

Knolls Estates Annual/Monthly Board Meeting

January 17, 2024

Approved Minutes of Meeting

The meeting was called to order by Greg Gardner @ 6:01pm

I. Roll Call

In attendance: Greg Gardner, Terry Wells, Michael George, Tom Schuab, Dian Cox. Jennifer Young and Marisa Williams from Centerpointe Property Management.

Owners in attendance: John Lahley @ 2070 Culver Loop, Candy Taylor @ 2077 Culver Loop, Larry Cox @ 2066 Culver Loop, Jim & Mary Dennis @ 1780 Scardi Blvd, Gary & Lorrie Lee @ 1829 Culver Loop, Jessie Larner @ 1793 Culver Loop, Chuck & Peggy Brummel @ 547 St. Andrews Ct., Pat & Kathy Lynch @ 2288 Chi Chi Ln., Vern & Carol Plato @ 2250 Eagle Loop, Roland Berry @ 1954 Culver Loop, Joe Keady @ 2257 Eagle Loop, Ken & Marian Molz @ 712 Dovetail, George Smith @ 2222 Eagle Loop, Tammy & Ray Axton @ 2266 Eagle Loop, Carol Wells @ 1827 Culver Loop, Peggy Schuab @ 2074 Culver Loop, Dan & Marti Hirtle @ 2214 Eagle Loop, Don & Vicki Roberts @ 514 St. Andrews Ct., Sierra Moon & Joe Groussman @ 2044 Sawgrass Ct., Peggy Drake @ 726 Slazenger, David Potestio @ 1830 Culver Loop, Mike & Kathy Parker @ 2293 Eagle Loop, Sandy Riley @ 719 Slazenger, Jose & Luci Medina @ 1692 Scardi, Bruce & Lonnee Harris @ 2080 Culver Loop.

**Refreshments are available and supplied by the Social Committee.

II. The Rules of Order

The Rules of Order were read by Tom Schaub. Greg Gardner advised the audience the meeting is being recorded. Assignment for volunteers in the event of an emergency: Greg Gardner will grab the roster, Michael George will escort the attendees, and Marti Hirtle will call 911.

III. Approval of Minutes from December 20, 2023 Meeting:

The meeting minutes from December 20, 2023 were approved via email by Board members in December and posted on the website.

VI. Reports from Officers and Committee Chairs:

A. End of Year Packet – Greg Gardner

A packet is available that includes year to date summaries of financials, list of 2024-2025 board and committee members, maps of all 3 phases highlighting the common areas, and some information on carbon monoxide poisoning.

B. Terry Wells

1. Formal Recognition of Board Members

New Board nominations and elections have been completed for 2024-2025. Deadline for nominations was October 31, 2023, deadline for ballots was December 1, 2023. Centerpointe validated the process and counted the votes. 2024-2025 Board members are Dian Cox, Tom Schuab, Terry Wells, Michael George, and Greg Gardner.

2. Formal Nomination and Election of Officers

Terry Wells made a motion to nominate Greg Gardner for President and Tom Schuab for Secretary/Treasurer for 2024-2025. Michael George seconded the motion. A vote was taken. Motion to elect Greg Gardner for President and Tom Schuab for Secretary Treasurer for the term 2024-2025 passed with unanimous vote.

3. New and Updated Committees

The Board is taking a new approach by creating new committees. Last year the 1994 CC&R's and 2009 Bylaws were re-written. This was an assertive effort to get up to date with current laws.

The new document was presented to the community for a vote. The new document was not approved with 74 yes and 53 no votes. A total of 127 votes were submitted (33 non-votes). In 2024 there will be a CC&R's Committee comprised of homeowners who will review the new document, work with the Board on questions, and submit suggestions to the Board for changes, with hopes for a re-vote in 2024. A new Budget Committee comprised of homeowners has been comprised as well. The existing committees have also had new members join. The goal is to make things better for the community.

C. Tom Schuab

1. City of Sutherlin Planning Commission

In June 2023 a developer surveyed property from water tower road northeast to common 10. They cleared this property of brush and scotch broom. Multiple piles were almost the size of homes. We had no control over the dust being created by the development of this property. Homeowners directed all inquiries to the City of Sutherlin's Mayor and/or the City Manager. In August the City of Sutherlin sent out notification of the first planned project for this area of 91 homes with access to Scardi Blvd. Homeowners were to have concerned responses in by August 25, 2023. Many homeowners responded to the City of their concerns. There have been multiple meetings concerning this development and now all has been approved. There have also been discussions regarding installing a stop light or roundabout at Dakota St. & 138. The funding is available for a stop light. There will be a meeting on Feb. 12th for a presentation from a group with the proposal for the roundabout. Tom encourages homeowners to attend that meeting. Greg added, when the new septic system was being installed in the new home build across the street from him, it activated the alarm. His alarm alarmed for 8-9 hours. Terry said you can turn it off by pushing the red button.

2. Budget Committee

The budget committee is established. They still need to get together to compile the final budget to be voted on at the February meeting. There is time if anyone else would like to volunteer. He also mentioned the reserve study does need to get updated. Tom made a motion to hire Tammy Axton to update the reserve study. Michael George seconded the motion. A vote was taken. Motion was carried to hire Tammy Axton to update the reserve study by unanimous vote. Tom then asked Tammy if she would be interested in doing that. She agreed to it.

D. Four Year Plan – Michael George

The four year plan consisted of cleaning, crack sealing the entire HOA, and complete the sealing of all of our streets, including patching on Sawgrass, to prolong the life of the streets. Street cleaning, crack sealing, and seal coat of Eagle Loop was completed this year 2023 and is much improved. Crack sealing on Phase 2 & 3 was also completed. The plan was to complete the roads in the 4 years. 15 mph has been painted on all streets. The removal of all scotch broom, dead brush and dead trees in the common areas to mitigate fire damage and to make yearly maintenance easier. The 4 year plan is 99% complete.

E. Turkeys & Dogs – Dian Cox

There have been many complaints from homeowners regarding the turkey issue. Fish and Game has been working with the HOA to trap and re-locate as many as possible. In 2023, 38 turkeys were trapped and re-located. Leaving approximately 20 turkeys left. There is to be absolutely no feeding of the turkeys.

F. DW&S, LLC Lots, Rv's, Backflow – Greg Gardner

1. DW&S, LLC Lots

Lots 27, 105, 106, 107, 110, 111, & 174 were previously owned by Mid Oregon Builders. These lots ended up in legal action. They have all been foreclosed on and now under the control of AIC Financial. AIC is getting updated permits to finish the homes. They are being worked on slowly, but the goal is to repair the homes and get them on the market for sale. Lots 105 & 106 have been finished and are on the market. Lots 105 & 106 are also paying for their water and dues.

2. Mailer from City of Sutherlin Regarding RV's

Residents of Sutherlin in May received a small card in the mail to *Local Postal Customer* that could have been mistaken for junk mail. It was an announcement for a meeting to discuss

“Should you be allowed to live in a RV in the City of Sutherlin? On private property?”. It was on May 24th from 5pm – 7pm in the civic auditorium. This did not affect the Knolls Estates PUD homeowners since no RV’s are allowed more than two days on a property.

3. Backflow Testing

In May 2023 the City sent out notices to every homeowner stating: Backflow prevention assemblies within the City of Sutherlin are required to be tested on a yearly basis. In order to comply with ORS 333-0661-0071 and the City ordinance 13.04.100, the backflow assembly must be tested by an Oregon Health Authority Certified tester and the completed test report to the City by July 11, 2023. Failure could result in disconnecting of the water service. Listed below are the certified backflow assembly testers for our area.

- Popeye’s Pump & Backflow Service: 541-672-6715
- Umpqua Valley Fire Services: 541-229-0911
- One Call Backflow and Irrigation: 458-234-7374
- Backflow Specialties: 541-505-4190
- North Umpqua Plumbing: 541-733-7003
- H2O Backflow Testing: 541-672-2429
- C&S Fire Safe Services: 541-673-1184

G. Centerpointe Property Management – Jennifer Young

1. Drive Through Reporting

Jennifer performed January’s drive through with two Board members to get an understanding of what CPM should be reporting from the drive throughs. Essentially this is what we will be looking for:

- Lots need to be clean, well maintained, and attractive
- Regular maintenance upkeep such as painting, roofs, gutters, and fences
- Landscaping rocks, mulch areas, and flower beds free of grass and weeds
- Fertilize grass to avoid brown spots
- Sports equipment such as boats, kayaks, bicycles are to be stored behind fencing
- Gardening equipment and supplies to be stored behind fencing
- Trash cans stored on the side of the house, behind the fence, or in the garage. Not in front of the house.
- No accumulation of debris
- Childrens toys must be kept in backyards, behind fences, or in garages. Not visible on the side or front of homes.

A monthly drive through will be sent to the Board. If a lot is noted the owner may get a text or email reminder. If the violation continues, written notice will be issued.

2. Unpaid Charges Report

YTD KE unpaid charges total: \$47,023.89
 DW&S, LLC all lots delinquent in fees total: \$46,859.66
 2 Homeowners with balance: \$164.23

In 2023 5 homeowners were sent water shut off notices. No water was shut off. Water and garbage rates were increased August 1, 2023. It is anticipated there will be another increase of approximately 2% August 2024. All utilities increase yearly.

H. Secretary/Treasurer Report – Tom Schuab

Financial Report Summary 2023	2023 YTD	2023 Budget
Total Income	\$142,579.74	\$133,815.00
Total Net Income	\$ 17,067.91	\$ 12,119.50
Total Expense	\$125,511.83	\$121,695.50
Total Reserve Expense	\$ 48,435.00	
Total Assets	\$332,547.15	

Packet handed out includes the Actual YTD 2023 vs Budget 2023, including balance sheet. These items will be posted on the website.

I. Safety Committee: Disaster Preparedness – Peggy Schuab and Peggy Brummel
 Disaster preparedness in 2023 focused on the theme “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.” Going forward there will be a safety topic at each meeting that focuses on disaster preparedness. A booklet called Umpqua Prepared that was published by Douglas County is available for homeowners. Peggy B displayed a multi-tool that can be used to turn off the water main, turn off gas, and break a window. She also displayed battery powered lights you can get at Harbor Freight for a dollar. And a water bob that holds 100 gallons of water that you put in the bathtub.

J. Design Committee – Reported by Greg Gardner
 In 2023, 4 new homes, 2 fences, 3 sheds, 1 deck, and 1 golf net were approved.

K. Welcome Committee – Reported by Greg Gardner
 12 new homeowners were welcomed in 2023. Gift certificates to Crystal Creek Meat Market in Sutherlin were given to new owners. The new 2024 Welcome Committee will decide on gifts and packets to give to new homeowners.

2023 Empty Lots and Construction:

Lot #21 Joann Sandstede, 2210 Eagle Loop:	Empty Lot
Lot #85 John & Suzzane Heselius, 1957 Kapela Ct:	Empty Lot
Lot #90 Stan Smith, 1955 Kapela Ct:	Empty Lot
Lot #130 Rick Griffith, 615 Arnie Ct:	Empty Lot
Lot #132 Jeffrey & Sharon Johnson, 602 Arnie Ct:	New Construction
Lot #149 Tina Jefferson, 1667 Scardi Blvd:	New Construction
Lot #151 Tom & Susan Lebengood, 1660 Scardi Blvd:	New Construction
Lot #167 Joshua & Heather Waechter: 1772 Scardi Blvd:	Empty Lot
Lot #174 DW&S, LLc, 1716 Scardi Blvd:	Empty Lot
Lot #175 Susan Wyhoon, 1708 Scardi Blvd:	Empty Lot
Lot #27, 105, 110, 111 DW&S, LLC	Vacant Homes Partial Const
Lot #105 DW&S, LLC, 724 Divot Loop:	New Construction, For sale
Lot #106 DW&S, LLC, 702 Divot Loop:	New Construction, For sale

L. Social Committee – Dian Cox

- The Social Committee supplied the refreshments for tonight’s meeting.
- Knolls participated in the Oakland city wide garage sale on May 20th, and the City of Sutherlin’s city wide sale on June 9th, 10th, & 11th. Knolls had 20+ homes participate.
- The July 4th golf cart parade was a great success. First place went to Mathew Cutler at lot 92, second place went to Irene & Carly Bratton at lot 17, third place went to Dwight & Margie Branco at lot 118.
- On September 9th the annual homeowner BBQ was held, and it was a great success. It was held in September instead of August due to the extreme heat. There was a great turnout.
- The results of the Christmas Decoration Contest are as follows:
 - Grand Prize: Jill & Sharon Stanphill, 710 Dovetail
 - 1st Place: Bill & Sandy Riley, 719 Slazenger Ct
 - 2nd Place: George & Joyce Chambers, 2090 Culver Loop
 - 3rd Place: Greg & Sherri Good, 1966 Kapella
 - Honorable Mentions:
 - Phase 1: Ray and Tammy Axton, 2266 Eagle Loop
 - Phase 2: Brian & Carol Thompson, 1952 Culver Loop
 - Phase 3: Doug & Debbie Price, 713 Slazenger

M. Common Areas Report – Greg Gardner

1. Phase 1, 2, & 3 maps are attached to your packets. There are maps posted on the website, but they are photos, and it is hard to see the areas. The new maps will be posted to the website.

2. 2023 started off as wet as the spring of 2022 which has caused the maintenance of the commons to be pushed into the later spring. Multiple mowing's throughout the spring and summer were required because of the wet spring. Spot spraying of blackberries was performed 4 times this year. Some areas were a challenge due to steep banks and ravines. These areas did take extra time, funds, and energy to complete.
3. At the park/gazebo the gabion rock wall along the side bank was completed. Approximately \$500 per year will be saved on bark mulch by putting the rock there. Sprinkler lines and a drainage pipe were added to a couple areas.
4. More block was added to the maple trees along Scardi & Culver to protect the sprinkler system when mowing. Finished adding corrugated pipe on every trunk of the maple trees to protect them from the deer. The deer rubs the bark off.
5. At the Knolls Estates entrance sign area new plants have been planted, new bark applied, and a new water timer installed. River rock and gravel were added around the sign area, the benches, and the big maple tree to mitigate dust and mud. This improves the professional look and helps homeowners utilize this area. The solar light shining on the Knolls Estates sign is no longer working and will need to be replaced. Over the bank a 40' culvert and additional gravel was added to make it easier to access, to maintain the area, and have access to emergency vehicles.
6. Spectrum broke a water line when digging a ditch along the maple trees on Scardi. They said they repaired it, however, there was still no water to the first 5 trees of Sandpiper. Spectrum was contacted and they returned, found the issue, and repaired it.

X.) Owner Comments

- A. Tom Schuab noted, regarding the committees, the only reason a Board member will attend a committee meeting is to observe, make notes, report to the Board, and provide information. A Board member will not be a Chair of the committee. Terry Wells explained, once the committee meets, they will nominate the Chair. Tom added, if more information is needed, a Board member can facilitate that.
- B. Joe Keady shared that DFN is now in Knolls. Joe Groussman added, DFN is part of the power company of Douglas Electric. Joe also wanted to note the City of Sutherlin requires phase 2 & 3 to collect for a fund to be able to repair water lines.
- C. Regarding disaster awareness: John Lahley advised to schedule on January 1st and July 4th of every year to change batteries in smoke/co detectors, to make sure gas cans are full for generators. Remember to use special additives in the gas. To not run generators in the garage. Running generators in the garage will bring CO into the house. If have to run a generator in the garage, leave the garage door open. Tom Schuab said to remember to turn the gas off on your generator while they are being stored. Greg said there is a seafoam additive that is better than the average or get non-ethanol gas, but it is expensive. David Potestio said that now a days you can get 10 year batteries for the detectors and just replace the detectors every 10 years.
- D. Dan Hirtle asked if the Board has attempted to recover the approximate \$12,000 in legal fees resulting from the HUD complaints. Greg responded, no the claims/cases are not closed or resolved.
- E. Dan Hirtle commented that Michael and Forest are licensed contractors, and asked if Chuck Caylor was licensed and insured. Greg responded, Chuck's workers are independent contractors and have their own insurance. Chuck is a homeowner of the HOA and has his homeowner's insurance and a business license. Dan asked Greg to look into it further for liability purposes. Pat Lynch said it is standard operating procedure to have insurance on file and asked if the HOA had his insurance on file. Greg responded that the HOA has insurance. Dan said in 2018 the budget for weed control was \$10,000. In this last year \$42,000 was reported as an expense to maintain the commons. Dan expressed that commons 8 & 9 look good for aesthetics, but it isn't fire control. Joe Keady said he doesn't think the HOA needs to spend that much money going forward. Phase 1 doesn't have the commons like phase 2 & 3 and he feels the money is being *dumped* into those phases. Greg explained, the Budget Committee will decide on what will be

spent for 2024. He also explained that all 160 lots belong to the total community. The 3 phases have to be considered as one community. Joe added he is totally against the dues increase. Michael George commented there are 2 commons in phase 1, one of which is behind his house. Dan agreed that area is a valid concern, but he doesn't feel like the fire concern is the main agenda. Greg reminded the attendees, the HOA doesn't own any machines to take care of the commons. Chuck uses his own equipment. Tom Schuab said they will get bids from landscapers to maintain the commons to compare the costs. Terry added that common 9 grows like crazy. Gary Lee said all the commons belong to the HOA and with them being maintained as low as they are, reduces fire danger. Marian Molz suggests not mow so low to where there is just moss, and she has seen the dust flying during mowing. Ken Molz added that in the sign area it is brown/dirt and around it has an inch of grass, and Forest used to only mow once per year. Joe Groussman added, the City of Sutherlin's requirement for the height of grass/weeds is 4".

- F.** Pat Lynch said he wonders where the responsibility will lie with consideration of the road maintenance. This is a major concern for the HOA. Tom Schuab explained they have gotten two bids for Culver. The Budget Committee will look at the income and expenses and determine how the money will be spent. Pat suggests getting a soils engineer or a consultant to evaluate the roads. He feels spending money on that evaluation may save the HOA from spending money they don't need to.
- G.** Peggy Drake asked where the mailboxes will be moved to in Phase 3. She feels like where they are positioned now will end up in someone's driveway. Greg told her that the plans he had seen do not show that. Tom Schuab said if they do have to be moved, the Board will deal with it then and it will be up to the Post Office as well.
- H.** Ken Molz said he feels like the association is losing money on house values because there is no RV parking allowed. He thinks it's a 5% loss. He asked the Board look in to change that. Tom Schuab said the CC&R Committee can consider that.

6.) Meeting was adjourned at 7:06pm