate
  - Performed light maintenance for the new apartment tenant
  - Cleaned the tennis court
  - Filled the gravel bin for snow removal
  - Held the *Winter on High Knob* workshop for new members and a chain clinic at the shop
  - Continued ice and snow removal on main roads
  - Performed shop maintenance
  - Received notice from Heidelberg that material costs will increase by **10%** in the coming year
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## Office Administration Report

- Assisted in procuring documents related to the property scheduled for auction at **0 Alpine (Moore Property)**
- Assisted with documentation for the acquisition of the new truck
- Continued work with Paychex on time and attendance systems and handbook updates
- Updated the website calendar
- Completed routine office tasks, including:
  - Answering phones
  - Bank deposits
  - Processing invoices
  - Clubhouse rentals
  - Office sales
  - Tree authorizations

- Architectural reviews
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## Executive Session

Watts Hill made a motion to enter executive session. The motion was seconded by Carol Phillips and approved unanimously.

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**Meeting Adjourned: 8:08 PM**

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## Upcoming Meetings

- **December 22nd**
- **January 12th**
- **January 26th**