

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes

November 13, 2023

Name	Present
Greg Sadler, President	Y
Watts Hill, Vice President	Y
Barry Smith, Treasurer	Y
Carol Phillips, Secretary	Y
Desiree Williams, Director	Y
Jerry Pomeroy, Field Services Manager	Y
Pam Mainhart, Administrative Coordinator	Y
Kimberly Newman, Administrative Coordinator	Y
Quorum Present	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: 8:04 pm

Executive Session

There was no executive session this month.

Approval of Minutes from Previous Board Meeting

The minutes of the October 9, 2023, meeting was presented. Mr. Hill moved that the minutes be accepted, Ms. Williams seconded and passed with non-dissent.

Financial Report

- Mr. Smith presented the financial report. It was noted that there is \$20k of underspending for payroll/medical (no health plan/reimbursement set up) and Warren County has not collected \$19k in fees.

Staff Reports

Administrative Coordinator's Report

- Met several times with Mr. Smith and Mr. Hill to continue FY24/25 budget planning.
- Ms. Newman is progressing well in her onboarding training.

Field Services Manager's Report

- Centerline painted on main road.
- The new gate arm was installed. It was damaged on November 13, 2023. Mr. Pomeroy will review the surveillance tape to determine who the responsible party is and turn the information over to the Warren County Sheriff's Office.
- The Winter on High Knob clinic was well attended.

Old Business

- Mr. Sadler reminded Board members to make redline changes to the draft covenants letter started by Ms. Negroni.
- Ms. Phillips distributed a white paper that describes the pros/cons of Health Reimbursement Arrangements. The paper also included the decisions that the Board will need to make, along with a copy of the contract with Paychex (who will administer the program). This will be discussed at a future meeting.
- Email addresses/Microsoft vs Google accounts: This topic will be rolled into the overall communication strategy project.
- Short term rentals/zoning exemptions for Warren County: Mr. Hill reported that changes to the 100-foot buffer between properties for short term rentals are on the agenda for the Warren County Planning Department meeting on November 14, 2023. He encouraged everyone to attend the meeting. Also, the newly formed Warren County Coalition of Community Associations (WC3A) has submitted an alternative proposal for approving short term rentals to the Warren County Board of Supervisors (WCBOS). The WCBOS has stated that there is a \$500.00 fee for them to consider this alternative proposal. Mr. Sadler motioned that the Board approve an expenditure not to exceed \$500.00, to support this effort. It was seconded by Mr. Smith. Mr. Hill abstained from voting, and it passed without dissent. The expectation is that other members of the WC3A would help to fund this effort.
- Communication strategy update: Ms. Williams has been documenting ideas on how to improve communications with residents. The idea of having Board members rotate writing an update for the monthly newsletter was discussed, along with how to get spur of the moment information to the community and who was responsible for it. The first update will be an end-of-year message from the President. The entire project will be revisited at the February Board meeting. At Mr. Sadler's direction, the top 3 issues will be focused on first.

New Business

- Mr. Smith presented the draft FY24/25 budget. The goal is to maintain existing infrastructure and staff, plus save funds for tar/chipping of roads in 4 years. Mr. Hill made a motion to accept the draft budget and present it to the homeowners for review and comment. The motion was seconded by Mr. Sadler and passed without dissent. Ms. Mainhart will post the budget on the website and send an email to homeowners. Homeowners have 30 days to comment.

Meeting Adjourned: 9:06 pm

The next board meeting will be December 11, 2023, at 8:00 pm
Special Board Meeting to vote on budget December 18, 2023 at 7:00 pm

Respectfully submitted by Carol Phillips, Secretary