

**Knolls Estates Monthly Board Meeting  
December 15, 2021  
Approved Minutes of Meeting**

The meeting was called to order by Greg Gardner @ 6:03pm.

**1.) Roll Call**

In attendance: Greg Gardner, Tom Schaub, Richard Jorge, Michael George, Mary Nordeen, Kathy Larecy from Centerpointe Property Management.

Owners in attendance: Chuck Caylor @ 2096 Culver Loop, Virginia George @ 2294 Eagle Loop, Gary & Lonnie Lee @ 1829 Culver Loop, Sandy Riley @2092 Culver Loop, Peggy Drake @726 Slazenger Ct., Terry & Carole Wells @1827 Culver Loop, John & Annie Lahley @ 2070 Culver Loop, Chuck & Peggy Brummel @ 547 St. Andrews Ct., Peggy Schaub @ 2074 Culver Loop.

**2.) Rules of Order**

The Rules of Order were read.

**3.) Approval of Minutes from November 17, 2021 Meeting:**

Richard Jorge made a motion to approve the November 17, 2021 board meeting minutes as presented. Tom Schaub seconded the motion. A vote was taken. Motion was carried to approve the November 17, 2021 board meeting minutes as presented by unanimous vote.

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

**A.) President – Greg Gardner**

**I.) Greg listed the 2021 Knolls Estates Accomplishments:**

1. Crack sealing of all Knolls Estates streets
2. Complete sealing of Culver Lp, Divot Lp, St. Andrews, Sawgrass, Arnie, Kapela and Innsbrook. Sandpiper, Slazenger at the end of Scardi and Chi Chi to be slated next year as needed
3. Rumble strips have been installed on Culver and Divot Loop to help reduce speed
4. Added 15MPH striping on all Knolls Estates streets
5. Added outdoor furniture, umbrellas and bbq grill to HOA Park/Gazebo
6. Added concrete pad to HOA Storage shed
7. Added 100' French drain system at the HOA park to address water issue. Chuck and crew did this
8. Moved 2 trees from culver loop that Douglas Electric wanted to remove or cut down. Moved to the HOA park
9. Fire hydrants were painted colors per fire department. Chuck and crew also did this. There are green & orange hydrants depending on the flow
10. Added additional power equipment to maintain common areas
11. Added a homeowners burn pile location for brush, limbs, tree trimmings etc behind storage shed in common area #10. No grass, dirt or trash, etc. Added culvert in ditch and gravel for easy access to the burn area and to the storage shed
12. Added HOA email of [ske97479@gmail.com](mailto:ske97479@gmail.com) to keep HOA business separated from personal emails of board members.
13. Sorted over 450 keys and re-did mailbox ledger, current location map in place for phases 2 & 3.
14. Common areas continue to improve monthly, still more to accomplish, especially behind Divot Lp properties

15. Installed dog poop stations with bags for homeowners walking their dogs. There are 4 of them; 1 on each end of Culver, 1 on Eagle Loop and one by the park
  16. Allowed homeowners additional time when board is notified in advance: trailers, boats, utility & cargo trailers, etc. If homeowners need extra time than the 48 hour (2 days). Just send an email to [ske97479@gmail.com](mailto:ske97479@gmail.com) requesting additional time and the reason, the board will respond. For the most part, we will ok additional time knowing prior
- II.)
1. Board of Directors: Only one volunteer out of 160 lots, Terry Wells. 4 current board members added to ballot prior to deadline. Without homeowners willing to get involved with the HOA it would be dissolved and the Association funds would be turned over to the City and homeowners would lose all control over that money. Richard Jorge has been on the Board for over 10 years. The members would like to thank him for his generous service and it is very much appreciated.
  2. Kathy read the results from the ballots received. 24 ballots received with at least 22 votes for each nominee. 2022-2023 Board of Directors: Greg Gardner, Michael George, Mary Nordeen, Terry Wells & Tom Schaub.
  3. John Lahley asked if ballots could be sent with statements next time.

**B) Treasurer's Report – Tom Schaub**

I.) Financial Reports	YTD		BUDGET
Total Operating Expense 2021 YTD	\$96,115.12	VS	\$97,419.00
Total Reserve Expenses 2021 YTD	\$56,537.84	VS	\$45,500.00
Total Expenses 2021 YTD	\$154,307.96	VS	\$142,919.00
Total Operating Income 2021 YTD	\$128,205.72	VS	\$136,204.00
Total NOI-Net Operating Income 2021 YTD	\$32,090.60		
Total Net Income 2021 YTD	\$(26,102.24)	VS	\$(6,715.00)
Total Assets 2021 YTD	\$359,799.37		

Tom notated that the budget didn't include doing the roadwork on Divot Lp. The operating income is off due to the MOB balances. Overall, the financial shape of the Association is very good. John Lahley asked about fiscal year and upcoming expenses. Greg said that Kathy added the anticipated expenses through the end of year.

**C.) Centerpointe Property Management – Kathy Larecy, Centerpointe**

- I.) Knolls Estates unpaid charges total: \$23,016.28
- II.) Oregon JV, LLC lots are delinquent: \$20,745.00
- III.) 2 homeowner late fees, HOA dues and noncompliance, totalling \$2,271.28
- IV.) No water shut offs necessary this month

**D.) Board Members – Comments and Concerns**

- I.) Greg states that there is still scotch broom in common areas 8 & 9
- II.) Tom states that ODOT referred him to Steve, a traffic engineer from Oakland. In regards to the jake brakes on the freeway, they recommend homeowners fill out complaints. If more than 6 people complain, then those will be forwarded to a patrolman who will then decide if it is bad enough to pursue. A sign would cost approximately \$1500. Knolls Estates would contribute \$750 and the other HOA would contribute the

same. Homeowners are asked to notate what time of the day the noise is the worst and submit letters.

III.) In regards to the MOB lots, Mid Oregon Builders is defunct. 3 decks have had to be removed on the properties due to poor quality. Greg has spoken to Jeremy about the overdue accounts and Jeremy said he would make sure Knolls gets paid first. Greg asked them to take out the foundation of MOB lot on Scardi.

**E.) Safety Committee – Peggy Schaub**

I.) Peggy spoke about disaster preparedness.

1. Make sure you have a working flashlight
2. Make sure you have a working generator. John Lahley suggests to put a preservative in the tank and run 15-30 minutes once a month. Put a load on it. Chuck Caylor says he uses non-ethanol, which is better and will not build up water. Terry Wells states that he turns off the fuel valve and runs the generator until it's out of gas. Greg stated that he wasn't as prepared as he thought when he tried to start his generator and it didn't work. He now runs it 15 minutes, once a month.
3. Disaster can happen anytime and Peggy suggests having an emergency backpack that can be used for traveling with essentials such as TP, blanket, bottle water, bandaid, whistle and flares.
4. Peggy also reminds homeowners to check on their neighbors.

**F.) Social Committee – Greg Gardner**

I.) The Christmas lights looked great this year. An email with the winners was sent out. Terry & Carole Wells, Sandy Riley, and Scott & Brook Campbell were the judges.

**G.) Welcome Committee – Tom Schaub & Mary Nordeen**

No new homeowners between November 10<sup>th</sup> and December 15<sup>th</sup>. 10 new homeowners in 2021.

**5.) Owner Comments/Discussion**

- A.) Sandy Riley said it's dangerous to walk on Dovetail. When is it going to be re-stripped? Others notated that it is the City's responsibility.
- B.) Tom Schaub states that the speed radar sign is coming. They are putting it on Center St first, then it will come to Knolls Estates. Tom suggests it be placed on the downhill side of Dovetail at Chi Chi. Terry Wells agrees that this is a good spot. Michael George also agrees. Tom also said the chevron signs are coming for the tight turns near the bottom of Dovetail.
- C.) Michael George says putting reflectors on the road would be a good idea. Greg asked if we can petition the City for the reflectors. Tom will add it to the list. Peggy asked if the reflectors go on the middle of the street or the sides? Michael said they could go on either.
- D.) John Lahley states that there will be more accidents as construction continues. What can be done? In order to bring the 40MPH from the HOA to Church St on the highway, the City has to do studies. However, a new study is needed anyway due to the increase in traffic with the addition of Evergreen and condos where the golf club is. Maybe Tom can mention this to Steve, the engineer.
- E.) Gary Lee states that at the corner of Dovetail & Hwy 38, there should be a light with flashing sign. Tom has mentioned it. There has been 3 fatalities in the last 6 months.

6.) Meeting was adjourned at 6:56pm