

High Knob Owners Association

Board of Directors

Meeting Minutes 4/8/2019

Name	Present
Liz Achey, President	X
Vice President	Vacant Position
Greg Sadler, Secretary	X
Keith Arnett, Treasurer	X
Desiree Williams, Director	X
Jerry Pomeroy, Field Services Manager	X
Pam Mainhart, Business Administration	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.*

Attendees

Victor Jones, Barbara Perlik, Ron Perlik, Orv Lee, Sean Dudley, Melony Dudley, John Nelson, Carol Phillips, Chris Estes, Jen Rigger

1. Meeting Called to Order at 8:03 pm

2. Resident Comments and Questions

- John Nelson asked about any plans or direction to address the traffic flow and safety at the High Knob main entrance, cited recent accidents, etc. Board reviewed highlights from the November 2018 presentation by VDOT representatives on some of the solution options and ROM costs that were provided during that session. The Board took an action to coordinate another session/update from VDOT during the spring for High Knob residents.

3. Approval of Minutes from previous meeting

Minutes were reviewed and approved with modification and will be posted to the HKOAI website. Motion made by Keith Arnett and seconded by Desiree Williams; passed unanimously.

4. Financial Report

- Treasurer reviewed current budget status, currently on plan.
- Asked the Business Administrator to coordinate with Warren County Clerk to verify that the County Administration Expense associated with the Sanitary District are accurate and reflected in the budget; if not, identify any expected outstanding items.
- Cash Reserves – Treasurer and President confirmed the action to meet with a financial planner to identify options for an investment account solution for cash reserves that would benefit HKOAI. Currently scheduling meetings and will bring back to the full board once completed for discussion and appropriate votes.

5. Staff Reports

- a. The Field Services Manager presented a written report. There were no questions.

- Secondary High Knob entrance road show significant erosion created by unknown parties dumping salt during the winter weather events we have experienced. Jerry Pomeroy was able to initiate some repair actions which he anticipates will reduce the costs of repair to approximately \$6,000; down from original estimate of approximately \$15,000.
 - Pothole repairs will begin in the next few weeks as part of the traditional post winter recovery.
 - Main entrance “tiger teeth” barriers will be replaced shortly. The inbound side teeth were removed due to reported instances of tire damage potentially caused by the wear on the teeth and/or anchoring solution currently in place. They will remain down/removed until the replacement solution is installed.
- b. The Business Administrator presented a written report. There were no questions.
- Initiating preparations for the Annual Meeting and elections.
 - Investigating a shortage in the Performance Bond account and will be recommending the movement of funds from the Operating Expense account to ensure the respective Bond account is appropriately and fully funded.
 - Pool Season Procedures & Passes – Reviewing and updating the procedures in preparation of the 2019 season. Board restated a previous decision to carry forward and honor unused 2018 punch cards for one season only. This will be incorporated into the updated procedures and communications.

6. Announcements

- a. Firewise Representative, Chris Estes, has volunteered and has been appointed the representative for HKOAI. Activities and information will be updated on the HKOAI website in the near future as he continues to ramp up in this role. Thank you Chris for your leadership and engagement in this area!
- b. HKOAI Annual Meeting is scheduled for Sunday, June 30th.

7. Old Business/Updates

- a. Recurring Accounting Reviews: Due to the current Tax season, coordination with the accountant/auditor has been delayed; update is planned for the next board meeting when the tax rush has subsided.
- b. Final reviews the Employee Handbook will be handled via document redlines via email to move the project forward. Board members will annotate and provide back to Paychex for finalization.
- c. By-Laws/Covenants Review & Formal Complaint Process Committees: A new chairperson is needed; soliciting participation at this time.

8. New Business

- a. Board of Director vacancy – currently there have been no applicants for the open position. This will continue to be solicited and if not filled, will be incorporated into the election cycle at the annual meeting. Currently there will be three (3) positions to be filled during this election cycle.
- b. Board voted to appoint Chris Estes to the Firewise representative role. Liz Achey nominated; Keith Arnett seconded, and the unanimous vote followed.
- c. Election proxy and teller positions will be needed during the annual meeting and this solicitation will be posted in the upcoming newsletter

9. **Adjournment:** Meeting adjourned 8:46 pm

The Next Board Meeting will be held on 5/13/2019 at 8:00pm at the Club House