

High Knob Owners Association, Inc.

Board of Directors
Meeting Minutes 10/12/2020

Name	Present
Greg Sadler, President	Y
Ron Perlik, Vice President	Y
Keith Arnett, Treasurer	Y
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

Ms. Liz Achey (resident), Mr. Watts Hill (resident), Rajesh Krishnan (resident), and other residents whose names were not captured during the meeting due to a technical glitch with Ms. Williams' computer.

Meeting Minutes

Meeting Called to Order: 8:02 pm

Executive Session

No executive sessions were held.

Approval of Minutes from Previous Board Meetings

Meeting Minutes from 09/14/20 were reviewed and a few corrections were made:

- Name corrections: The Financial Report was mistakenly presented by “Ms. Arnett.” This was fixed to “Mr. Arnett.” A line item under the Administrative Coordinator’s Report also referred to “Ms. Sadler.” This was corrected to “Mr. Sadler.” Two mentions of “Mr. Watts” were also updated to “Mr. Hill.” Two other mentions of “Mr. Watts” were left unchanged as they were quoted material from a previous board minutes.
- Under “New Business” section covering the Mosby Mountain Estates (MME) policy/procedure for Cherokee Run emergency gate: The sentence “Mr. Pomeroy revealed that MME has replaced the key lock with a padlock” was updated to say “Mr. Pomeroy revealed that MME has replaced the key lock with a *combination* padlock” to be more precise.
- Under “Old Business,” HKOAI communications: The SMS acronym in the first sentence was updated to say “Mr. Hill spoke to a couple *text messaging* options that are available to the board.”

Motion was made by Mr. Soucy to approve the board meeting minutes as amended and seconded by Mr. Sadler. The motion passed unanimously.

Financial Report

Mr Arnett presented the Financial Report, highlighting the following items:

1. Since HKOAI is about a quarter the way through the year, Mr. Arnett indicated there is nothing unexpected in the budget. He noted that income is a little low right now because HKOAI is waiting for Warren County to pay the Sanitary District tax proceeds.
2. Mr. Arnett brought attention to the cash balance of \$52,776 and ask Ms. Mainhart if this would cover HKOAI’s needs for the foreseeable future. Ms. Mainhard said it would, noting she is not expecting any large expenditures for the rest of the year.
3. Mr. Arnett said he reviewed an email exchange in which the board approved transferring an additional \$6,000 from capital reserve funds to cover the costs of painting the Clubhouse.

Staff Reports

Field Services Manager’s Report

1. Mr. Pomeroy revealed the majority of his time has been spent on HKUI business.
2. The field services crew has cut, split, and stacked all the firewood for the shop for the year.
3. Mr. Pomeroy was able to hire a company from Richmond to fix the keypad issue at the front gate.
4. He was also able to start discussions with a company to install a new CCTV system.
5. Mr. Pomeroy added that he had the muffler replaced on the bobcat.
6. Regarding the incident at the gate, in which the gate arm allegedly swung over into the outbound lane and hit a resident’s vehicle, Mr. Pomeroy said he had followed up on the

request. He revealed there is no camera on that gate arm, so there is no video to substantiate the resident's claim. Mr. Sadler asked how the board handled this kind of issue in the past. Mr. Soucy referred to a previous incident that occurred 10-15 years ago in which the board covered the damages to a resident's car. Mr. Sadler said he would circle back with Mr. Pomeroy and Ms. Mainhart to gather additional information and determine the best approach.

Administrative Coordinator's Report:

1. Ms. Mainhart said it has been a pretty quiet month. She is still waiting on the Warren County Sheriff's Office to provide information about setting up a speed monitor to help control the speeding on the mountain.
2. Two "Winter on High Knob" sessions have been scheduled for new residents. Mr. Pomeroy and Judy Sikora will host these sessions via zoom.
3. Ms. Mainhart mentioned the dilapidated property on Split Rail is scheduled to be auctioned by Warren County on 10/20 at 11a.

Old Business

1. HKOAI communications
 - a. Mr. Sadler referred to a report that Mr. Hill drafted, detailing the free text messaging options that are available through Warren County. Mr. Sadler said he would like Ms. Mainhart to investigate paid options that may help reduce the amount of overhead and maintenance required. Mr. Watts encouraged the board to review his report again because it significantly narrowed the scope of emergency communication scenarios to a manageable list and required no more overhead or maintenance than any other option. He also noted that the county's 9-1-1 text messaging service calls registered phones, which does not include cell phones. So any plan adopted by the board would need to take this into consideration.
2. CCTV improvements
 - a. Mr. Pomeroy said the current cameras installed at the front and back gates will work for what the board has in mind. They will need to be connected to a faster internet service, however. He added that the board would need to purchase and install cameras at the office and the shop. One vendor is currently drafting up a price estimate for this work. Mr. Pomeroy will contact two more vendors to obtain price estimates as well. He said he expected the most costly part of the project will be finding an internet service provider for four cameras.
 - b. Mr. Hill suggested the board pursue a more cost-effective approach that would use only two Comcast connections. This would entail installing new cameras at the front and back gate that can feed surveillance footage directly to the Clubhouse in real time. This approach would reduce the risks associated with storing the images locally on the device. Another approach is to leverage the HKUI SCATA system, which would transmit the data directly to the Clubhouse.

- Mr. Hill cautioned the board against utilizing the current cameras, which are not state-of-the-art and may handicap the board's options down the road.
- c. Mr. Pomeroy welcomed any help he could get to investigate the board's options, saying it would be best to leverage Mr. Hill and Mr. Sadler's experience in this area. The three agreed to sync up in early November to look at the options available.
 - d. Mr. Krishnan asked the board to consider an alternative proposal that involves installing a WiFi node at the gate that relies on transmitters to upload data when cars pass by the Clubhouse. Mr. Arnett lauded Mr. Krishnan for his novel solution. Mr. Sadler said the board would factor Mr. Krishnan's proposal into the review of CCTV solutions.
3. Clubhouse rentals during COVID
 - a. Ms. Mainhart has received additional requests to rent out the Clubhouse. Ms. Williams noted that, during the last meeting, the board voted to keep the Clubhouse closed until the Governor lifted his Phase III COVID restrictions.
 4. Employee handbook
 - a. Mr. Arnett said he will have a final draft available for the board to adopt during the November board meeting.
 5. Optional paychex HR service
 - a. Mr. Arnett described the optional service, noting the recommendation is to cancel the service as the benefits did not outweigh the costs. Ms. Mainhart said she reviewed the service offerings and found it to be of minimal value. She noted that the service is costing the board about \$220/month.
 - b. Mr. Arnett moved to cancel the optional service. Mr. Sadler seconded. The motion passed unanimously.
 6. FY20-21 budget working session
 - a. The purpose of the working session is for the board to do a deep-dive in the draft budget. This meeting is to be scheduled at the end of October and is open to the public. The board would then vote during the November board meeting to formally adopt the proposed budget. The proposed budget would then be made public for review by residents for a month. The board will welcome any comments or questions by residents during the December board meeting. At that point, the board would incorporate any feedback and approve the draft proposal. Mr. Arnett would submit the final draft proposal to the county for review by the end of December.
 - b. Mr. Arnett briefly walked through the draft budget planning sheet, explaining the different columns.
 - c. The board selected 10/26 at 7p for the working session.
 7. Walking Trail Committee report
 - a. Ms. Achey outlined the committee's proposal, which included a request for the board to incur legal fees to investigate liability issues related to the trail.
 - b. Ms. Williams recalled from the previous board meeting that Mr. Arnett suggested the following items should be resolved before approaching the attorney: Obtain a

report from the underwriter and create a use case proposal. Ms. Achey noted that the underwriter provided his report in September.

- c. Mr. Soucy highlighted his concerns around the use of a waiver to mitigate liability and High Knob staff to help clear the trail. He also claimed that any changes to the use of land owned by HKOAI would need to be voted on by the general membership. Mr. Arnett said the board would need to thoroughly review the bylaws to see if a vote by the general membership is required. He added that a membership vote was required to convert the lot at the front gate from a sales office to a private residence because it was a zoning issue. He added that the walking trail is not a zoning issue.
 - d. Mr. Sadler asked the committee to put together a use case proposal that could be provided to the attorney. He also asked for volunteers to review the bylaws. Both Mr. Arnett and Mr. Soucy volunteered for that job.
 - e. Ms. Mainhart said that the board would probably need to approve \$500 in legal fees to cover the walking trail proposal. Mr. Arnett moved to earmark these funds for the attorney's review. Mr. Perlik seconded with the caveat that the board review the documents before they are submitted to the attorney. All board members except for Mr. Soucy approved the motion.
8. Mr. Soucy asked if the Barrett setback request for the new house on Turkey Trot was approved by the county. Mr. Sadler said the Warren County Board of Supervisors approved the setback request during their October meeting.

New Business

1. Firewise program
 - a. Mr. Sadler noted that the Firewise program for 2021 is expected to change significantly. The grant money is now prorated, which will have a budgetary impact on HKOAI for cleanup. Under the new guidance, Firewise will only cover \$4,500 in funding for the first year and \$2,500 for the second year.
2. Road improvement plan
 - a. Referring to the Road Improve Plan document that Ms. Williams created, Mr. Sadler asked if it was ready to be shared with the public. Mr. Arnett said that it needed to be updated. Ms. Mainhart said that the number of improved lots can be easily determined by pulling water billing information.
 - b. Mr. Sadler, Ms. Williams, Ms. Mainhart, and Mr. Pomeroy agreed to schedule a meeting to review the plan and update the figures by the December board meeting.
3. HKUI annual meeting and election of directors
 - a. Mr. Arnett revealed that, according to the bylaws, the HKUI directors are voted into office by the directors of HKOAI. Given the Governor's Phase III COVID guidelines, Mr. Arnett said HKUI intends to email the ballots to the HKOAI board members. The HKUI annual meeting will be conducted via Zoom on 11/9 at 7p.

Meeting Adjourned: 9:41 pm

The next board is on 12/14/20 at 8:00 pm.