

**High Knob Owners Association**  
**Board of Directors**  
**Meeting Minutes 7/8/2019**

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**

Barbara Perlik, Ron Perlik, Orv Lee, Wayne Crawford

**1. Meeting Called to Order at 8:00 pm**

**2. Resident Comments and Questions**

- Wayne Crawford posed the question to the Board about the type and quality of paint used for the center line of the High Knob roads. Jerry addressed this question by confirming that it is the same product used by VDOT on public roadways however, our roads have a much higher rate of vehicles driving on the lines, due to the narrower roads, than on the public roadways. This results in a higher wear and less resiliency of the paint. The lines will be redone as part of the annual maintenance this fall.

**3. Executive Session**

Board Motioned and voted to move into executive session unanimously.

Upon reconvening, all members attested that the discussion was limited to the following: legal issues, personnel matters, violations of covenants, or to discuss the personal liability of individual Members to the Association. No action agreed upon in Executive Session shall become effective until the Board votes on it in open meeting.

Post session motions:

- Motion was made to increase the compensation of the pool monitor staff by \$0.25 per hour and apply it retroactively to the beginning of the 2019 season. This request was initiated prior to the season however not reviewed or acted upon by the Board until this meeting. Motion by Greg Sadler, seconded by Keith Arnett; passed unanimously.
- Motion was made to provide the High Knob employees a 2.5% increase, effective July 1, 2019. This applies to current hourly and salaried staff members, not the previously referenced pool monitor staff. Motion by Greg Sadler, seconded by Keith Arnett; passed unanimously.

**4. 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 Liz Achey; passed unanimously.

## 5. Financial Report

- Treasurer reviewed current budget status, currently on plan.
- The Treasurer and Administrative Coordinator are continuing to review information provided by Warren County on the Sanitary District payments.
- Budget performance is within the plan's tolerances.
- A question was raised at the annual meeting regarding the amount of funds spent and allocated to a Miscellaneous account in the 2019 budget. This account has been researched to have a large portion being applied to the payroll vendor as part of the current agreement with PayChex. The Board will review the continued need/benefit of this service in the August meeting as well as consider adding an additional ledger account for HR/Payroll Services to better articulate costs, etc.
- Cash Reserves – Treasurer and President confirmed the open action to meet with a financial planner to identify options for an investment account solution for cash reserves remains open and will be added to the Board Meeting agenda once the initial meeting with the financial planner has been held.

## 6. Staff Reports

- The Field Services Manager presented a written report. There were no questions.
  - Tiger teeth have been removed from the entrance barriers with replacements on order at this time; plan for re-installation in late September.
  - Soliciting bids at this time for the following projects
    - Service shop roof repair
    - Annual road maintenance
  - Recommending the postponement of the following projects due to resource constraints
    - Clubhouse exterior painting
    - Tennis Court refresh
  - Complaints have been received by community residents about several lots that are not being cut or maintained. These complaints are under review for further action by the Board.
- The Business Administrator presented a written report. There were no questions.
  - Open request for the replacement of the mailboxes at Massanutten is currently being worked. This issue is being escalated within the USPS organization, Postmaster, during this period. Next status will be provided at the August meeting.
  - Firewise application has been filed and is awaiting approval. Will request Chris Estes to provide a program status at the August Board Meeting.
  - Pool Passes – sales of the 2019 annual passes continue; clarification that these are valid for the 2019 season only. Passes for the 2020 season will be produced next spring and made available for sale accordingly.

## 7. Announcements

## 8. Old Business/Updates

- Annual Meeting and Election Revote will be scheduled for August 25. Required to the lack of an appropriate quorum of 125 votes in the election process. An additional \$500 mailing will be made to communicate this session in which a quorum of 67 votes must now be obtained to validate the election/re-election of the 3 positions on the HKOAI Board.
- Recurring Accounting Reviews: Meeting currently remains unscheduled due to availability/responsiveness of the Accountant.
- 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. Activity is underway.
- By-Laws/Covenants Review & Formal Complaint Process Committees: Project is being tabled pending new chairperson; soliciting participation at this time.
- Walking Path Project – The request for a walking path to be established on Clubhouse Road in the vicinity of the club house has been received and is being researched at this time. Currently the Board has received a petition with several signatures in support of the project and committing individual's labor and grass seed to the project. Initial review of the proposed area will require backfill and consideration of appropriate path materials due to potential traffic and runoff erosion of gravel. The Board has requested rough cost estimates for backfill and materials as well as a review of the easements and rights of way within the covenants and will revisit during the August meeting pending availability of the appropriate data.

8. **New Business**

9. **Adjournment:** Meeting adjourned 9:31 pm.

The Next Board Meeting will be held on 8/12/2019 at the Club House