

**Knolls Estates Monthly Board Meeting**  
**November 16<sup>th</sup>, 2022**  
**Approved Minutes of Meeting**

The meeting was called to order by Greg Gardner @ 5:59pm

1.) **Roll Call**

In attendance: Greg Gardner, Tom Schaub, Mary Nordeen, Terry Wells, and Kathy from Centerpointe Property Management.

Owners in attendance: Larry & Dian Cox @ 2066 Culver Loop, Gary & Lorrie Lee @ 1829 Culver Loop, Jim & Mary Dennis @ 1780 Scardi Blvd, David & Jackie Potestio @ 1830 Culver Loop, Diane Stimac @ 713 Sandpiper Ct., Carole Wells @ 1827 Culver Loop.

2.) The Rules of Order were not read.

3.) **Approval of Minutes from October 19, 2022 Meeting:**

Tom Schaub made a motion to approve the October 19, 2022 board meeting minutes with the revision of one item. C I.1. in regards to Mark for ODOT. Terry Wells seconded the motion. A vote was taken. Motion was carried to approve the October 19, 2022 board meeting minutes, with revision, by unanimous vote.

4.) **Reports from Officers and Committee Chairs:**

**A.) President – Greg Gardner**

- I.) In regards to the Association-wide reminder emails, some homeowners will be taken off the list due to unprofessional behavior. The email updates are to be informative to the 160 lots of homeowners, not to degrade, use profanity or be disrespectful to other homeowners and or issues.
- II.) Greg queried the board members in attendance to see if the December meeting should be held earlier in the month or canceled. It is originally scheduled for the 21<sup>st</sup> which is too close to Christmas. There were no strong opinions and Greg preferred to cancel the meeting in order for all homeowners and board members to spend the time with their families. The Annual meeting will be held on January 19<sup>th</sup>.
- III.) The bulletin board at Knolls Estates sign area has been updated.
- IV.) The website is being updated to have a more professional appearance and more user friendly. The Board does not have access to the website. Kathy with CPM is making the updates. There is now a Sutherlin events selection that is linked to the City website events page.
- V.) The Oregon JV LLC lots (27, 105, 106, 107, 110, 111, 174) were held in an auction on September 22, 2022. No one showed up to bid. Properties will be sold individually. Dave Duncan has been seen on sight. He is evaluating the condition of the properties. Greg says the State of Oregon will be providing the inspections due to the problems with local inspectors. Greg has made it clear that each lot has an outstanding balance on the accounts. Greg spoke with a representative named Mark who says they are waiting for permits and have their hands full with other projects but the homes in Sutherlin will be a priority over those in Roseburg or other areas.
- VI.) Steve Simmons of Fairway Estates has indicated that there is problems with water access for the development that is going on near that Association.

**B.) Treasurer's Report – Tom Schaub**

- |     |                                |              |
|-----|--------------------------------|--------------|
| I.) | Financial Report               | YTD          |
|     | Total Operating Expense        | \$88,359.06  |
|     | Total Reserve Expenses         | \$27,007.57  |
|     | Total Expenses                 | \$115,366.48 |
|     | Total Operating Income         | \$107,490.48 |
|     | Total Net Income               | \$-7,862.02  |
|     | Total NOI-Net Operating Income | \$19,131.42  |
|     | Total Assets                   | \$354,772.10 |
- II.) Tom notated that some expenditures for the roads is why there is a negative net income.

**C.) Board Members – Comments and Concerns**

- Tom Schaub:
- I.) There is no updated information regarding the radar speed sign, the flashing light at the intersection of hwy 138 and Dovetail, nor the 40 mph on Church St.
- II.) Michael George:
1. Michael was not in attendance. Greg notated that the street reflectors have been installed from Culver Loop to the end of Scardi Blvd. Chi Chi has white side reflectors
- III.) Mary Nordeen:
1. Happy Thanksgiving Wish: The board of directors and Centerpointe Property Management wishes all the Knolls Estates homeowners and their families a Happy Thanksgiving.
- IV.) Terry Wells:
1. Terry will be the coordinator for the Christmas decorating contest and decorating of the sign and park area. A brief discussion ensued regarding putting lights up around the gazebo and garland over the sign.
  2. Terry stated that they are re-working the award process to make it more fair. As usual, last year's winners will be this year's judges. All other homeowners are eligible for winning prizes. There will be an overall grand prize of \$100 cash. Prize for 1<sup>st</sup> place will be \$75, 2<sup>nd</sup> place \$50 and 3<sup>rd</sup> place \$40. Two honorable mentions for each phase (1,2 and 3) of \$25 each. The criteria for the prizes are: Creativeness, Lights and Decorations, Originality, and Overall Appearance.

**D.) Centerpointe Property Management – Kathy Larecy**

- I.) 6 noticeable drive through issues. 4 curb appeal issues; such as weeds, lawns not mowed, etc. These need to be addressed. 2 are the same properties from Sept. drive through. 2 RV issues (1 has been approved for additional time). If you need to leave your RV longer than allowed, simply email Kathy at CPM or the Knolls Estates email address.
- II.) KE Unpaid Charges total: \$37,525.67
- III.) Oregon JV LLC total delinquent amount including fees: \$33,663.00
- IV.) 0 water shut off notice

- V.) 2 homeowner late fees, HOA dues, non-compliance is \$3,862.67 total. \$3,637.03 is from one homeowner and there is a lien.
- VI.) The Avista Gas rate increase on November 1, 2022 is 0.06%
- VII.) Garbage and recycle cans must be stored on the side of the home, not in the front.

**E.) Safety Committee: Disaster Preparedness – Tom Schaub**

- I.) Tom Schaub reminds everyone that the cold weather is coming, and homeowners should double check their generators are working properly and vented well. Be prepared with a 'go bag'. The safety committee has provided lots of information on being prepared for cold weather and other disaster related preparedness. See attached addendum.

**F.) Welcome Committee – Tom Schaub and Mary Nordeen**

- I.) Tom & Mary have visited 1 of the new neighbors and will be visiting the other soon.

**G.) Design Committee: Chuck Caylor & Greg Good**

- I.) There have been no new projects submitted for approval
- II.) 2 homes are currently being built/completed: 1 in phase 3, 1 home in phase 2

**H.) Common Area's:**

- I.) Deer have been rubbing the bark off the trees, which will cause the trees to die. We sprayed tree seal on each of the damaged areas on the trees. Chuck & Nick came up with a solution to protect these expensive trees with corrugated plastic pipe, which will allow the trees to grow and be protected.
- II.) The Board will continue to address the common areas as needed. Burn piles have been addressed in common areas 1,2 and 10 as mentioned in previous board meetings and all locations approved by the Sutherlin Fire Department. Big thanks to all the homeowners that are helping keep our community looking amazing. It has taken much more effort and time this year to keep the commons looking well, this is mostly due to the rainy season.
- III.) Some plants have been taken out of the sign area. Others will be planted later. Solar lights are an option for this area as adding electricity is not an option.

**I.) Owner Comments**

- I.) Chuck Caylor said that he responded to a request from a homeowner on Divot Loop. Her plants were being eaten by deer badly. He fashioned some fishing line around some thin poles as deer hate the fishing line.
- II.) Tom asked when the street sweepers are coming next. Greg said they are scheduled for the last Tuesday in December. If we need them to come early due to the leaves, we can do that. Tom had received a complaint about leaves and took care of it.

**K.) Meeting was adjourned at 6:43pm**

Safety Committee Addendum 11/16/22

### Safety Committee: Disaster Preparedness Update

November 2022 Topic: The theme is “A LASTING LEGACY” with the following tag line; “The life you’ve built is worth protecting. Prepare for disasters to create a lasting legacy for you and your family.”

Disasters can happen anytime and Peggy suggests having an emergency backpack that can be used for traveling with essentials such as TP, blanket, bottle water, Band-Aids, whistle and flares just to mention a few. The real disaster is if you have not taken the opportunity to learn how to be prepared. If a disastrous event overwhelms or delays the community’s professional response, CERT members can assist others by applying the basic response techniques and organizational skills they learned during training. These skills can help save and sustain lives. Become a CERT member and learn how to help yourself, your family, your neighbors and your community. There was not one but it might be a good reminder to check disaster supplies and water (1 gallon per person per day) FYI 1/8 tsp of bleach will sanitize 1 gallon of water. Fire danger is always a focus. Most Important, a reminder to check on your neighbors. 2022 Summer & Extreme Heat safety and National Lightning safety awareness.

### COLD WEATHER SAFETY TIPS:

When you are outside, frostbite and hypothermia are possible, so you need to protect yourself. 1. Wear layers of loose-fitting, lightweight, warm clothing. 2. Wear a hat. Try to stay dry and out of the wind. 3. Cover your mouth to protect your lungs from extreme cold. 4. Mittens, snug at the wrist, are better than gloves.

Ice Safety Please visit this informative link

<https://www.dnr.state.mn.us/safety/ice/thickness.html>

To keep pipes from freezing on an outside wall: 1. Let hot and cold-water trickle or drip at night from a faucet. 2. Open cabinet doors to allow more heat to get to un-insulated pipes under a sink or near an outer wall. 3. Make sure heat is left on and set no lower than 55 degrees. 4. If you plan to be away: (1) Have someone check your house daily to make sure the heat is still on to prevent freezing, or (2) drain and shut off the water system (except indoor sprinkler systems). If Pipes Freeze: 1. Make sure you and your family know how to shut off the water, in case pipes burst. 2. NEVER try to thaw a pipe with an open flame or torch. Use a hair dryer instead. 3. Always be careful of the potential for electric shock in and around standing water.

Carbon monoxide poisoning is a silent, deadly killer claiming about 1,000 lives each year in the United States. 1. Install a carbon monoxide detector. 2. NEVER run

generators indoors. 3. Open a window slightly when using a kerosene heater and follow the manufacturer's instructions. 4. NEVER use a gas oven to heat your home. 5. If your heat goes out, you can keep warm indoors by closing off rooms you do not need, dressing in layers of lightweight clothing, and wearing a cap. Wood-burning stoves, fireplaces and heaters: 1. Always keep a screen around an open flame. 2. NEVER use gasoline to start your fireplace. 3. NEVER burn charcoal indoors. Do not close the damper when ashes are hot. 5. Use only safe sources of alternative heat such as a fireplace, small well-vented wood or coal stove or portable space heaters. Always follow manufacturer's instructions. Animal and Pet Safety: 1. Bring pets inside 2. Provide shelter and fresh water 3. Keep salt away from paws. Vehicle Preparation: 1. Check your battery 2. Check your fluids (coolant, wiper fluid, oil, etc) 3. Check your tires 4. Have jumper cables 5. Pack a blanket.