

High Knob Owners Association, Inc.

Board of Directors Meeting Minutes

May 27, 2024

Name	Present
Greg Sadler, President	Y (ZOOM)
Watts Hill, Vice President	Y
Barry Smith, Treasurer	Y
Carol Phillips, Secretary	Y
Desiree Williams, Director	Y
Jerry Pomeroy, Field Services Manager	N
Kimberly Newman, Administrative Coordinator	N
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 in attendance: Tony Pomilla

Guests in attendance via Zoom: Jon Height

Meeting Called to Order: 7:06 pm

Executive Session

There was an executive session at this meeting. Mr. Williams certified that only personnel and employment issues were discussed and that no decisions were made. The session started at 7:18 pm and ended at 9:34 pm.

New Business

- Resident Tony Pomilla attended the meeting to request approval to extend his existing board fence by adding 3 feet of plastic netting to the top board. His neighbors have verbally said they had no problem with his proposal.
 - Mr. Hill made the motion to approve the request to add 3 ft of plastic netting to the existing fence contingent upon receiving written approval from his neighbors. Once the written approval has been received, Mr. Pomeroy can notify Mr. Pomilla that his request was approved. Mr. Sadler seconded and the motion passed without dissent.
- After the executive session ended, it was announced that Ms. Newman, the current Office Administrator, has submitted her resignation. Her last day will be June 5. The following motions were made and approved:
 - Ms. Phillips moved that the board engage a bookkeeping company for 3 months, not to exceed \$2,000 a month. Mr. Smith seconded the motion and there was no dissent.

- Mr. Smith moved that the board approves the migration of QuickBooks desktop version to QuickBooks online at a cost to not exceed \$1000 per year. Mr. Hill seconded the motion and there was no dissent.
- Ms. Phillips motioned that an Office Manager be temporarily hired for a period of 90 days, not to exceed \$20.00 per hour or 30 hours per week. Ms. Williams seconded the motion and it passed unanimously.
- Mr. Smith motioned that an ad for an Office Manager be placed with a pay rate not to exceed \$20.00 per hour or 30 hours per week.
- There is concern that the mail list used by the office is not up to date. Mr. Smith took action to investigate the issue.
- The board will meet on June 19th, specifically to discuss onboarding of new board members

Meeting Adjourned: 9:45 pm.

Upcoming meetings:

Regular Board Meetings:

June 10, 2024, at 8:00 pm

June 19, 2024, at 3:00 pm

Annual Meeting:

June 23, 2024, at 2:00 pm

Respectfully submitted by Carol Phillips, Secretary