

High Knob Owners Association
Board of Directors
Meeting Minutes 11/13/2017

Name	Present
Michael Richards, President	X
Judith Sikora, Vice President	X
Chris Hindman, Secretary	X
Keith Arnett, Treasurer	X
Liz Achey, Director	X
Jerry Pomeroy, Field Services Manager	X
Linda Farrell, Business Manager	X

Meeting Purpose: *To review High Knob Association old and new business and establish any action items for the continued improvement of the High Knob Community.*

Meeting Called to Order at 8:00 pm

1. Resident Comments
 - a. Mike Crookham complained that speed dips on Red Bud did not meet VDOT standards.
 - i. Jerry was asked to set the speed dips at or near VDOT standards.
 - b. Victor Jones noted that Rappahannock Electric has done a wonderful job with the ash trees and suggested the Board issue a proclamation thanking REC for its work once the project is completed.
2. Approval of Minutes
 - a. Minutes were approved with the following edits in #5: replace “shared” with “presented.”
3. Treasurer Report
 - a. Pool Cover purchased for \$5,500 under line item 8200
 - b. Cash balance date is 10/31/2017
 - i. We have \$298,419.71 in the bank, that money can be used for road improvements
 - ii. All payroll is now direct deposit
4. Business Manager Report
 - a. Received complaints related to construction on Bridle Path.
 - b. A homeowner was upset seeing snuff cans in the bus stop. Jerry removed these items.
 - c. A Homeowner, skipped during Firewise clean up, was directed to speak to Jennifer Albertson.
 - d. A covenant violation was submitted for junk vehicles, as of 11/8/17. A certified letter was sent by the County to the property owner.

- e. A resident asked if we could do something for Veterans on the mountain, will consider this for next year.
 - f. Secured 25% discount in payroll fees.
 - g. Worked with our CPA for UI audit, and OA pick up of records for 2016/17.
 - h. The October newsletter was sent out to homeowners on 9-28-17.
 - i. Mailed letters to 35 new residents for winter on High Knob winter workshops.
 - j. An email from Mike was sent to homes to announce wood chipping by REC and posted on the website.
5. Field Services Manager Report
- a. Installed signs directing pedestrians to walk on left side of road to improve safety.
 - b. Cut dead trees behind Boulder mailboxes.
 - c. Prepared a rough estimate for a proposed walking path.
 - d. Maintenance of mountain continues (mowing, septic tank, etc.).
 - e. Architectural reviews completed for fences and tree removal.
 - f. Contacted Doug Stanley regarding traffic signs.
 - g. Fixed potholes and issues on side roads.
6. Announcements
- a. Mike Richards noted we are not in compliance with a requirement by the State of Virginia for a formal complaint process. Work is underway to bring the Association into compliance.
 - b. The Association is also required to make available certain information to realtors whenever requested.
 - c. Covenant Violations
 - i. Owners of properties with violations have been contacted
 - ii. Shed: Mike Richards and Doug Stanley discussed this issue. The County Code concerning sheds could be helpful, this shed language should be included in the Bylaws which could make it an easier solution to deal with in the future
7. New Business
- a. Budget: Need to submit the new budget for fiscal year 2018 by 12/28/2017 to the County. A budget meeting time/place needs to be established, and an announcement made in accordance with the Bylaws.
 - b. The proposed budget was outlined with increases to keep up with inflation, this is not the final budget
 - i. 2.50% which would increase the improved lot fee to \$635 per year, this would provide approximately \$11,500 in additional revenue
 - c. The County and High Knob have different counts of lots. A determination of the actual number of lots on High Knob will be made.
 - d. Improvement of roads is included in this budget to include installation of needed culverts
 - i. Windy Way is the initial road for culvert work and road paving. We hope to pave as much as two miles of road and get a competitive price for the work.
 - e. \$40,000 is included for resealing already improved roads

- i. If we continue this path to keep up with inflation, we will not have any special assessments or loans needed for road improvements
 - ii. Chestnut is in the 4th season of improvement with no problems.
 - f. Mosby Estates
 - i. Representatives would like to sub-contract road services through High Knob to maintain their roads.
 - 1. More information is needed before any decision can be reached.
 - g. Bus Stop
 - i. Jerry and the road crew clean the bus stop area once a week. They have found needles in the past. We will contact the Sheriff's Department for advice on collecting and disposal of needles.
 - ii. Conduct issues during bus stop times are to be referred to the School for action
 - 1. Parents are ultimately responsible for the conduct of their children at the stop
 - iii. Will check into different camera systems that might record more of the area and determine whether they would be helpful in monitoring the area.
 - iv. The needle found was a diabetic needle, the child was taken to the hospital to get examined
 - h. PII (Personal Identifiable Information) Policy
 - i. Chris volunteered to investigate the need for an official PII policy and offered to work on this. No action was taken on the offer at the meeting.
 - ii. The office does store PII and other sensitive information in a safe and secure manner.
 - i. FaceBook Policy
 - i. There is no official policy currently, although any Board member on the High Knob News FaceBook site should make it clear that he or she is posting a personal opinion and not an opinion of the board.
 - j. Winter on High Knob
 - i. Sessions are being offered for the third year in a row.

Meeting Adjourned at 9:36pm

Next Meeting 12/11/2017 at 8:00pm at the Clubhouse

Respectfully Submitted

Chris Hindman, Board Secretary