**Knolls Estates Monthly Board Meeting**

**November 20, 2019**

**Minutes of Meeting (Approved 1-15-2020)**

The meeting was called to order by Joe Beador at 6:01pm

1.) In attendance: Joe Beador, Richard Jorge, Al Olson, and Jennifer Young from Centerpointe Property Management.

 Owners in attendance: Greg Gardner @ 707 Slazenger Ct., Tonie Hamrick @ 713 Slazenger, Tom and Peggy Schaub @ 2074 Culver Loop, Donna Pagel @ 2277 Eagle Loop, Peggy and Chuck Brummel @ 547 St. Andrews Ct., John and Maureen Blakely @ 1799 Culver Loop, Dian and Larry Cox @ 2066 Culver Loop, Mike and Kathy Parker @ 2293 Eagle Loop, and Mary Nordeen @ 2274 Eagle Loop.

2.) Joe Beador did not read the rules of order.

3.) **Approval of Minutes from October 16, 2019 Meeting:** Al Olson made a motion to approve the meeting minutes as presented from the October 16, 2019 meeting with no corrections. Richard Jorge seconded the motion. A vote was taken. Motion was carried to approve the October 16, 2019 meeting minutes as presented with no corrections by unanimous vote.

4.) **Reports from Officers, Administrators and Committees:**

 **A.) President – Joe Beador**

Will report in unfinished and new business

 **B.) Treasurer Report – Russ Mock (not in attendance) Read by Joe Beador**

October 2019 Operating Income YTD Budget: $108,837.77

October 2019 Operating Income YTD Actuals: $109,999.32

October 2019 Total Expenses YTD Budget: $100,671.60

October 2019 Total Expenses YTD Actuals: $ 96,001.52

October 2019 Net Income YTD Budget: $ 8,166.17

October 2019 Net Income YTD Actuals: $ 13,997.80

KEOA Checking Account $ 32,883.92

KEOA Money Market Account $111,360.44

KEOA CD $232,868.74

KEOA Total Net Worth $377,113.10

 **C.) Welcome Committee: Judy Beador -Not in attendance – Report by Joe Beador**

Three new owners have received a welcome letter and gift certificate to the butcher shop.

1. John Stimac @ 713 Sandpiper

 2. Brian & Jessica Cook @ 2086 Culver Loop

 3. Bruce & Lonnie Harris @ 2080 Culver Loop

**D.) Design Committee: Chuck Caylor – Not in attendance – Report by Joe Beador**

Sheds were approved for 719 Slazenger Ct. and 1821 Culver Loop.

 **E.) Common Areas Committee: Marty Larner – Not in attendance – Report by Joe Beador**

 Joe went to Young’s Nursery to check on the delivery of the replacement Armstrong Maple trees. They are to arrive between February and March. He has the refund certificates to pay for the trees.

 **F.) Social Committee: Irene Bratton – Not in attendance – Report by Joe Beador**

i.) The social committee will be providing refreshments for the annual meeting.

 II.) The social committee is still working on the Christmas decorating judging. The three judges from last year should expect a call for volunteering this year. Once Joe has more details, he will post on Nextdoor.com and the bulletin board.

 **G.) Centerpointe Property Management: Jennifer Young**

i.) Observations from the October 3, 2019 drive through.

 --1 box trailer

 --1 trash can

 --1 5th wheel camp trailer

 --1 motorhome

 --1 lawn mower in driveway

 --1 yard

 --1 boat

ii.) As of October 31, 2019 there were 15 accounts delinquent totaling $2086.53 Four water shut off notice were sent. Water shut off’s scheduled for 10/20. All the accounts have been paid. One of the accounts paid after Joe called them. They are in Arizona for the winter and their mail goes to PO Box and they did not get the mail. Joe told him to contact Kathy to get the bill paid.

5.) **Unfinished Business:**

**A.) Board of Directors Nominations**

 Nominations have closed. Nominees are Peggy Schaub, Tonie Hamrick, Greg Gardner, Al Olson, and Richard Jorge. They essentially are the board. Still must go through the voting process, but Joe Beador knows he is voting for all of them and his vote can make them board members. He still encourages everyone to vote. At the last election only 35 out 161 owners voted. He is happy with the new board. Additionally, Al and Richard have served on committee’s and the board before. He feels the new members will fit right in. Donna Pagel asked if ballots can be turned in at the annual meeting. Yes, they can. Joe is confident the new board will continue with all the initiatives that have started. Chuck Brummel told Joe he has done a wonderful job. Attendee’s agreed. Joe thanked everyone, but also wanted to give credit to the other board members.

 **B.) Backflow Test Billing**

 Joe believes all the backflow tests are done. He did receive one bill and has forwarded to CPM. There will be another bill coming. Joe is still waiting on the certificates. Tonie Hamrick asked if Joe had a conversation with Mathew Holland about being faster next year. Joe took responsibility for that because he did not give him a deadline and explaining liquidated damages would be charged if not completed on time. Joe said Mathew did work hard and had to find all the backflow systems. Donna Pagel called Shawn at the City of Sutherlin to see if Mathew has turned in his reports yet. Shawn told Donna he last heard from him about 6 weeks ago saying he was having trouble downloading the information. Nothing has been turned in. Donna asked Shawn if he called Mathew to find out. Shawn said no, it is up to the owners to follow through. Shawn understands the situation, so he hasn’t turned of the water. Greg Gardner said this was discussed a couple meetings ago and it is going to be better next year. Both Joe and Tonie Hamrick agreed.

**C.) Krud Cutter -Scott West**

Scott has not been able to get to the blackberries on Dovetail, but he will.

**D.) Limb Walker – Jim Gidcumb**

Limb Walker hasn’t done the blackberries on Eagle Loop yet, but it is on their schedule.

**E.) Annual Meeting**

i.) Joe said there is no need to have a monthly meeting in December since we are having the annual meeting. The Board is primarily there to show the owners that don’t come to the monthly meetings the financials and have a forum. No guest speaker this year.

 ii.) Joe would like to bring window signs to the meeting for homeowners to take home with them. The signs would be made of card stock. One would say “OK”, the other would say “HELP”. In the case of an emergency neighbors will know who needs help. The City of Sutherlin is trying to get an emergency preparedness system in place. The storm last winter was a disaster. Joe sat through a 2 hour meeting with the group. They are looking for block captains. He doesn’t think they will have it together for this winter. Richard Jorge asked if they need a motion. Joe doesn’t think so because the money is already available in the budget. Joe will look in to adding color and lamination.

 iii.) Joe read the following letter and would like it added to December’s statements.

 *Dear Owners,*

 *Our Knolls Estates Owners Association annual meeting will take place at 10:00am on Saturday, December 7th at the Community Center in Sutherlin, located at 333 Willamette Street.*

 *Our agenda will include introduction of our nominees for the 2020-2021 Board of Director’s term, approval of the minutes from our 2018 annual meeting, year to date financial information and an owner’s forum.*

 *Coffee and refreshments will be available.*

 *Sincerely,*

 *Board of Directors*

6.) **New Business:**

 **A. Driveway Drainage at 2293 Eagle Loop**

Joe opened discussion regarding the drainage for the driveway at 2293 Eagle Loop. One of the edges of the driveway has no drainage. The driveway is lower than the road. Water pools. Joe called Forest Stone, Forest referred him to Ryan. Joe was thinking a grate would be a good idea, however the driveway is too low. Ryan says it needs to be dug down, add rip rock that would work like a French drain. The builder must have thought the rocks that are there now would work. Al Olson and Richard Jorge asked why it is the associations responsibility. Joe thought the property line was 5’ from the curb into the street. Al said the 5’ is an easement and it would be the owner’s responsibility. Richard said property lines are different, not all have easements. Donna Pagel asked about adding concrete, that would be more expensive. It was acknowledged phase 1 does not have proper drainage or any curbs. Water just runs into people’s yards. Phases 2 & 3 have curbs and a drainage system. After discussion it was decided the actual property line needs to be found. This can be determined by finding the markers, looking at a plot map, or visiting the City to get some guidance. Discussion is tabled until property lines are found.

7.) **Owner Comments**

 **A.** Richard asked for an update on the shipment for the battery for the solar light at the entrance sign. Joe said it will be arriving by the end of November. It was on backorder. Joe wanted to order from the same company he got the light from.

 **B.** Chuck Brummell stated he is proud of Knolls Estates entry and homes. There is a little sign that says Avery. Chuck wonders how people are going to know where Knolls is. Asked if a sign pointing to Knolls would work. Joe thinks it would take a lot of people’s yards to dictate the area. Greg Gardner said the developer will be putting a new sign with their HOA name. Tom Schaub saw a pile of concrete dropped on Dovetail by a contractor. It is not in the HOA. Joe says without knowing who it was there isn’t much to be done. He suggested going to the City.

 **C.** Diane Cox asked where the replacement maple trees are going. Joe explained between Divot and Sandpiper. Brian Thompson has volunteered to plant the trees. Dian asked if there was irrigation, yes there is. Greg Gardner asked if Chuck Caylor was still mowing. Yes, he is, it looks great, he is doing a wonderful job.

8.) Meeting was adjourned at 6:54pm