

High Knob Owners Association

Board of Directors

Meeting Minutes 07/11/2016

| Name | Present |
|--|---------|
| <i>Rosalie Norem, President</i> | X |
| <i>Judith Sikora, Vice President</i> | X |
| <i>Chris Hindman, Secretary</i> | X |
| <i>Jim Osborne, Treasurer</i> | X |
| <i>Vince Bonzagni, Director</i> | |
| <i>Jerry Pomeroy, Field Services Manager</i> | X |
| <i>Linda Farrell, Business Manager</i> | 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 8:00pm

1. Motion for Executive Session Called by Rosalie in accordance with the 2016 Virginia Statutes, Property Owners' Association Act, Section 55-510.1, subsection C, to consider personnel issues and association liability. Motion made by Chris and Seconded by Judith, motion for executive session passed unanimously.
 - a. Board Members entered executive sessions at 8:05pm
 - i. Personnel issues discussed during this executive session, in accordance with the above Statute.
 - b. Board members exited executive session at 8:35pm
2. Comments from residents
 - a. Charles Cassady is happy to be here and views this place as a piece of paradise. Is thankful for the community and the hard work done by the board/employees in the community.
3. Approval of minutes
 - a. Minutes from previous meetings approved
4. Financial Report
 - a. Jim thanked Linda for her responsiveness in aiding him come up to speed regarding the community financials, no changes or amendments made to financial report
 - b. We were able to not pave certain roads last year because they held up well over the winter. We have \$79,000 in the budget this year to address road concerns. We also have \$110,000 budget surplus from last year due to holding off on roads. Approximately \$25,000 of this surplus will be utilized for the purchase of the land to expand the parking lot. This will ease the concerns this year for roads as well as improvements.
5. Announcements
 - a. None
6. Staff Reports
 - a. Business Manager
 - i. Complaint was made by a homeowner regarding the new build by Nicholls construction. Jerry handled this complaint.
 - ii. The ballots were counted by Eli Whitney and Linda Farrell at the annual meeting. Both candidates running for office were elected.
 - iii. Quarterly water invoices are being mailed this week.

High Knob Owners Association

Board of Directors

Meeting Minutes 07/11/2016

- iv. The e-newsletter was sent out and it was discovered anyone with an email address of embarqmail.com or centurylink.net bounced back. Contact was made with CenturyLink and Google. CenturyLink stated that customers need to contact them individually to address the issued. Sally attempted to fix this from Google instructions, but after attempting to send the email again, 27 homes still had their emails returned. This is new and only happened last month.
- b. Field Services Manager
 - i. All roads were ditched
 - ii. New Pump for pool vacuum and a housing unit built
 - iii. Cleared debris from storm
 - iv. Constructed building to house recording unit at the front gate
 - v. Sought bids on tar & chip of roads
 - 1. Put bids into local papers for road improvements, tar & chip, etc
 - vi. Working on truck bids and accessory for truck
 - vii. Measured/marked roads that are going to receive tar & chip in the fall
 - viii. Sent a letter to owners of lot regarding the expansion of the parking area at main gate
 - ix. Maintained side roads
 - x. Talked to Red Bud resident re: speed bumps
- 7. Old Business/Updates
 - a. New Association Attorney
 - i. Judith attending a working session with prospective law firm
 - 1. This firm represents other communities and has a good understanding of the challenges facing communities like High Knob.
 - 2. The session was very eye opening and highlighted the reason(s) that we need a firm that is specialized in HOA law
 - 3. HK was not the only community to address short term rentals
 - 4. Pool fees cannot be based on age as it may be discrimination
 - 5. Liens/Fines; send two letters to individuals. One is registered and the other is not. This is so we are sure that the notice is received even if the registered letter is returned.
 - 6. Overall very good discussion and great information was given by the attorneys
 - ii. Board will explore whether to hire on a retainer basis or for a case by case basis
 - b. Appeal Procedures
 - i. The bylaws allow for a procedure to be put into place, Chris shared examples of procedures from previous meeting. This information will be discussed in the upcoming working session of the boards. A procedure is needed for future processing of complaints and timely response of complaints/enforcement.
 - c. Old Violation for cutting of tree
 - i. Board determined from complainant that individual came onto her property and removed a tree that may have been blocking the signal for TV satellite. Since rules only apply to what individuals do on their own property, the community cannot assess a fine. This would be a civil or criminal matter since alleged offender entered complainants property and removed the tree. Community rules do not provide for fines for this matter and, as such, a fine is unenforceable. Community rules only apply for individuals who remove trees on their own

High Knob Owners Association

Board of Directors

Meeting Minutes 07/11/2016

property without approval. As such, letter is to be drafted for the complainant and alleged offender stating such information. Complainant is encouraged to address the matter with local authorities.

1. Motion was made by Judith, second by Jim to send a letter related to the above information. Motion passed unanimously.
- ii. In the future all letters will be sent via certified mail and regular mail, after we have an appeals procedure, that procedure will be included in the letter.

8. New Business

a. Board Work Session

- i. A working session of both boards will be scheduled in the future to discuss community matters; residents may attend this meeting but are unable to comment at this specific meeting. Meeting will discuss future staffing, pay, securing the attorney, appeals procedures to violations, etc.

b. Firewise

- i. Chipper is coming, residents need to get on the list by calling the office

c. Permitting of Chickens

- i. Warren County has allowed for up to three chickens in residential areas. No roosters are allowed. As of right now, the board is uncertain if a bylaws change would be needed to allow for this new county ordinance. This will be discussed further in the upcoming working session.

d. Grants Process

- i. Chris has engaged local elected officials for assistance in grant writing. Currently researching grants. He had a meeting with Jerry to determine community needs for funding, equipment, and projects. This was a very productive meeting and raised many areas where improvements could help the community as well as provide future investments and cost savings.

e. Motion related to executive session employee salary discussion

- i. Motion made to increase salaries of staff by 2.5%, which is the Warren County standard for this year.
 1. Motion made by Judith, seconded by Jim. Motion carries with all present voting in favor.

Meeting adjourned 9:17pm

Next Board Meeting will be held on