

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes

June 8, 2026

Name	Present
Watts Hill, President	Y
Carol Phillips, Vice President	Y
Dan Smith, Secretary/Treasurer	Y
Greg Caswell, Director	Y
Jerry Pomeroy, Field Service Manager	Y
Haley Mills, Administrative Coordinator	Zoom
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.

Guests:

Sunshine Bunting

Guests via Zoom:

Meeting called to order: 7:04 PM

Old Business

Approve minutes from May 11. Add field service new hire.

Watts Hill moved to accept the minutes from May 11. Greg Caswell seconded the motion and it was approved by all.

Community Manager hire

Two candidates have been identified. Detailed report of these two candidates will be coming in a day or two.

New Business

Labor and payroll rules per our handbook. A discussion was had with the employees including

- Accrual of time
- No advances of vacation or sick leave
- August 10 goal of updating the handbook
- Can we find some people to help?

Motion for elections up coming

As we have an official election for two board members upcoming, and we also have a current open board position, which the board may appoint and fill, I propose we, as a board, agree that we will officially fill that position at the first board meeting following the election from the remaining candidate, which receives the third highest vote count.

Carol Phillips so moved, seconded by Watts Hill and approved by all.

Motion for Employee Handbook

I propose the board set as a goal to solicit input from our employees for a review and update to the policies in our current hand book. I further recommend we establish a deadline of August 10th to add to the board meeting agenda a review and open discussion of the proposed changes.

Watts Hill so moved, seconded by Greg Caswell and approved by all.

Recommendations for the High Knob entrance enhancement

The board recommends a committee be established to solicit input from the community and field services for a comprehensive plan, segmented into multiple phases. Each phase shall have a budget (hours required, by HK staff, contractors, volunteers needed, material costs, etc.), and an estimated timeline. It is further recommended that a draft comprehensive plan, once presented and approved, be part of the High Knob Newsletter and posted on the Web page for any final comment. The HK Board will review current budget (FY-26-27) to determine where we may be able to obtain funds to proceed, as no previous request was received and planned for in the current budget.

See handout

Sunshine Bunting presentation to improve and update signage, lighting, etc. at the front gate. (see handout)

- There will be a working meeting on June 17th at 10 AM

County assessment may still not be correct. The board will determine if a problem still exists and solicit feedback from our members.

Field Service Manager Report

- Open and maintain pool
- Grade side roads and put down more gravel
- Keep all common property mowed and weeded
- Keep tennis courts blown off and clean
- Mulch flower beds at front gate
- Order and replace new cylinder for the backhoe
- Get new picnic tables for the clubhouse
- Put weed eater in the shop for repair
- Fix leak in the clubhouse ceiling
- Clean up area at the back gate and weed eat
- Hire part time help until David makes it back to work

- Had broken water line tile replaced in pool
- Bought new fuel transfer pump and installed at shop
- Fix broken road area at Greenfield
- Ditch back end of Red Bud and put dust on hill
- Take down camera at front gate to get quote on new one for license plates.
- Met new company to get quotes for future camera work. Previous contractor is no longer in business
- Met with the contractor for the new Community Manager position

Office Manager report

- Working on elections
- Pool passes and onboarding new monitors
- Worker compensation claim

Upcoming newsletter target July 1 (beginning of each quarter)

Executive Session to discuss legal and personnel issues

Meeting Adjourned: 8:29

Upcoming meetings:

June 22

June 28 Annual Meeting