

Knolls Estates Monthly Board Meeting December 20, 2023 Approved Minutes of Meeting

The meeting was called to order by Greg Gardner @ 6:02pm

1. Roll Call

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

Owners in attendance: Bruce & Lonnee Harris @ 2080 Culver Loop, John Lahley @ 2070 Culver Loop, Candy Taylor @ 2077 Culver Loop, Larry Cox @ 2066 Culver Loop, Jim & Mary Dennis @ 1780 Scardi Blvd, Zach & Tesia Amavisca @ 720 Slazenger, Gary & Lorrie Lee @ 1829 Culver Loop, Jessie Larner @ 1793 Culver Loop, David & Jackie Potestio @ 1830 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 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, Jana Pierce @ 715 Divot Loop.

2. The Rules of Order

The Rules of Order were read by Tom Schaub. Greg Gardner advised the audience the meeting is being recorded.

3. Approval of Minutes from November 15, 2023 Meeting:

The meeting minutes from November 15, 2023 were approved via email by Board members in November and posted on the website.

4. Reports from Officers and Committee Chairs:

A. Fair Housing, DEQ, Disgruntled Owners, & Solutions - Terry Wells:

In opening, Terry thanked everyone for coming.

- I. The Fair Housing Complaint (HUD) of Owner(s) of (714 Slazenger Ct, Lot 147) (“Complaint”) and The Fair Housing Complaint (HUD) of Owner(s) of (713 Slazenger Ct, Lot 142) (“Complaint”). HUD’s response and decision are forthcoming.
- II. We Knolls Estates have offered another compromise in good faith to HUD as follows: The Board values the health and welfare of all community members and therefore commits to not burning in common area 10 for the next 3 years. Should common area 10 appear to need attention regarding fire prevention, the Board will engage in cost analysis to determine feasibility of various options for brush removal including but not limited to non-burning options. However, burning will not be considered as an option until after 3 years from today's date. (If approved)
- III. DEQ, Department of Environmental Quality complaint filed August 18, 2023, by Owner(s) of (714 Slazenger Ct, Lot 147) DEQ has closed the complaint. Due to this complaint from a Knolls Estates Homeowner, the HOA now is required to have a DEQ permit going forward, in addition to City of Sutherlin Fire department requirements, which we have always followed. The City of Sutherlin fire department did not know that this was necessary, so never passed this information to Knolls Estates. Knolls Estates has been fined \$300.00, the minimum, for lack of a DEQ permit. Once again, DEQ proved there was no poison oak in any burn piles as the complainant keeps accusing. DEQ also stated that we were following all the local requirements.
- IV. A few disgruntled homeowners continue to use a social media site to, bash, bully, abuse, questioning integrity, peddle disinformation, question transparency, and make false accusations of the current board members and Knolls Estates PUD. These comments have become slanderous,

on a public forum. Current Board members have never and will never make comments on any social media site from these disgruntled homeowners, whom dislike living in Knolls Estates PUD. Lots of non-factual information is being posted on social media, go to Knollsestates.com website for current and past factual information. Or email your questions to Centerpointe property managers.

- V. Solutions to Problems: Complaints & Concerns. Knolls Estates Homeowners: If you have any ideas, solutions to issues, complaints and/or concerns, that could improve our homeowner's association, in a positive manner, here are the steps to follow: 1st option, come to a monthly board meeting and address the board & homeowners attending in a respectful manner. 2nd option, send via email to Centerpointe Property Management I.E: Kathy Larecy (Kathy@cpm4rent.com), Jennifer Young (Jennifer@cpm4rent.com) or mail a letter, to Centerpointe via address; 508 West Agee Street, Roseburg, OR 97471. 3rd option, send via the board email(ske97479@gmail.com), which will be forwarded to property management. Coming to board members' homes is no longer an option for any reason for complaints and/or concerns. All compliments are welcome in any form. This information is posted on KnollsEstates.com web page. Posting complaints, Concerns & any Grievance in a hateful, slanderous, disrespectful manner on a social media platform is strongly not recommended. Homeowners, prior to buying in the HOA, homeowners knew there were rules and regulations living in an association.
- Several homeowners in attendance said the comments on Nextdoor.com makes the community look bad, the comments lower property values, and will deter potential buyers from purchasing homes.*

B. City of Sutherlin Planning Commission, New Committees -- Tom Schuab:

- I. City of Sutherlin Planning Commission.
There was no Planning Commission meeting yesterday because there were no agenda items. If any homeowners have questions or would like Tom to bring up something in future meetings, please reach out to him.
The new development in progress above Scardi has been approved for 91 houses on 20 acres. It will be developed in 3 phases, 30 homes per phase. Per the state statute, road access is based on the number of houses. At this time there is only one other road that leads to Stearns, but it is an emergency only road that will have a locked gate.
- II. The Knolls Estates Homeowners Association is in need of volunteers! This is your time to get involved with your community. There are five committees with openings. Two of these committees are brand new. This is an opportunity for you to make a difference. Below is a list of the committees with openings: Welcome Committee, Design Committee, Social Committee, Safety Committee, Budget Committee*, CC&R Committee* The Budget Committee and the CC&R Committee are the new committees. The Budget Committee will be chaired by the Treasurer, Tom Schuab, but needs four volunteers to work with the Treasurer to finalize the proposed 2024 budget. The CC&R Committee will work together to review the last draft of the proposed CC&R's that were not approved. This committee will provide recommendations to the Board for a new draft to be voted on. Sign up sheets are available today at our December 20, 2023 meeting. For those unable to attend, email Jennifer at CPM jennifer@cpm4rent.com. Or call the office and ask for Jennifer or Kathy at 541-672-3434.
Currently the Welcome Committee is only Tom Schuab. Social Committee is Terry who takes care of the lights and the yearly BBQ. Safety Committee has been Peggy Schuab for the last four years. The budget committee will be chaired by the Treasurer, Tom Schuab, and needs 4 committee members. Kathy from CPM will assist with that committee to provide financial information.
Jana Pierce asked how many people can serve on a committee and what will their role plan. Tom explained it is similar to a committee who proposes new legislation in congress. The committee's will play a major role with their suggestions. Regarding the number; it depends on the committee and the involvement. The Budget Committee will need 4 members. Tom Schuab will be the

Chair, need 3 volunteers. Kathy from CPM will attend the meetings to help with the financial information. Greg added, since we have the word document that was provided by the attorney, we will be able to incorporate and make some of the recommended changes from the CC&R Committee, with the Boards approval.

C. Board Meeting Monthly Reminder and Update on Streets - Michael George:

- I. Michael opened with the comment that he has removed himself from Nextdoor.com because it is difficult for him to read all the negative comments about his friends and neighbors. He reiterated it is not a platform to discuss HOA business.
- II. He reminded the attendees that the Board Meetings have been every 3rd Wednesday at 6pm for the last 30 years. Notification for the meetings is posted on the Knolls Estates website, for the last four years a sign has been put up at the entrance, and email reminders have been sent to all owners.
- III. There are 12,590 feet of Culver Loop in need of repair. These areas will need repair before an overlay can be done. In Michael's opinion this is a top priority for 2024. These areas are expanding at a rapid rate and if they do not get taken care of it could cost thousands more in the long run. He does not know if there is damage to the base until the black top is removed and depending on what will need to be done, the cost of that would be \$4.00 per square foot. Michael received two bids for the repair. Stratton Bros quoted \$67,800 and Knife River quoted \$62,950. Jana asked how many bids Michael received, he responded he received two bids. Michael explained Stratton and Knife River are the only qualified vendors in town. Jana suggests getting a third bid, even if they need to go out of town. Ken Molz asked what is wrong with the chip sealing, he seen it last for years? Michael said in his opinion that is not the right decision. Jana asked if is possible to save money by doing sections phases at a time? Michael said sections could be done at a time, but it is unknown how much the cost will go up each year. Pat Lynch asked if this expense would trigger a vote for the HOA because it is a major repair? Ken Molz asked why Phase 2, which is a newer area than phase 1, is getting road work and phase 1 has had nothing? Michael replied that Phase 1 just got seal coated this year and street reflectors installed. Terry explained, these figures need to be discussed with the Budget Committee. Ken Molz asked why the city is not handling the roads? Terry explained the roads in Knolls Estates are the HOA's responsibility, except Dovetail and most of Scardi, are City roads. Terry asked Ken to look at the condition of the City's roads in comparison to Knolls. The City does not take care of them. However, if the HOA does get dissolved, then the City will be in charge of Knolls. Terry further explained that petitioning the City is very difficult. Knolls owners have written many letters and went to meetings regarding the 360 homes that are to be built, with no response. Dan Hirtle is questioning the financials because he is hearing random numbers from \$900,000 – \$3 Mil and he wants to know where that money is coming from and how is the HOA going to get to \$2 Mil in 10 years. He also stated this Board took over in 2000 and has not provided financials. Dan said he doesn't have a problem with the fee increase. That it should have been done years ago. He also explained when the full set of financials was provided at meetings, they became public information. Tom and Greg both replied the financials have been provided yearly at the annual meeting, just like the past Boards. Michael explained, the previous Board did not spend money on the roads. The roads have not been maintained. Greg explained this Association as been in existence for 30 years. This current Board was trying to fix 30 years of mistakes. This Board was trying not to raise dues and use the funds from the Money Market Account to do the roads. It got to the point where it is needed to propose the dues increase. Vern Plato commented on increasing the yearly. His point is what is the point of paying more dues when there is an unsolvable problem. Greg said the goal is to do spot paving in hopes to not have an assessment.

D.) Mary Nordeen

I. Mary wishes everyone a Happy Thanksgiving. At the end of this year, her term on the Board will end.

E.) Dian Cox: Welcome as new Board Member

F.) Board Nominations & Monthly Dues – Greg Gardner

I. New board nomination and elections have been completed for 2024-2025. Jennifer sent out an email to all homeowners for the nomination process, which ended October 31, 2023. Four current board members chose to add their names in the off chance that none of the other 160 homeowners did not nominate themselves for the board so Knolls Estates would not be dissolved and turned over to the City of Sutherlin. A few unhappy homeowners, who hate living in Knolls Estates, these individuals did not nominate themselves. Voting was completed in November. Jennifer sent our instructions on voting procedures. Only 28 homeowners out of 160 voted. Results: Greg=28, Michael=28, Dian=25, Tom=27 and Terry=27.

Jana expressed she did not understand the nomination or voting process. She believes it was not made clear and the ballots did not explain how it worked. She also did not know the people listed on the ballots, so suggests in the future some sort of short bio is included.

II. The Annual Knolls Estates Board Meeting is January 17, Wednesday at 6pm. Location will be at the Sutherlin Community Center off of Central Ave.

Joe Keady asked if there is a way to send out the agenda ahead of time? That way if there is going to be an important agenda item to discuss, people will know they will need to come if it is important to them. Both Tom and Terry agreed that is a valid point. Joe also questioned the service of announcements: Mail vs Email. Jana also asked if announcements could be sent via email and mail and offered her services for delivery. She said the bylaws say announcements should be written and mailed. Greg said her statement is incorrect, bylaws do not say delivery method, which could include other means of delivery to homeowners which includes emails. It is not cost effective to do both.

G.) Secretary/Treasurer’s Report – Tom Schuab

I. Financial Report	2023 YTD	2023 Budget
Total Income	\$132,195.89	\$133,815.00
Total Net Income	\$11,525.26	\$12,119.50
Total Expense	\$120,670.63	\$121,695.50
Total Reserve Expense	\$48,435.00	\$48,435.00
Total Assets	\$326,364.64	
CD	\$242,648.34 (matures Jan 2025)	
MMA	\$31,486.26	
Checking	\$62,260.04	

F.) Centerpointe Property Management – Jennifer Young

I. Monthly Drive Throughs: Jennifer will be scheduling a time in January to perform a drive through with a Board Member(s) to establish criteria.

II. YTD KE Unpaid charges total: \$45,475.83.

II. DW&S LLC delinquent lots total: \$46,184.77

III. There was 1 water shut off notice sent.

IV. Homeowner late fees, HOA dues, and non-compliance charges total \$291.06

G.) Safety Committee: Disaster Preparedness –Peggy Schaub

I. Peggy did not read the Safety Committee as the meeting had already taken a long time.

H.) Welcome Committee – Tom Schaub

I. The Welcome Committee is all caught up on new owners.

I.) Design Committee -- Chuck Caylor & Greg Good

I. November 10, 2023 to December 10, 2023, 1 project was approved for a shed.

J.) Common Area's – Greg Gardner

I. Will continue to address the common areas as needed. The Board has a fiduciary responsibility to maintain the common areas.

K.) Social Committee

I. The next social event will be the 2023 all community Christmas decoration contest in December.

5.) Owner Comments

A.) Lonnie Harris does not believe the reserve account has been handled properly. She believes CPM has not advised the Board. The reserves should be computed for the long term; 30 years out. That is the only way to know where you are at. The reserve study should be looked at in the Budget Committee. Dan Hirtle added, 40% of the CC&R's discusses how finances should be handled, the reserve account has been under funded.

B.) Joe Kady asked if there is a way to send out the agenda ahead of time? That way if there is going to be an important agenda item to discuss, people will know they will need to come if it is important to them. Both Tom and Terry agreed that is a valid point. Joe also questioned the service of announcements: Mail vs Email. Jana also asked if announcements could be sent via email and mail and offered her services for delivery. She said the bylaws say announcements should be written and mailed.

C.) Jana asked the Board to read from the CC&R's section 7.02. Tom read section 7. There was discussion regarding when it is required to have a vote of the members regarding assessments.

D.) Chuck Caylor said he has been coming to a lot of meetings and he hasn't seen many of the people present at this one. Much has been taken care of over the years with the \$35 dues. The clearing of the common areas has protected many homes from fire danger. He has offered his garage for free. And many other things for free because he loves this community. Previous Boards didn't take care of a lot of these things. This Board is just trying to bring attention to some upcoming concerns.

E.) Roland Berry asked what kind of houses are being built, stick built, prefab? Greg said 19 homes will be built with their driveways entering from Scardi. Between Chuck and John Lahley they responded: 121 letters were sent to the City. 119 of the letters spoke to concerns of safety and water damage. Two letters mentioned no more houses. 123 of the 400 pages of the development plan spoke to safety issues and a need for a light at Parkhill and Dakota St. Only 50 pages were regarding the Knolls area. Three presenters from Medford basically said how excited they are to build here, and don't live here. Hwy 138 is the only road in the city limits that has a 55 mph speed limit. From Jade to Church the speed limits are 20 – 30 mph. Pat Lynch said the controlling agency is ODOT, not the city. John said the city can put pressure on ODOT. John thanked the board for the work they do.

F.) Tom encouraged everyone to join a committee.

6.) Meeting was adjourned at 8:00pm