

**Knolls Estates Monthly Board Meeting**  
**July 19<sup>st</sup>, 2023**  
**Approved Minutes of Meeting**

The meeting was called to order by Greg Gardner @ 6:04pm

1.) **Roll Call**

In attendance: Greg Gardner, Michael George, Tom Schaub, Terry Wells and Kathy Larecy from Centerpointe Property Management.

Owners in attendance: Dian & Larry Cox @2066 Culver Lp., John & Anna Lahley @2070 Culver Lp., Jim & Mary Dennis @1780 Scardi Blvd, Jessie Larner @1793 Culver Lp., Gary & Lorrie Lee @1829 Culver Lp., Ray & Tammy Axton @2266 Eagle Lp, Sharon Kelley & Steve Peery @1748 Scardi Blvd, Tom & Peggy Schaub @2074 Culver Lp, Mike & Kathy Parker @2293 Eagle Lp, Chuck & Peggy Brummel @547 St. Andrews Ct, David & Jackie Potestio @1830 Culver Lp, Bruce & Lonee Harris @2080 Culver Lp, Bret Gnagy @2287 Chi Chi Ln, David & Phyllis Patterson @2253 Eagle Lp. Dave & Jenkins @2061 Sawgrass Ct., Candy Taylor @2077 Culver Lp.

2.) **Rules of Order**

The Rules of Order were read by Tom Schaub.

3.) **Approval of Minutes**

The June 21, 2023 Board Meeting minutes were approved via email and posted on the website.

The minutes of the July 7<sup>th</sup> special Board meeting were read by Terry Wells. Tom motioned and Terry Wells seconded. The vote was passed by unanimous vote to approve the July 7<sup>th</sup> special Board meeting minutes.

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

**A. Terry Wells**

1.) Fair Housing Complaint (HUD) of Owner(s) of 714 Slazenger Ct, Lot 147). We currently have received no updated information from the attorney or the HOA's Farmers' insurance company, that now are involved, from our July 7, 2023 special session. At this executive session, the Board consulted with legal counsel to consider the counterproposal and modification for conciliation received from HUD. The Board all reached agreement on a second counterproposal for conciliation, which included partial agreement from the complainant's counterproposal and their modification counterproposal. The Board with the guidance from the attorney has made multiple compromises, with no agreement from the complainant.

2.) We, as the Board of Directors, have a fiduciary responsibility to all 160 lot owners of Knolls Estates. The monthly Board minutes are posted on the website, which shows transparency to the homeowners. There is, and has never been, any nefarious actions or intentions. We, the Board, have the ability to seek counsel from an attorney when a government agency or a judiciary situation becomes involved in any given issue. Also, the Board may at any time seek counsel from an attorney, with the agreement from the property managers, for any given situation that may be beyond the scope of the Board's knowledge. Due to the HOA president being personally singled out, attorneys were consulted.

**B. Tom Schaub:**

1.) Tom reported that the sign at the curve on Dovetail was hit and needs to be re-installed by the City. We have notified the City multiple times with no response. Terry Wells asked if we can just install the sign ourselves. No, we cannot.

**C. Michael George:**

1.) Reported that Eagle Loop cleaning, crack sealing and seal coat complete. Crack sealing on other streets later. Reflectors are planned for Eagle Lp. Greg Gardner asked if we needed to put reflectors on Chi Chi? Some in attendance said yes. There are only two security lights.

**D. Greg Gardner:**

1.) The Board of Directors have been working the last 2 years on updating the current CC&R's and Bylaws from the existing covenants and restrictions from 1994, when the association was formed. The entire document has been reviewed multiple times, including from Centerpointe Property Management and the attorneys at Law. The attorney is still reviewing and final document is forthcoming in days, hopefully by the end

of July. Then we can get the voting draft posted on the website and the ballots in the mail to all the homeowners. Final draft received from the attorney, reviewed and sent back to the attorney for final document on July 14<sup>th</sup>. It was clarified that 75% or 120 yes votes are needed to approve the document.

2.) Property from water tower road Northeast to common 10, a developer has had it surveyed. 91 homes are planned for the area. They have been clearing this property of brush and scotch broom. Multiple piles are almost the size of homes. We have no control over the dust being created by the development of this property. Calling the fire Dept. on the dust being created is not a good idea. Homeowners could be fined for calling saying it is an emergency. Homeowners should direct all inquiries to the City of Sutherlin's Mayor and/or City Manager.

#### **E. Treasurer's Report – Tom Schaub**

1.) HOA Attorney: HUD Fair Housing discrimination complaint through 6/20/23: \$8,320.05. Still expecting a bill from June 20-July 20 from the attorney. Knolls Estates monthly homeowners dues at \$35.00 equals \$5,320.00. This gives homeowners an example to compare. This does not include the MOB homes.

<b>2.) Financial Reports 2023</b>	<b>2023 YTD</b>	<b>2023 Budget</b>
1. Total Income	\$56,813.33	\$133,815.00
2. Total Net Income	\$14,238.12	\$12,119.50
3. Total Expense	\$42,575.21	\$121,695.50
4. Total Assets	376,895.78	

#### **F. Centerpointe Property Management – Kathy Larecy**

- 1.) Several lawn issues Centerpointe has been in contact with homeowners about.
- 2.) Exterior Maintenance Obligations (Curb Appeal): Each owner must maintain the Owners Lot and dwelling in a clean and attractive condition, in good repair, and adequately finished. Maintenance includes; but not limited to: painting, repair, replacement and care for roofs, gutters, downspouts, exterior building surfaces, glass surfaces, walks, driveways, and other exterior elements, such as landscaping. All Lots must be kept free of brush, vines, weeds, and any grass must be cut or mowed at sufficient intervals to prevent creation of a nuisance or fire hazard. No owner will allow any rubbish or debris to accumulate upon its Lot. All garbage, recycle and other waste must be kept in appropriate sanitary containers for proper disposal; sanitary containers must be stored behind the front line of the house (side of house) or be concealed.
- 3.) YTD KE Unpaid Charges Total: \$46,780.61
- 4.) DW&S LLC (MOB) all Lots delinquent \$41,783.00
- 5.) water shut off notices: 0
- 6.) Homeowner late fees, HOA dues, non-compliance. \$4,997.61 Total. Homeowners need to be current on payments. \$4,887.15 is from one homeowner.

#### **G. Safety Committee – Peggy Schaub**

- 1.) Peggy Schaub reminded those in attendance of some summer checklist items for energy efficiency:
  1. Turn off unused appliances
  2. Create a cross breeze in your house
  3. Install ceiling fans
  4. Shade your windows

#### **H. Welcome Committee – Tom Schaub & Mary Nordeen**

- 1.) 2023 NEW HOME Owners: May 10 to July 10<sup>th</sup>:
  1. Lot #86 Guinevere Ouellette & Scott Patterson; 1978 Kapela Ct.
  2. Lot #15 Charlotte Keifer; 2242 Eagle Lp
  3. Lot # 148 Norberto & ReAnna Kanteyineza; 708 Slazenger Ct

2.) Tom Schaub said they had visited 3 of the 5 on his list. They would be getting to the additional 2 soon.

3.) 2023 Empty Lots and Construction:

1. Lot #21 Joann Sandstede: 2210 Eagle Lp;	Empty Lot.
2. Lot #85 John & Suzzane Heselius: 1957 Kapela Ct;	Empty Lot.
3. Lot #90 Stan Smith: 1955 Kapela Ct;	Empty Lot.
4. Lot #151 Tom & Susan Lebengood: 1660 Scardi Blvd;	New Construction
5. Lot #167 Joshua & Heather Waechter: 1772 Scardi Blvd;	Empty Lot.
6. Lot #130 Rick Griffith: 615 Arnie Ct;	Empty Lot. For Sale
7. Lot #132 Jeffrey & Sharon Johnson: 602 Arnie CT	Empty Lot. New Construction
8. Lot #149 Tina Jefferson: 1667 Scardi Blvd	Empty Lot, construction to start soon
9. Lot #174 DW&S LLC	Empty Lot, For Sale
10. Lot #175 Susan Wyhoon: 1708 Scardi Blvd	Empty Lot.

**I. Design Committee – Greg Gardner**

1.) Projects submitted for approval June 10-July 10: 1 home. No approvals yet

**J. Common Area’s Committee – Greg Gardner**

1.) Will continue to address the common area as needed. Most Burn piles have been addressed and mentioned in previous board meetings and all locations approved by Sutherlin fire Department. Board has never said at any time no more burning in any commons. The Board has a fiduciary responsibility to maintain the common areas. Homeowners, prior to buying in the HOA, know there are rules and regulations.

**K. Social Committee – Irene Bratton, Tammy Axton & Sandi Riley**

- 1.) Tammy said the Social committee is planning the community BBQ in September, instead of August due to the heat. The Christmas decoration contest is in December.
- 2.) The July 4<sup>th</sup> golf cart parade was a great success. First place: Mathew Cutler, Lot 92. Second place: Irene & Carly Bratton, Lot 17. Third place: Dwight & Margie Branco, Lot 118.

**5.) Owner Comments:**

1.) John Lahley said there was a couple of Divots in the road on Divot Lp. Caused by construction vehicles. Greg will look at it.

2.) Chuck Caylor said that there was 20 yards of gabion rock wheelbarrowed into the park area and hand placed by the guys. It was to replace the bark mulch area that gets ruined by the turkeys every year. This is a more permanent solution than putting down fresh mulch every year.

3.) Gary Lee asked if there was a time frame on common area 9. Greg said that the guys have started on Divot Lp and they will continue around the bank. Hopefully in the next week or so. They can only work in the AM due to the heat.

4.) Dian Cox asked about the date for the BBQ. Greg says TBA. Terry proposed the 9<sup>th</sup> or 16<sup>th</sup> of September.

**6.) Meeting was adjourned at 6:42pm.**