

# High Knob Owners Association, Inc.

Board of Directors  
Meeting Minutes 5/10/2021

Name	Present
Greg Sadler, President	Y
Ron Perlik, Vice President	Y
Keith Arnett, Treasurer	N
Desiree Williams, Secretary	Y
Jerry Soucy, Director	Y
Jerry Pomeroy, Field Services Manager	Y
Pam Mainhart, Administrative Coordinator	Y

## Meeting Purpose

To review HKOAI old and new business and establish any action items for the continued improvement of the High Knob community. This meeting was conducted via Zoom to ensure safe social distancing practices.

## Attendees

Liz Achey (resident), Barbara Perlik (resident), Jeanette Myer (resident), John Hight (resident), Luis Villanueva (resident), Orv Lee (resident) Kelly Cody (resident), Willam Wheeler (resident)

## Meeting Minutes

Meeting Called to Order: 8:00 pm

### Executive Session

No executive sessions were held.

### Approval of Minutes from Previous Board Meetings

Meeting minutes from 4/12/21 were reviewed and approved. Motion was made by Mr. Perlik and seconded by Mr. Sadler. Mr. Soucy abstained from voting because he did not attend the April

board meeting. The motion passed with a quorum vote by Mr. Perlik, Mr. Sadler, and Ms. Williams.

## Financial Report

Ms. Mainhart presented the Financial Report, highlighting the following items:

1. HKOAI received a sanitary district disbursement from Warren County, putting that income category above projected amounts.
2. With only two months remaining in the fiscal year, HKOAI may come in under budget.
3. Ms. Williams asked if the board had set up a bi-yearly meeting with the Edward Jones representative. Mr. Sadler said the meeting had not been set up yet because it involves the treasurer. Since Mr. Arnett is stepping down from the HKOAI board, the treasurer position will be filled by a different board member after the annual meeting. Mr. Sadler added that he is targeting July/August to set up this meeting.

## Staff Reports

### Field Services Manager's Report

1. Mr. Pomeroy said he spent most of his time getting the pool open, graveling the road, and focusing on HKUI tasks.
2. Mr. Sadler asked if there were any issues with opening up the pool, since it had been closed for an extended period of time due to COVID. Mr. Pomeroy said the pool remained drained while it was closed, so he was able to see that a little bit of moisture was seeping into the empty pool. He said this is a known issue and should not impact the balance of chemicals in the pool water.
  - a. Due to the [BioLab fire](#) and resulting [pool chemical shortage](#), Mr. Pomeroy said that he has struggled to buy buckets of chlorine for the pool. He typically goes through 5-6 buckets each pool season, but has only found 1 bucket online so far. He said that the Field Services crew may switch over to bromine as the pool sanitizer. Ms. Mainhart said that she was able to buy 2 more buckets.
  - b. Mr. Sadler asked if there was any impact on switching to bromine. Mr. Pomeroy said there would be no impact.
3. Mr. Pomeroy mentioned that a recent illness on the Field Services crew impacted some project timelines. Mr. Sadler said the matter would be discussed during the "New Business" part of the board meeting.

### Administrative Coordinator's Report:

1. Ms. Mainhart said that she's been prepping for the annual meeting.
2. Ms. Mainhart revealed that the walking trail was opened to the community. Eleven residents and three Walking Trail Committee members attended the grand opening. During the opening, volunteers helped clear the trail. Orv Lee, who came up with the

idea to create the trail, was also in attendance. Ms. Mainhart noted that residents are already using the trail to walk to the Clubhouse to buy pool passes.

3. Ms. Mainhart expects the new Comcast line to be installed shortly.
4. Noting that Ms. Williams and Mr. Perlik were running for re-election, Ms. Soucy asked if other candidates had submitted nominations. Ms. Mainhart said that Ms. Liz Achey and Mr. Watts Hill submitted their nominations and are on the ballot. There are three board positions up for election this year.

## Old Business

1. 2021 pool season
  - a. Mr. Sadler said that pool passes are being sold in the office. He noted that the pool waivers include the COVID provision as discussed during the April board meeting.
  - b. Ms. Mainhart said that the governor is expected to lift COVID restrictions on 6/15/21.

## New Business

1. HKOIA/HKUI insurance renewal
  - a. Mr. Sadler revealed that Mr. Arnett and Ms. Mainhart were able to get a couple insurance quotes, which reflect an expected price increase to match inflation. He noted that a board vote is not required as the renewal is a routine extension of an existing policy and is part of the fiscal budget. The renewal period is 3 years.
2. Temporary labor for Field Service
  - a. Referring to how a recent illness on the Field Services crew impacted work timelines, Mr. Sadler asked the board to consider if a budgetary item could be created and funded to support hiring temporary Field Services labor. These funds would be used at the discretion of Mr. Pomeroy.
    - i. Ms. Williams asked if there was a proposal for the board to review. Mr. Pomeroy said, in the past, Field Services would hire a casual laborer to cover the shortfall. Mr. Pomeroy noted that a casual laborer is paid about \$15-20/hour. He said it costs a couple thousand dollars to hire temporary labor, at the most. He noted that if the payment exceeds \$600, HKOIA sends the laborer a 1099.
  - b. Ms. Mainhart suggested that the discretionary funds be included in the 2022-23 fiscal budget.
  - c. Ms. Williams asked how the board could provide discretionary funds in the current fiscal year. Mr. Sadler said that Mr. Pomeroy needs to ask for a specific amount and the board can look to see if that amount is available in the operating fund. A board vote would be required to approve the funding at the next board meeting.
  - d. Mr. Pomeroy noted that he is currently 66 years old and plans to work until he is at least 70 years old. At that point, he would make a decision about retirement.

3. Clubhouse rentals

- a. Mr. Sadler noted that the Clubhouse has been closed due to the governor's COVID guidelines. These guidelines are expected to be lifted in mid-June.
  - i. Ms. Mainhart said that she expected residents to start asking about renting the Clubhouse for pool parties, graduations, etc.
  - ii. Ms. Mainhart noted that there will not be a normal board meeting in June because the annual meeting is scheduled for that month.
  - iii. Mr. Soucy suggested that the board vote during the current meeting to re-open the Clubhouse to rentals once the restrictions are lifted. Ms. Williams suggested that the board wait to vote because the scope of the governor's guidelines, which are expected to be released in mid-June, are unknown at this time. She said the board should vote on the matter only after those guidelines are known. Mr. Soucy and Mr. Perlik agreed.
- b. Ms. Mainhart added that the Clubhouse will need to be cleaned before rentals can begin.

4. Hybrid board meetings

- a. Mr. Mainhart suggested that the board buy a projector if future board meetings will be conducted in-person and on Zoom. Right now, the board is using a borrowed projector.

Meeting Adjourned: 8:47 pm

The next board is on 8/9/21 at 8:00 pm.