

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes

August 12, 2024

Name	Present
Watts Hill, President	Y
Carol Phillips, Vice President	Y
Desiree Williams, Treasurer	Y
Dan Smith, Secretary	Y
Greg Casewell, Director	N
Jerry Pomeroy, Field Service Manager	Y
Linda Everett, Office Manager	Y
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:

Guests via Zoom:

Barry Smith

John Hite

Barbara Perlik

Ron Perlik

Meeting called to order: 8:03

New Business

Approval of minutes for June 10th, and 24th.

Linda Everett on boarding

- Reconcile charges between OA and UI

Amanda needs credentials for credit card account

- Bank requires authorization by board

Motion by Desiree Williams to remove Greg Sadler and Barry Smith from United Banking accounts and add Greg Caswell and Dan Smith access, and assign Desiree Williams as administrator

Second: Carol Phillips

Approved

Watts Hill discussed resident data with Warren County Treasurer

- The County will provide the data, all lots, values, taxes
- The County uses cents per hundred, based on value
- The Board needs to discuss valuation problem before next budget cycle at separate meeting

Discuss transaction limits for staff. Desiree Williams is working on recommendations

- Need to establish meetings and agendas for upcoming budget cycle
- Developing list of common vendors

Kudos to Jerry Pomeroy's crew for the downed tree (on the power lines)

3:48 first calls

7:00 Sheriff

Rap should have been called

Jerry Pomeroy clarified the 5% COL 3% merit raises approved by the prior board.

Update office hours

- Linda 9 – 3
- Public 10 - 2
- Thursday 10 - 12:30 (Linda is out in the afternoon)
- Third Saturday of the month 9 - 12
- Venetian blinds for office (Jerry)

Request to change meeting times to 7

Employee monthly lunches not in budget (discretionary spending)

Jerry Pomeroy Field Services

- Paint steps at clubhouse
- Clean debris from ditches with bobcat

- Keep pool clean and chemically balanced
- Put dump truck in the shop for new radiator
- Deal with downed mailbox on Owns Court
 - o Insurance claim with party involved
 - o Replace mailbox in new slab with anchors
 - o Cut trees and add gravel
- Cold patch bad spots on main road
- Grade and gravel in front of new build on Skyline View
- Replace rotten deck boards on deck for the pool bath house
- Replace flapper and fluidmaster in toilet in women's bath house
- Clean up ceiling tile and debris from leaking toilet in woman's pool bath house
- Spray weeds around pool and clubhouse
- Had the cylinders replaced in the bobcat due to bucket dropping issue
- Replaced faulty lights in maintenance shop with LEDs
- Started clearing brush and limbs from roads with pole saw
- Clean up after tropical storm Debbie; downed trees and washouts

Old Business

On-boarding document being prepared by Desiree Williams

- Review and update by end of September
- Address in October meeting
- Review bylaws
- Review Board of Directors Handbook

Update on boarder in the apartment.

- Done deal
- Review state mandated inspections etc.

Communications strategy

- Simplify web site (WIX)
- Address FOIA requirements
- Requirements for perspective buyers etc.

Publish agenda in advance

- Google calendar
- Add to zoom invite
- Outline will go out on Wednesday for feedback
- Finalized and published on Saturday

Executive Session: 9:35 – 10:07

Meeting Adjourned: 10:08

Upcoming meetings:

August 26th

September 9th