

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes

October 9, 2023

Name	Present
Greg Sadler, President	Y
Watts Hill, Vice President	Y
Barry Smith, Treasurer	zoom
Carol Phillips, Secretary	Y
Desiree Williams, 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.

Meeting Called to Order: 8:02 pm

Executive Session

Mr. Sadler made a motion for the Board to go into executive session to discuss pay action for an employee. Ms. Phillips seconded the motion, and it passed without dissent. No decisions or votes were made while in session.

Approval of Minutes from Previous Board Meeting

The minutes of the September 11, 2023, meeting was presented. Mr. Sadler moved that the minutes be accepted, Mr. Hill seconded the motion. Ms. Williams abstained from voting since she was not present at the September meeting.

Financial Report

- Mr. Smith is continuing to work with the county to determine what level of changes trigger a requirement for county approval.
- Mr. Smith is drafting a proposal to define when the Field Services Manager must make a formal request for spending funds.

Staff Reports

Administrative Coordinator's Report

- Met with Mr. Smith and Mr. Hill to begin FY24/25 budget planning.
- Kimberly Newman has started her onboarding training.

Field Services Manager's Report

- Several patches of roadway near the entrance need to be fixed due to aggressive driving on the newly laid tar and chip.
- The road contractor reported several incidents of drivers not stopping for the flaggers.
- Performed routine maintenance on common property, roads, and equipment.

Old Business

- Mr. Sadler reminded Board members to make redline changes to the draft covenants letter started by Ms. Negroni. The changes are due before the next meeting.
- Short term rentals/zoning exemptions for Warren County: Mr. Hill reported that an email was sent to residents asking them to email/call Warren County Board of Supervisors in support of the proposals authored by the Coalition of Warren County Community Associations.

New Business

- Health Reimbursement Arrangements for employees were briefly discussed. Need to determine what expenses will be reimbursed and for whom.
- Unique email addresses for Board members were discussed, along with the viability of using Microsoft Office vs. Google. Mr. Smith will work with Ms. Mainhart and Ms. Newman to come up with solutions. Mr. Hill created @gmail.com addresses for board members some time ago. He will check to see if they are still active.
- Improved and timely communications with residents were also briefly discussed. Ms. Williams and Ms. Phillips will work together to draft a proposal for the board to consider.
- Mr. Pomeroy requested that the board consider a \$2.00 per hour pay raise for employee Joe Rozvoril. The request is based on Joe's exemplary performance and willingness to accept new job duties. Mr. Sadler motioned that the pay increase be approved effective the next pay period. Ms. Williams seconded, and it passed without dissent.
- Mr. Pomeroy reported that the tiger teeth on the incoming side of the gate are damaged, and parts are not available to repair them. This set was slated to be used as a replacement for the teeth on the outgoing side which are damaged beyond repair. The damage to the outbound teeth was caused by vehicles going over the teeth in excess of 5 mph, which is also the posted speed limit. It was suggested that a speed table be installed just before the tiger teeth to slow vehicles down. Mr. Sadler made a motion to authorize Mr. Pomeroy to replace the outgoing tiger teeth and have a speed table installed at a cost not to exceed \$8000.00. It was seconded by Ms. Phillips and passed without dissent.
- Ms. Mainhart presented a profit and loss statement for the pool for 2023. The pool operated at a \$21,000 loss, mainly because of salaries and repairs.
- There will be two FY24/25 budget working meetings on October 18 and October 30, both beginning at 7:00 pm. Several items of interest were mentioned to be considered while doing the budget: pool operating costs and Firewise. Also, Mr. Pomeroy has several larger projects that he wants to recommend. It was recommended that monies for the larger projects be earmarked in the capital reserve fund/create a separate line item in the budget for them.

Meeting Adjourned: 9:46 pm

The next board meeting will be November 13, 2023, at 8:00 pm

Respectfully submitted by Carol Phillips, Secretary