

KNOLLS ESTATES MONTHLY BOARD MEETING

May 21, 2025

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, Michael George, Terry Wells, Dian Cox and Jennifer Young & Alyssa McSweeney from Centerpointe Property Management.
Owners in attendance: Gary & Lorrie Lee @ 1829 Culver Loop, Jim & Mary Dennis @ 1780 Scardi Blvd, Peggy Schaub @ 2074 Culver Loop, Jessie Lerner @ 1793 Culver Loop, Chuck & Peggy Brummel @ 547 St. Andrews Ct, Roland Berry @ 1954 Culver Loop, Michael & Kathy Parker @ 2293 Eagle Loop, Carole Wells @ 1824 Culver Loop, Sierra Moon & Joe Groussman @ 2044 Sawgrass Ct., Mike Sletten & JoAnn Warner @ 601 Arnie Ct., Ray & Tammy Axton @ 2266 Eagle Loop, Bob & Paula Douglas @ 1776 Scardi Blvd, Robert & Danna Mock @ 1826 Culver Loop, Arvid & Jean Edson @ 2062 Scardi Blvd, Glenn Cutler @ 1956 Culver Loop, Harjit Singh @ 2078 Culver Loop, Diane Stimac @ 713 Sandpiper Ct., Sharon Cozad @ 2206 Eagle Loop, Mary Nordeen @ 2274 Eagle Loop, Scott Kennington @ 2075 Culver Loop, Kelley Crump @ 680 Divot Loop, and David & Jackie Potestio @ 1830 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 April 16, 2025

The minutes of the April 16, 2025 Meeting were approved via email and posted to the website.

IV. Reports from Officers and Committee Chairs

A. Greg Gardner -- President

1. Amendment Article 9 of the current bylaws state:

Except as otherwise provided in the Declaration and this Article, and the restrictions set forth elsewhere herein, these Bylaws may be amended at any time by an instrument approved by at least a majority of the Owners present, in person or by proxy, at a duly constituted meeting or by written ballot in lieu of a meeting as provided in the PCA. Any amendment must be executed, recorded and certified as provided by law.

2. 2025 New Bylaws

The Bylaws are the governing document for the HOA. Greg explained 95% of the changes were to update current laws. These are not the Rules and Regulations. The 2025 Rules and Regulations and Schedule of Fines and Fees have already been voted on, approved, and posted. He also explained the two methods to vote; either in person or by proxy. The new Bylaws allow for absentee ballots. There is one vote per lot allowed. Centerpointe will validate the votes. It requires only a majority vote to pass.

- Tammy Axton said after reviewing the documents she sees typos. She also said the information seems different, *like apples and oranges*. Greg said an attorney was paid in 2023 to write these. But he will re-review them to check for typos.

- Russ Mock said the bylaws allow the President of the HOA to come on to a homeowners property and remove violations. Greg explained the bylaws allow the Board or the Design Committee members of the HOA access to a lot, but that cannot be done unless the issue has gone through the judicial process. Russ asked if people should be warned. Greg further explained the process is outlined in the Rules and Regulations. Russ said he is just worried about the Association getting into a lawsuit.
- Tammy questioned the changes about the voting, because in the bylaws it did not specify in person voting. Greg explained that is an addition to the new Bylaws. Absentee ballots once passed will be available to homeowners going forward. Russ asked for clarification that an absentee ballot means mailed in, yes it does. Joe Groussman said there are two different sections that state a written ballot must be provided. Greg said he will make sure the in person voting is specified in the bylaws if necessary.

Ballot Count: Yay's: 66, Nay's: 5

VOTE: Tom Schaub made a motion to approve the validity of the in person votes along with the proxies to approve the passing of the new 2025 Bylaws. Terry Wells seconded the vote. A vote was taken. Motion was carried by unanimous vote.

Greg and Tom will notarize the new bylaws and have them certified with the County. Greg will also make sure any typos are addressed first.

3. Projects

- Street repairs are still planned for this summer. No further updates as to when that is scheduled.
- More speed humps will be installed. Main focus is two installed on Culver Loop going down the hill, two on Eagle Loop, one on Chi Chi, one on Divot. Plans are also to have one installed on Scardi at the bottom of the hill, and a third one on Culver and Eagle depending on the time and cost.

4. Design Committee

From April 10, 2025 – May 10, 2025 there have been no new requests submitted to the Design Committee.

5. Website

The new website is now live. It is easier to navigate.

B. Tom Schaub

1. City of Sutherlin Planning Commission

- The traffic signal at Dakota St. has been approved at the cost of about 2.5 million.
- There has been a zoning change for the property on Fort McKay that is building the apartments. It has changed from low density to residential high density. There are going to be 180 apartment units built there.
- There is discussion about putting a temporary light at Park Ln. ODOT is involved. Still a lot of zoning to be discussed.
- Not in the Planning Commission meeting, but in the Board meeting there was further discussion about the types of rental units that are in progress on Dakota St. Tom believes there is only one apartment rented out of the 72.
- Pat Lynch spoke about a work force project on Oak St. that would be about 70 units that would include single family residents and duplexes. It will be built in two phases. This will be funded by a 2.8 million dollar grant from the state. This development will have CC&R's that will be regulated by the state. The purpose is affordable housing for the work force.

2. Treasurer's Report

| | 2025 YTD | 2025 Budget |
|-----------------------|--------------|--------------|
| Total Income | \$ 57,129.58 | \$252,680.00 |
| Total Net Income | \$ 24,069.66 | \$ 28,420.00 |
| Total Expense | \$ 33,059.92 | \$224,260.00 |
| Total Reserve Expense | \$ 00.00 | \$86,000.00 |
| Total Assets | \$422,895.42 | \$340,000.00 |

3. CD

The CD maturity date is 6/17/2025. First quarter CD interest income is \$2052.31

4. Backflow

Aaron Swan from the City of Sutherlin will be meeting with Greg and Tom to open the hydrant to a get a good flush. After that Popeye's will retest. If it doesn't pass, the Board will look into servicing the valve. When this process is done, phase 2 & 3 will have their water shut off. Homeowners will get notice.

C. Terry Wells

1. Newsletter

At the March meeting there was approval to send out a newsletter. Terry is close to a draft to send to the Board for review. The Newsletter should be out in June. The Newsletter is helpful by providing information to the people who don't attend the meetings.

2. Common Areas

The common areas are really growing due to such a wet spring. Quinton with BBSI continues to chip away at it. There will be no burning in the common areas in 2025.

3. 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, Strideline LLC, 1660 Scardi Blvd, New Construction
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

-- There are some update on the DW&S,LLC lots. There has been some recent activity, but no confirmed plans. Greg said the garages have been cleared of garbage and they do have authorization to put garage doors up. There is a bid on the Chi Chi house.

D. Michael George

1. Updates on Road Maintenance

There is no update on a schedule date for the roads. Same plans. Not sure if they will all happen. And isn't scheduled yet.

2. Disaster Preparedness – Peggy Schaub

It is time to pull your winter stuff from you bug out bag and add the summer stuff. A reminder that ¼ tsp Clorox will purify water.

E. Welcome & Social Committee – Diane Cox

1. Welcome Committee

1732 Scardi received a gift basket.

2. Social Committee

The Social Committee supplied the refreshments for today's meeting.

Planned 2025 events: City Wide Garage Sale, Homeowner BBQ, 4th of July Golf Cart Parade, and Christmas Decorating Contest. The City Wide Garage Sale is on Saturday June 14th. Knolls Estates will participate on June 13th, 14th, and 15th.

3. Pets

Reminder to pick up after your pets. There is lots of space to utilize for pets and dog waste bags are available for homeowner use.

F. Centerpointe Property Management Report

1. Drive through was performed on Monday May 21, 2025. 21 Homes with notable yard concerns were reported to the Board. There two homeowners that will be receiving non compliances notices. 2 RV's were noted.

2. Delinquent Charges

YTD unpaid charges = \$47,296.49

DW&S LLC, 5 lots = \$46,926.51

5 Homeowners with unpaid HOA dues and late fees = \$369.98

No water shut off notices were sent.

3. Centerpointe New Address

Centerpointe Property Management has moved to a new office. The new location is located at 931 NW Highland St. Roseburg, OR 97470. The new mailing address is 1224 NE Walnut St. #263 Roseburg, OR 97470. BIG REMINDER: if you pay your dues with your banks bill pay, please contact your bank to change the address.

G. Owner Comments

- Terry Wells discussed scheduling a date for the BBQ so it can be added to the Newsletter. He asked Diane to get with the committee and let him know.
- Pat Lynch asked the speed humps be installed on Chi Chi as soon as possible as people use Chi Chi more because to avoid the humps on Eagle.

Meeting adjourned at 7:10 PM