

**Knolls Estates Owners Association**  
**2025 Monthly Assessments & Payment Schedule**  
**(Approved 11-19-2025)**

Our rules and regulations are in place and exist in order to protect our safety, the property values, and allow all owners to peacefully enjoy their homes. As owner occupants, our hope is that each homeowner will be considerate of the needs and desires of their neighbors; as well as consult with neighbors about anything that might impact the other owners. Pleasant Communications with your neighbors are the most effective means of preventing conflicts and ensuring that the Association's Rules and Regulations are adhered to by each lot owner. These Monthly Assessments & Payment Schedules are primarily based upon our existing Covenants, Conditions and Restrictions (CC&Rs, Bylaws, Rules, Fines & Late fees). In most cases these rules clarify, strengthen and clarify more specifically the payment process. As such, these Monthly Assessments & Payment Schedules shall remain in effect until superseded by the approval of new Monthly Assessments & Payment Schedules by the Board at a future date. These also can reflect current updated laws, and from the current (CC&Rs, Bylaws, Rules, Fines & Late fees). We suggest that you review your copy of the Knolls Estates PUD (CC&Rs, Bylaws, Rules, Schedule of Fines & Late fees, & Monthly Assessments & Payment Schedules) the current document for a global explanation of all the rules and restrictions, which you were to receive and acknowledge as part of your escrow closing package when you purchased your property. They can also be viewed on the Knolls Estates website: [www.knollsestates.com](http://www.knollsestates.com). Current 2025 and beyond of State & Federal laws can at times supersede the current documents.

We strongly recommend that you contact the Design Committee and/or the Board of Directors before you build any structure, or invest in materials for your landscaping or home improvement project. The board of Directors Email ([ske97479@gmail.com](mailto:ske97479@gmail.com)) Or Centerpointe property managers at ([Office@cpm4rent.com](mailto:Office@cpm4rent.com)) The Design Committee and/or Board of Directors are your most valuable Association resource, and their "preapproval" of your project(s) means that your plans are in accordance with all the CC&Rs, Bylaws and Rules. In addition, you may be required to have City/County permit(s) prior. The Oregon Revised Statutes (ORS) mandate that the Knolls Estates Board of Directors is "obligated to enforce and ensure" that each homeowner within the Knolls Estates Owners Association complies with the current ORS, the existing Covenants, Conditions and Restrictions (CC&Rs & Bylaws), and the current Rules and Regulations. Although our Fine Schedule lists the most common types of violations, be aware that the Board of Directors can impose fines for any violation within the (CC&Rs, Bylaws, Rules, Schedule of Fines, Monthly Assessments & Payment Schedules) CC&Rs, as well as develop Rules and Regulations addendums to cover new problems within the Knolls Estates Planned Unit Development (PUD) as they arise. As stated above, the preference and desires of the Board is to allow all association owners (as a whole) to peacefully enjoy their homes by maintaining compliance to these Rules and Regulations (CC&Rs, Bylaws, Rules, Schedule of Fines, late fees, Monthly Assessments & Payment Schedules); hopefully without imposing fines to anyone.

Therefore, except in cases where violations pose immediate nuisance, and/or health or safety hazards, you will receive an Advanced Violation Notice of the violation(s) and will be given adequate time to come back into compliance with the ORS, CC&Rs, Bylaws, and/or the Rules and Regulations, schedule of fines, late fees and monthly assessments & payment schedules before the fining process is imposed. The Board of Directors and/or property managers will gladly discuss and explain the applicable violation(s) with you. If you believe that a violation or fine is unfair or unwarranted, you should write the Knolls Estates PUD Board of Directors, Administrator, property management or Judicial Council a formal letter with your explanation for filing a "request for an appeal of the violation". (Electronic communication is allowed). The KEOA Judicial Council will investigate your claim(s), interview individuals- as is necessary, and will provide a decision that shall be followed by you, the Board of Directors and the Design Committee.

**Clarification of Monthly Assessments & Payment Schedules: Based from (CC&Rs, Bylaws, Rules, Schedule of Fines, & Late Fees.**

- 1. Billing Statements which include: Assessments (HOA Dues), Special Assessments, late fees & fines (phase 1, 2 & 3) in addition water Bills (phase 2 & 3) sent to homeowners monthly, is the obligation of the owner or resident against whom the assessment, special assessment of charge is levied or imposed or from whom the amount is due must be kept current. If an owner fails to pay such an assessment of charges when due. The owner shall be in default and shall be subject to additional charges up to but not limited to late fees, non-compliance fees, and interest.**
- 2. The board of directors and/or property management can use their powers to collect these assessments, fines & late fees if not kept current. The process of Liens will be started either if the past due amounts hit \$500 and/or 3 months behind on homeowners' property. All fees which Knolls Estates incurs will be passed on to the homeowner which may include but not limited to filing in the Deed of Records of Douglas County, expenses and attorney fees. The Administrator shall commence proceedings to foreclose and such lien at any time within three years following the date of such: filing and foreclosure shall occur in a manner provided for foreclosure under the laws of the State of Oregon. Notice of such filing shall be given in the manner provided by statute for Mechanics Liens under ORS Chapter 87 as it then exists. (Refer to CC&R's 7.05).**
- 3. The First of every month a billing statement will be sent to all homeowners, either electronically and/or paper. This billing statement may include HOA assessments (Dues), special assessments, late fees and non-compliance fines for all phases 1, 2 & 3. In Addition, Water usage, Water Line Maintenance & Base rate water fees (Phase 2 & 3 only).**
- 4. All billing statements sent out the first of the month are due by the 15<sup>th</sup> of each month, for all assessments (Dues), special assessments, fines and late fees. Additional late fees (a grace period) will be added if not received by the 30<sup>th</sup> of each month.**
- 5. Late fees will be added after the 30<sup>th</sup> of each month which include HOA assessments (Dues), special assessments, fines and past due late fees in all phases.**
- 6. Phase 2 & 3 additional late fees may be added if water payment is not received by the grace period by the 30<sup>th</sup> of the month. If water payments are not received by the 15<sup>th</sup> of each month, water shut off notices will be sent out for homeowners' water to be shut off on the 30<sup>th</sup> (if payment has not been received by the 30<sup>th</sup>) for the month that the water was due. Water bills for phase 2 & 3 are in addition to the above assessments. If water has been shut off and a padlock attached. A \$50.00 charge will be added to the homeowner's statement for having to lock and unlock water services. This is to clarify the actual procedure, since usually water is handled by the City of Sutherlin.**
- 7. All Late payments will be charged a \$10.00 late fee. Additional fines monthly could apply for non-compliance issues. Refer to the 2025 Schedule of Fines and Late fees. The Association will charge owners a twenty-five-dollar (\$25.00) fee for each insufficient check that is returned unpaid by the Owner's bank. Also, Electronic insufficient funds will be charged the \$25.00.**
- 8. If you live out-of-state or out-of-the-country, and require additional time to get a payment to us, please advise us one month in advance, so that the Board and/or property management can consider allowing you a variance for the timing of your payment. If you are experiencing financial problems**

and know that you are going to miss payments or be late, please also contact the Board and/or property management so that we can work out a payment schedule that limits the amount of late fees you will be charged.

9. A 9% finance charge on unpaid balances may be charged per year.

10. Suspension of Voting Rights: (2025 ByLaws Section 4) All voting rights of an Owner shall be suspended during any period in which such Owner is delinquent in the payment of any assessment duly established pursuant to the Declaration or is otherwise in default under the Declaration, the ByLaws or the Rules and Regulations of the Association.

Number #11 & #12 Are from the Current 1994 CC&R's. We have tried to clarify process in the above sections, to reflect current times.

11. Payment of Fines & Late Fees: (Current 1994 CC&R's 6.06) Each fine imposed pursuant to Section 6.02 hereof shall become payable by the person upon whom the fine was imposed ten (10) days after delivery by the Administrator of notice thereof to the person by whom it is payable. If the fine is unpaid at the end of this period, the Administrator shall be authorized to: file a lien against the property of the owner until said fine is paid. Each notice of fines shall refer to the rule, regulation, or provision which has been violated and set forth a statement of the conduct which the Administrator claims violated a rule, regulation, or provision describing the date and the event constituting the violation. All fines paid be deposited in the Maintenance Fund.

12. CC&R'S 1994 (7.05) The amount of the assessments or charge not paid together with interest, costs and attorney fees as elsewhere provided For herein shall become a lien upon the lot or lots owned by the owner from whom the assessment or charge is due, upon filing by the Administrator in the Deed Records of Douglas County, State of Oregon, of a notice of lien, which said notice shall set forth the amount due including costs, expenses and attorney fees incurred, the provisions under which the lien is claimed, and the fact that, unless the amount is paid, the property subjected to the lien shall be sold in satisfaction thereof. Any such lien shall not take effect until notice thereof has been so filed. Thus, such lien shall be subordinate to the lien of any mortgages upon any property which is accepted in good faith and for value and which was recorded prior to the filing of the notice of the lien. The Administrator shall commence proceedings to foreclose any such lien at any time within three years following the date of such: filing and foreclosure shall occur in a manner provided for foreclosure under the laws of the State of Oregon. Notice of such filing shall be given in the manner provided by statute for Mechanics Liens under ORS Chapter 87 as it then exists.