

**KNOLLS ESTATES MONTHLY BOARD MEETING**  
**2024 ANNUAL MEETING – January 15, 2025**  
**Unapproved Minutes of Meeting**

The meeting was called to order by Greg Gardner at 5:59pm

**I. Roll Call**

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

Owners in attendance: Carole Wells @ 1827 Culver Loop, Gary & Lorrie Lee @ 1829 Culver Loop, Pat Lynch @ 2288 Chi Chi, Sierra Moon & Joe Groussman @ 2044 Sawgrass Ct., George Smith @ 2222 Eagle Loop, Mary Nordeen @ 2274 Eagle Loop, Peggy Schaub @ 2074 Culver Loop, Jim & Mary Dennis @ 1780 Scardi Blvd, Larry Cox @ 2066 Culver Loop, Jessie Larner @ 1972 Culver Loop, Betty Rushing @ 1821 Culver Loop, and Chuck Caylor @ 2092 Culver Loop

**II. The Rules of Order**

The Rules of Order were read by Tom Schaub.

Homeowner comments are allowed at the end of the agenda with a 3 minute time allowance.

**III. Approval of Minutes from December 18, 2024**

The minutes of the December 18, 2024 minutes were approved via email and posted to the website.

**IV. Reports from Officers and Committee Chairs**

**A. Greg Gardner**

**1. 2025 Projects**

Message: 2024 had some challenges and took some major patience and extra time to navigate. Some projects planned for 2024 could not be started due to these challenges and are now planned for 2025.

2025 Projects:

--Greg receives *daily* emails about the speed in the community. The rumble strips and painting speed limits on the road have not worked. Speed bumps and/or humps and a digital speed sign are being considered.

--There are more children in the HOA now. A fenced play area with playground equipment is being considered (depending on insurance codes).

--There have been requests for a dog run, for Knolls Estates owners only.

--With these additions a placard at the end of the streets notifying this is a private area will be needed.

**2. Backflow Testing**

a. In June 2024 the main backflow to phase 2 & 3 failed. On June 27<sup>th</sup> 2024 Chuck Caylor was able to flush all the fire hydrants from the fire equipment the fire department loaned us. There was much debris, mud, and shell rocks discharged from the system. The fire department loaned the equipment because Chuck is a retired firefighter. On July 5, 2024 Popeye's Backflow had to use a 18" wrench to get the valves to close completely. Backflow barely passed. Popeye explained the flushing helped and said they will need to be flushed again next year before

the backflow test is done. The City will not grant a waiver, even though the test is redundant. To replace the backflow it could be \$50,000.

- b. Flushing of the system will have to be completed again in 2025 prior to the backflow on the main system being tested. Flushing of the fire hydrants also makes sure there is plenty of water in case of a disaster. This does need to be a regular thing to do.
- c. For the individual lots, the city will send out a notice in 2025. To comply with ORS 333-0661-0071 and City Ordinance 13.04.100 a backflow assembly must be tested by an Oregon Health Authority Certified test and completed to the city by the end of July 2025. Failure could result in a disconnection of the water service.
- d. For the community, the following is a list of certified testers.
  - Popeye's Pump & Backflow: 541-672-6715
  - Umpqua Valley Fire Services: 541-229-0911
  - One Call Backflow and Irrigation: 458-234-7374
  - Backflow Specialist: 541-505-4190
  - North Umpqua Plumbing: 541-733-7003
  - H2O Backflow Testing: 541-672-2429
  - C&S Fire Safe Services: 541-643-1184\*\*Note, there are more available, the ones listed above have been commonly used in Knolls Estates.

## **B. Tom Schaub**

### **1. City of Sutherlin Planning Commission**

Tom has been appointed to the City of Sutherlin Planning Commission for another term by default. Terry Brock was voted in as well. He is the owner of The Body Shop and organizes the Sutherlin BBQ.

### **2. Treasurer's Report**

|                       | <b>2024 YTD</b> | <b>2024 Budget</b> |
|-----------------------|-----------------|--------------------|
| Total Income          | \$188,999.05    | \$168,714.00       |
| Total Net Income      | \$59,957.15     | (\$2,046.00)       |
| Total Expense         | \$129,041.90    | \$170,760.00       |
| Total Reserve Expense | \$36,216.00     | \$40,000.00        |
| Total Assets          | \$394,949.24    |                    |

### **3. CD**

The CD rolled over on 11/17/2024 with a maturity date of 5/17/2025 at 4.024%. That is the best rate available with Umpqua Bank.

### **4. Budget Committee**

The Budget Committee will be provided with the budget worksheet and will meet before the February 2025 meeting. The Budget will be voted on at the February meeting. Tammy Axton completed the reserve study in 2024. Once finalize this will be posted on the website.

Jessie Larner asked who is on the Budget Committee. The Budget Committee consists of Tom Schaub, Lonnie Harris, & Tammy Axton. Jennifer with CPM will also attend the Budget Committee meeting.

### **5. Douglas Fast Net**

Installation of fiber optics is complete in the community. DFN, Century Link, and Spectrum are now possibilities.

## **C. Terry Wells**

### **1. Board of Directors for 2025**

The Board will be installed for 2025 as it is now. Introduction of the Board:

Greg Gardner = President

Tom Schaub = Treasurer Secretary

Terry Wells = Board Member  
Michael George = Board Member  
Dian Cox = Board Member

**2. Common Areas (message from the President)**

It is important to address all the common areas to mitigate any possibility of fire. The community has been proactive working on the common areas to clear the underbrush to prevent a disaster such as what is happening in Los Angeles. The common areas will continue to be addressed as needed and/or by Board approval. 2024 got a late start due to external factors. And a short window with fire danger. Spotted spraying of blackberries is needed, but there isn't much left. There are challenges with the steep banks and ravines. These areas take extra time, funds, and energy to complete. The HOA will continue to utilize BBSI for maintenance of the common areas. There are no plans for burning in 2025. The gazebo area continues to be a challenge to keep the lawn looking nice. Heat resistance plants were added to the entrance sign area making maintenance easier. There is a new solar light added to the entrance sign, since the old one quit working. Many sprinkler heads had to be replaced since they quit working at the gazebo area, entrance sign, and maple trees. Tom Schaub reminded he does have the flag for the entrance sign at his house waiting for the weather to get better.

**3. Street Sweeping**

The next street sweeping will be in February 2025. Greg will send out a notification.

**4. Board Meetings**

For the last 30 years the Board meetings have been held monthly every 3<sup>rd</sup> Wednesday at 6pm. The notification is posted on the Knolls Estates website and there is signage at the entrance sign. Additionally, in the last four years email notifications have been sent.

**5. Empty Lots and Construction**

1. Lot #21 Joann Sandstede, 2210 Eagle Loop, Empty Lot
2. Lot #85, John & Suzanne Hesulius, 1957 Kapela Ct., Empty Lot
3. Lot #130, Rick Griffith, 1798 Culver Loop, Empty Lot
4. Lot #151, Tom & Susan Lebengood, 1660 Scardi Blvd, New Cons
5. Lot #167, Joshua & Heather Waechter, 1772 Scardi, Empty Lot
6. Lot #174, DW&S,LLC, 1716 Scardi, Empty Lot
7. Lot #175, Susan Wyhoon, 1708 Scardi, Empty Lot
8. Lot #'s 27, 107, 110, 111, DW&S,LLC, Vacant homes

**6. DW&S Homes**

Lots sold in 2024: 105 & 106, 724 & 702 Divot Loop

Update for lot #27(2292 Chi Chi), Greg has been told that will be the first house to be worked on, but he has been told that before. Greg has asked that it be a priority. Pat Lynch commented that he saw Mary Gilbert has posted an unfinished DW&S house in Forest Heights. Greg said DW&S is in negotiations with a contractor to buy those and the Chi Chi house with fees & fines being kept at a minimum, it behooves them to make them a priority.

**7. Additional comments from Terry**

- a. Terry expressed how much he has enjoyed working with this Board. He would like to see more participation from people. He would like to see the beautiful community *park* utilized more for events in hopes for people to get to know each other.
- b. This Spring a newsletter will be formulated to keep the community informed of current events. If there is anything people in the community are particularly interested in, please let the Board know.

**D. Michael George – Not present, Reported by Greg Gardner & Terry Wells**

**1. Updates on Road Maintenance**

--300 ft of repairs were completed on the east side of Culver and Scardi. This area will need to be sealed this year.

2025 Road Maintenance:

--Specific spot patches for worst areas needed on Culver St.

--Full crack sealing of all Knolls Estates Streets to preserve the condition of the streets.

--Seal coat only areas that have been patched in 2024.

--Estimates will be provided so the budget worksheet can be previewed.

--During the repair of the roads, it was found that there is only 1-1/2" of asphalt.

Code is 4". That is the reason why the roads are failing. The seal coat and crack sealing has helped maintain the roads this long.

**D. Disaster Preparedness – Peggy Schaub**

-- Umpqua Prepared has a great booklet. Peggy has some left. If citizens would like some, reach out to Umpqua Prepared. Remember to have your 'grab and go bags ready' in your car. Sign up for emergency alerts. Aim to add a 3 day supply of water, per person and per for each month. As a recap, Knolls did a disaster prep training at the Sutherlin Community Center on September 18, 2024. A reminder is what is happening in Los Angeles. Remember to check and change smoke detector batteries and change your HVAC filters. Start up your generators (not in a closed garage). Have gas cans full.

**E. Welcome & Social Committee – Dian Cox**

**1. Welcome Committee**

Gift baskets have been delivered to 10 new homeowners in 2024. The gift baskets included gift certificates to Cascade Meat Market in Sutherlin.

**2. Social Committee**

--Supplied the refreshments for the annual meeting today.

--20 plus homes participated in all City Sutherlin garage sale held on June 7, 8, & 9.

--On September 14<sup>th</sup> the third annual homeowner BBQ was a great success. The event month was changed from September to August because of the heat.

--The 4<sup>th</sup> of July Golf cart parade was a good turnout. It was hot but having it at noon helped. Winners:

1<sup>st</sup> Place: Chuck Caylor

2<sup>nd</sup> Place: Peggy Schaub

3<sup>rd</sup> Place: Marcie Tilley

--There was a Christmas Decoration contest in December 2024, with 6 judges that were volunteers. Winners:

Phase 1 Winner: Scott & Brooke Campbell

Phase 2 Winner: George & Joyce Chambers

Phase 3 Winner: Austin & Alisha Slate

The winners of this contest received a \$50 gift certificate from Crystal Creek Meats.

**3. Pets & Wildlife – Reported by Dian Cox & Greg Gardner**

--Complaints have been received from homeowners walking their dogs and allowing them to poop and urinate in yards, driveways, and decorative rocks on personal property. Reminder; there is a lot of space on common areas and there are dog waste bags available for homeowners use. Dogs must be on leash at all times.

--There have been many complaints about the turkey issue for multiple years. In 2023 Chuck Caylor worked with ODFW to trap and locate turkeys. That trapping left

behind about 20 turkeys. Yesterday a homeowner in phase 1 called ODFW, and they responded right away. Greg approved ODFW to proceed with the trapping in common area #1. The reporting homeowner had approximately 40 turkeys at their fence line. Chuck Caylor will feed them for about a week to attract them to that specific area. Then ODFW will come and net them. There is also an issue in common area #9. Chuck advised, when ODFW shoots the nets, it is with a cannon, and it is very loud. He will do his best to notify homeowners, depending on notification he receives from ODFW.

**F. Centerpointe Property Management Report**

1. The drive through was performed on 1/15/2025. 13 yard concerns were reported to the Board.

**2. Utilities**

Water and garbage rates were increased in August 2024. Anticipate another increase in 2025 of 2% to 6%.

**3. Delinquent Charges**

YTD unpaid charges = \$42,918.59

DW&S LLC, 5 lots = \$42,676.51

5 Homeowners with unpaid HOA dues and late fees = \$242.08

In 2024 32 homeowners had late fees

In December 2024 two water shut off notices were sent

In 2024, 7 homeowners were sent water shut off notices. As of today's meeting, no water has been shut off.

**4. Auto and Online Payments – Reminder**

In the March 20, 2024 and again at the April 17, 2024 Board meeting, Jennifer explained how the process works for Appfolio online payments. Centerpointe has no access to the owner portal except to view some information. This makes it difficult for Centerpointe to assist owners who are having trouble with their portal. The homeowner has complete control of setting up payments and auto payments. If a homeowner elects to use the online payment system, there are fees associated with the process. In July 2023 Appfolio started charging homeowners \$2.49 for an ACH transaction. A credit card transaction has always had a charge of \$9.99. Before confirming your payment, you will be prompted to accept the charge. Centerpointe does not receive this fee. It goes directly to Appfolio.

**G. Owner Comments**

--Pat Lynch asks if the minutes and agenda could be posted early. Greg explained they are already posted early because the Board approves the minutes via email instead of waiting until the next Board meeting. Greg also sends out emails with the summary of the agenda items. Pat feels if this information was provided earlier, there would be more participation from the community.

--Jessie Lerner suggests in the future the annual meetings be held on Saturdays. This would give a better opportunity for more attendance.

--George Smith asks if there is a specific form for a reroof. Greg said there is not but do let the Board know in anticipation of noise complaints. However, if the roof material is changing, then a Design Committee Application will need to be submitted.

--Chuck Caylor advised the Fire Department is not flushing the hydrants in the community.

--Greg Gardner informed that the street sweeper was supposed to come after the flushing, but that didn't happen.

--Mary Nordeen asked if there is going to be enough water after the new development is done. Greg said the City says there will be, but after the Avery

development they did run out of water. Joe Groussman said there is future plans for a 2<sup>nd</sup> water tank. Tom Schaub confirmed that is in the 5 year plan.

--Greg let the attendees know to look at their agendas, the financials are attached. The common area maintenance will go up and there will be separate line for supplies and equipment.

--Carole Wells asked if the speed humps, dog run, and playground expenses will have community input. Greg said the Board will receive the community's input.

**Meeting adjourned at 7:30 PM**