

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes

September 8, 2025

Name	Present
Watts Hill, President	Y
Carol Phillips, Vice President	Zoom
Desiree Williams, Treasurer	Y
Dan Smith, Secretary	Y
Greg Caswell, Director	
Jerry Pomeroy, Field Service Manager	Y
Haley Mills, Administrative Coordinator	Zoom
Quorum Present	

Meeting Purpose

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

Guests:

Guests via Zoom:

Katherine
John H
Barb Perlik

Meeting called to order: 7:00

Old Business

Approve minutes August 11th. Motion made by Watts Hill, seconded by Desiree Williams, approved by all.

Approve minutes for August 25th Motion made by Watt Hill, seconded by Desiree Williams, approved by all'

There have been several parties interested in the club house apartment rental

Executive Session

Personal and legal issue

New Business

Bitwarden needs update (can't access the main original account)

Field Service Report

Plywood covers on chain signs
Clean out the ditches on Lazy Livin
Spray grass in parking lot at shop
Apartment repairs
 Hung all new curtain rods
 Wash down porch and clean windows
 Blow off area around the AC units and steps
 Scrape steps and rails and paint
Fix blades on the sickle bar mower
Fix raised areas in sidewalk at clubhouse
Clean out gutters at the shop
Install four new tires on the backhoe
Replace pressure gauge at the pool filter
Wash down all road signage
Paint deck at office door
Clean and wash equipment
Called in for tree down on High Knob Road
Called in for wash out on Windy Way. Ditch and grade first two hills.
Review new build on Windy Way for bond release
Mow Shenandoah Valley Drive and install additional reflectors
Start splitting wood for shop
Order new tires for John Deer tractor
Mowing and weed eating common property
Talked to owners about driveway damage
Received several calls about roosters and contacted owners to resolve the issue.
Prep pavement for additional asphalt
Paint road lines
Move tree debris from ditch on High Knob Road
Winterize and cover pool
Pull information on incident on High Knob road to flash drive and sent to Sheriff's
 Department
Respond to tree requests and architectural reviews
Expect \$2-3K for winter gravel (78 stone)

Administrator's Report

Met with Savannah to improve invoice payment process
Met with Paychex to go over the Employee Handbook changes and benefits
Website maintenance

Revised upcoming meeting dates
Changes HKUI contact information
Updating "Welcome Packet"
Routine office tasks and bank deposits

Review of 2024-25 P&L

Meeting Adjourned: 8:49

Upcoming meetings:

Dan Copher