

**Knolls Estates Monthly Board Meeting**  
**Executive Session**  
**April 29, 2020**  
**Approved Minutes of Meeting**

The meeting was called to order by Tonie Hamrick @ 4:00pm.

- 1.) In attendance: Tonie Hamrick, Greg Gardner, Peggy Schaub, and Jennifer Young from Centerpointe Property Management.  
Owners in attendance: N/A
  
- 2.) **Approval of Minutes from February 19, 2020 Meeting:** Greg Gardner make a motion to approve the meeting minutes from the February 19, 2020 meeting with no corrections. Peggy Schaub seconded the motion. A vote was taken. Motion was carried to approve the February 19, 2020 meeting minutes as presented with no corrections by unanimous vote.
  
- 3.) **President's Reports – Tonie Hamrick**
  - A.) **Old Business**
    - I.) The replacement tress from Young's have been paid for and planted. Had to pay the difference in the cost from original purchase date to current pricing.
    - II.) The shed installation is currently on hold. However, everything is ready. When the Board is ready to resume the project, they will need to turn in an application to the City with the \$50 application fee. Pacific Power will need to be called again to schedule bringing the power. A contractor has not been picked out yet. Likely only need contractor to lay concrete pad. Chuck Caylor has volunteered to help with the rest of the installation. Greg asked if there is a time frame as to when the application needs to be turned in. Tonie suggests just to put on hold for now.
    - III.) The new houses on Divot are either not done with construction or do not have the landscaping done or both. CPM is sending letters to owner and/or builder advising of the non-compliance. Jennifer to research exact deadlines and build start dates.
  - B.) **Treasurer's Report – Peggy Schaub**

Total Operating Expense 3/31/20	\$ 6,961.86
Total Operating Income 3/31/20	\$ 10,515.48
Net Income 3/31/20	\$ 2,678.62
Total Assets as of 3/31/20	\$397,680.54
  
- 4.) **President's Reports – Tonie Hamrick**
  - A.) **New Business**
    - I.) The streets need to be resealed. It was not in the budget for this year, but the Association has enough money to get it done. Greg will talk with Kathy on how to handle this with the budget. Tonie was able to get two bids: 1 from Buddy George & Sons and the other from Umpqua Valley Asphalt. Umpqua Valley Asphalt performed the work last year, not only was the Association not happy with the work done, it should have lasted more than a year. Greg Gardner made a motion to approve Buddy George & Sons proposal of \$25,677.75 for

crack sealing plus \$7,600.00 for patchwork of the roads throughout the Knolls Estates Association. Peggy Schaub seconded the motion. A vote was taken. Motion was carried to approve Buddy George & Sons proposal of \$25,677.75 for crack sealing plus \$7,600.00 for patchwork of the roads throughout the Knolls Estates Association by unanimous vote.

- II.) Greg inquired as to the trees behind lot's 4 & 5. Did the trees get cut down that were leaning on to the properties? Tonie explained there is a 10' easement behind those properties and the trees were the responsibility of the Association. Limbwalker was hired to do the work and it cost \$875.00.
- III.) Greg wants to make sure Chuck Caylor is getting acknowledged for the hard work he is doing for the Association. Greg says the common areas have never looked better. Chuck also volunteers a lot of time on the different projects in the Association including the upcoming installation of the storage shed. Greg wants to make sure also, that Chuck has authority to purchase whatever he needs to get the job done. Tonie explained how Chuck bills and CPM issues a check for his time and materials.
- IV.) Peggy inquired as to the clearing of the brush behind Tonie and Greg's houses. Tonie and Greg have been working at the brush and overgrowth. They have been able to get it down 40', but from there to the creek is too difficult. They discussed calling the guy who worked on the brush before, but they do not think he has the right equipment to get down there. Tonie mentioned Dick Banducci, who owns some undeveloped lots in phase 3, has offered when he starts building to use his equipment to clear the brush. Once the brush is cleared it can be maintained with spraying yearly.

**B. Tonie Hamrick Resigns as President**

Tonie announced he is moving out of Knolls Estates. His last day will be May 19<sup>th</sup>. It is very urgent to bring on new board members. (Richard Jorge is ill and cannot perform his duties as a board member and Al Olsen has passed away). That will leave Greg Gardner and Peggy Schaub as the only board members. The board needs at least 3 to have a quorum. Toni asked that CPM add an announcement for the urgent need of a board member on Hot Topics or on the website. Tonie is going to add it to Nextdoor.com. Tonie, Greg and Peggy will approach other members to see if they are interested. Tonie Hamrick made a motion to nominate Greg Gardner as President and Peggy Schaub as Treasurer. A vote was taken. Motion was carried to approve Greg Gardner as President and Peggy Schaub as Treasurer by unanimous vote.

5.) **Member Comments:**

Peggy gave an update on the meetings she is going to for Disaster Awareness. These meetings are held by Dennis Riggs, Emergency Manager for the City of Sutherlin. Once per month a mockup of a different type of disaster.

6.) Meeting was adjourned at 4:45pm