

**KNOLLS ESTATES MONTHLY BOARD MEETING
2025 ANNUAL MEETING – January 21, 2026
Approved Minutes of Meeting**

The meeting was called to order by Greg Gardner at 6:00pm

I. Roll Call

In attendance: Greg Gardner, Tom Schaub, Terry Wells, Dian Cox, Michael George and Marisa Williams from Centerpointe Property Management.

Owners in attendance: Roland Berry @ 1954 Culver Loop, Larry Cox @ 2066 Culver Loop, Alicia Hart @ 2234 Eagle Loop, Gary & Lorrie Lee @ 1829 Culver Loop, Carole Wells @ 1827 Culver Loop, Peggy Schaub @ 2074 Culver Loop, David & Jacqueline Potestio @ 1830 Culver Loop, Jim & Mary Dennis @ 1780 Scardi Blvd, Peggy Drake @ 726 Slazenger Ct., John Lahley @ 2070 Culver Loop, Pat & Katherine Lynch @ 2288 Chi Chi Ln., Jessie Lerner @ 1793 Culver Loop, and Chuck Brummel @ 547 St. Andrews Ct., Nancy Spencer @ 714 Slazenger Ct.

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 November 19, 2025

The minutes of November 19, 2025 meeting were approved via email and posted to the website.

IV. 2025 Completed Projects

--Speed Humps installed on Culver, Divot, Chi Chi, and Eagle Loop.

--Speed Hump ahead signs installed on Chi Chi, Eagle, Culver and Divot.

--Caution Children Signs installed on Culver, Divot, Eagle, Scardi, and Slazenger.

--Dog waste unit installed on Scardi by Storage shed in phase 3. No dumping sign installed by storage shed.

--New knollsestates.com website.

Greg added that he has received feedback from homeowners and it sounds like the new speed humps seem to be working in getting people to slow down through the neighborhood. They are keeping an eye on the east side of Culver to determine if a speed hump is needed there. They are also watching on Scardi, going down Cougar Canyon just before the storage shed, to see if the signs are working or if they need a speed hump there as well.

V. Design Committee:

-Between January 1, 2025-December 31, 2025 there were a total of 10 modification requests approved- 2 new constructions, 4 fences, 2 sheds, no decks, 1 paint, 1 gazebo, and no golf nets.

-Reminder that homeowners must get approval from design committee for major changes (example: fences, decks, sheds, golf nets, house paint, major landscape, etc.) 2025 Rules & regulations are posted on our website, Modification forms also on website.

VI. Rules & Regulations Approved in 2025

All rules and regulations are posted on the website- knollsestates.com

-2025 Bylaws

-2025 Rules & Regulations

-2025 Schedule of Fines & Late Fees

-2025 Monthly Assessments & Payment Schedule

The bylaws were updated to reflect current laws. The rules & regulations are 13 pages long and outline some things that homeowners were asking for, such as allowing extra days for RVs/trailers, or allowing recreational vehicles to be stored behind a fence, as long as they're not visible. Some verbiage changed with the fines and late fees, but the amounts remained the same. Added a fine & late fee schedule to make things clearer for Centerpointe and the homeowners.

VII. Elections for new board 2026 & 2027

Volunteer nominations for board positions began on October 15th and were open until October 31st. Elections were to begin November 1st and end November 30th, however, there were no new homeowners that volunteered for the board, so according to the Bylaws & CC&Rs Section 5, the directors shall hold office until their successors have been elected and hold their first meeting. Since there are no new successors, the current board will stay in place for 2026 & 2027.

VIII. Board Meetings in 2026

The board meetings will be held every other month in 2026, starting with the annual meeting in January. Board meetings will still be on the 3rd Wednesday of the month in January, March, May, July, September, and November.

IX. City of Sutherlin

In 2025 the city of Sutherlin added a \$9.00 monthly Public Safety Fee for residents. This fee is to help cover the cost of equipment for the police and fire department. In August, the city also increased the water rates by 2.5%.

X. 2024 Taxes

The board hired a new CPA for the 2024 taxes because the old CPA was not getting them done on time. This new CPA only handles HOAs and saved Knolls Estates \$500. The HOA did have to pay \$229 in Federal taxes and \$150 in State taxes due to the interest rate on the CD. The new CPA advised adopting resolution Ruling 70-604 by the board, which was adopted in 2025. This puts Knolls Estates in a different tax bracket for taxes in 2025 and going forward, which should save them from paying future taxes.

XI. Committees

-The design committee members are Chuck Caylor, Greg Good, and Jim Dennis

-The social Committee members are Dian Cox, Carole Wells, and Candy Taylor, Lorrie Lee, and Mary Dennis

-The safety committee members are Michael George, Peggy Schaub, and Peggy Brummel

-The Judicial Committee members are Gary Lee, Roland Berry, and John Lahley

-The Welcome Committee members are Dian Cox, Candy Taylor, and Mary Dennis

XII. Crates of Documents

Greg announced that after 5 years the board has finished going through all the old crates of documents that have accumulated over the last 30 years. Most of the documents are now on the website. Any old documents that were no longer pertinent have been shredded.

A. Tom Schaub

1. City of Sutherlin Planning Commission

Tom didn't make it to the planning commission meeting, but they were discussing increasing the training facility from 35 feet to 42 feet for the fire department. They are still talking about a stop light at Dakota Street and paving the second parking lot at Fords pond and adding a boat ramp.

Dian asked for more clarification about the planning commissions discussion on the light at Dakota St. Tom responded that the light is in their projects, but there is no timeline on when it will be done as they are waiting for ODOT. The city is responsible for paving the parking lot and boat ramp at Ford's Pond and is hoping to have that done this year.

John Lahley @ 2070 Culver Loop added that Jim Houseman is the person to talk to about the project at Ford's Pond. He initiated the first grants and leads a volunteer group that continues to do things at the pond. He also added that in his 35 years of being in the area, there have only been 3 deaths on Central Ave, within the city limits, and all 3 were at the intersection of Dovetail and 138. He finds it interesting that Dakota St got picked for the light and doesn't think it was because of the apartments. He applauds the city for wanting to update the second parking area at Fords Pond, but he thinks some better signs when turning at Church St. to get to Ford's Pond or turning to that second parking area would be a good idea for additional safety and awareness.

Terry mentioned that he saw a parcel by Tractor Supply posted for sale by Mary Gilbert, with plans to turn it into a Food Truck lot, which would bring in a lot more traffic.

Pat Lynch @ 2288 Chi Chi Ln added that the light at Dakota St. has been approved by ODOT. The light is around \$4 million, where adding a round about would be about \$15 million and take at least 10 years.

Peggy Drake @ 726 Slazenger Ct. asked if there has been any discussion about adding a center turning lane from Dakota St. to Church St. Tom responded that has not been discussed.

2. Treasurer's Report

	2025 YTD	2025 Budget
Total Operating Income	\$257,211.93	\$252,680.00
Total Operating Expense	\$234,366.70	\$224,260.00
Total GL 5000 Maintenance & Projects	\$67,573.37	\$70,800.00
Total GL 6000 Utilities	\$34,017.37	\$32,250.00
Total GL 7000 Administrative	\$29,525.96	\$35,210.00
Total Reserve Expense: Road Repairs & Maintenance	\$103,250.00	\$86,000.00
Total Net Income	\$22,845.23	\$28,420.00

5. Lot #174, DW&S,LLC, 1716 Scardi, Empty Lot
6. Lot #175, Susan Wyhoon, 1708 Scardi, Empty Lot
7. Lot #'s 27, 107, 110, 111, DW&S,LLC, Vacant homes

5. DW&S Homes

Deposits have been made and there are active permits on all the DW&S homes. Garage doors were installed on Lots 107, 110 & 111 on Divot Loop. They expressed that they are working towards painting the exterior of the homes this Spring.

6. Street Sweeper

The street sweeper came through 3 times in 2025. Going to do it 4 times this year; once every quarter. He will be sweeping along the HOA homes on Scardi. Reminder there is no parking on the streets on the days the street sweeper comes through.

Kathy Lynch @ 2288 Chi Chi Ln said there is a section along Scardi that she walks by and branches and blackberries are coming out on to the gravel path. She asked if anyone knows who owns it. Tom responded that it's owned by NPO Properties LLC. Terry said at least once a year the city runs a tractor through there that cuts the brush and may have more information.

C. Michael George

1. Updates on Road Maintenance

There was a lot of work done on the roads over the last year.

- All streets were crack sealed
- 300 feet of Culver loop repaired in 2024 was sealed
- 630 feet section of Culver was repaired by Knife River.

In 2026 & 2027 the goal is to do a complete seal coat on every street except for Eagle. Eagle Loop needs to have a section repaired prior to sealing.

2. Disaster Preparedness

January's focus is building a grab & go binder. Think about what disasters you and planning for and if needed, charge batteries. Some other items to think about are changing HVAC filters, test smoke and CO2 detectors, inspect attic or basement for leaks or moisture, check water heaters for leaks or corrosion, clean range hood and kitchen exhaust fan, review home emergency supplies, check doors and windows for drafts.

D. Welcome & Social Committee – Dian Cox

1. Updates and Comments

Dian thanked Carol for being on the committee that judged the Christmas decorations. She also reminded everyone that Christmas decorations and lights need to be removed by February 1st.

2. Welcome Committee

There were 12 new homeowners in 2025. Each new owner received a welcome basket.

3. Social Committee

- Dian thanked the social committee for supplying all the refreshments for the meetings.
- The garage sale this year was successful

--The 4th of July Golf Cart Parade was cancelled due to lack of participation, but they will try for it this year.

--The annual BBQ was a success. Approximately 51 homeowners attended. Thanks to Terry for cooking. There were some gift certificates raffled off. The winners were:

- Ray & Darlene Schenk won a gift card to Bi-mart
- Mike & Katherine Parker won a gift card to Creekside gas & grill
- Marty & Jesse Lerner won a gift card to Center Market
- Dave & Laurie Ingebritsen won a gift card to Backside Brewing Co.
- Michael & Marily Lynch won a gift card to Sol De Sutherlin

--There was a Christmas Decoration contest in December 2025, with over 75 homes decorated. Winners:

- Grand Prize Winner: Austin & Alisha Slate
- Phase 1 Winner: Sabin & Jayne Gautreau
- Phase 2 Winner: Russ & Danna Mock
- Phase 3 Winner: Butch & Sandi Riley

4. Pets & Wildlife – Reported by Dian Cox & Greg Gardner

--Dog waste bags are available for homeowners use. Dogs must be on a leash. There is a lot of dog waste being left behind in the common areas. Encourage animal owners to clean up after their pets.

--There are a lot of Turkeys in the community. Trapping of them was not successful in 2025. Just a reminder that feeding the Turkeys is not allowed.

Alicia Hart @ 2234 Eagle Loop added that even though the Turkeys are a nuisance, they do help because they eat the grub. Without the Turkeys the grub would invade people's yards.

E. Centerpointe Property Management Report

1. The drive through was performed on 1/20/2026. 10-yard concerns were reported to the Board and 1 parking concern.

2. Delinquent Charges

YTD unpaid charges = \$44,009.29

DW&S LLC, 4 lots = \$43,091.91

9 Homeowners with passed due accounts = \$917.38

In 2025, 4 water shut off notices were sent, but there were zero water shut offs for 2025.

3. Centerpointe Property Management Address Change

-Office address: 931 NW Highland St. Roseburg, OR 97470

-Mailing address: 1224 NE Walnut St. #263 Roseburg, OR 97470

-Phone: 541-672-3434 Email: office@cpm4rent.com

G. Owner Comments

--Carole Wells said the social committee is trying to get neighbors together more often. They are open to any ideas people may have for community gatherings. Some suggested a game night, or wine tasting.

--Alicia Hart asked if there is a place on the website to post things. Greg responded there is a "contact us" section where homeowners can make a comment and it will email the comment to Centerpointe.

--Peggy Drake thanked Michael and his crew for putting the reflectors on the road. She said they really helped when it was dark and foggy.

--John Lahley added that if Michael could talk to the city about putting up more reflectors, then they could have a work party to put more out.

Meeting adjourned at 7:25 PM