

KNOLLS ESTATES MONTHLY BOARD MEETING

September 17, 2025

Unapproved Minutes of Meeting

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

I. Roll Call

In attendance: Greg Gardner, Tom Schaub, Dian Cox, Michael George and Jennifer Young from Centerpointe Property Management.
Owners in attendance: Mary Dennis @ 1780 Scardi Blvd, Larry Cox @ 2066 Culver Loop, Peggy Schaub @ 2074 Culver Loop, Alicia Harl @ 2234 Eagle Loop, Jessie Larnar @ 1793 Culver Loop, Steven & Sharon Kelley @ 1748 Scardi Blvd.

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 August 20, 2025

The minutes of the August 20, 2025 Meeting were approved via email and posted to the website.

IV. Reports from Officers and Committee Chairs

A. Greg Gardner -- President

1. Email Communication

Homeowners need to read emails sent to them from the Board and the Property Management Company. The Board email is ske97479@gmail.com. These emails keep the community informed. Also utilize the knollsestates.com website.

2. (HUD) Housing Discrimination Complaints

A direct quote from the HUD report: "The U.S. Department of Housing and Urban Development (HUD) administratively enforces the Fair Housing Act of 1968 (the Act). HUD has completed its investigation of the Housing Discrimination Complaints from 713 & 714 Slazenger Court. Based on the evidence obtained during the investigation, HUD has determined that no reasonable cause exists to believe that a discriminatory housing practice has occurred. Accordingly, HUD has completed its administrative processing of these complaints under the ACT and the complaints are hereby dismissed."

3. Projects

On Monday Greg went with Quinton to buy supplies to hang the rest of the signs. Caution Children 15 mph signs have been installed on Slazenger Ct. and on Scardi at the bottom by Cougar Canyon going both ways. Speed hump signs are currently being finished off of Dovetail and Scardi. There are four more children signs coming. Jessie Larnar asked if any more speed humps are going to be installed. Greg explained at this time there are no plans but keeping an eye on areas of Scardi and Culver.

4. Design Committee

Between August 10, 2025 to September 10, 2025 the Design Committee approved 1 fence, 1 shed, and 1 house paint. As a reminder homeowners must get approval from the Design Committee for major changes such as: fences, decks, sheds, golf nets, house paint, and major landscape projects. The 2025

Rules & Regulations are posted on the website. You can also find the modification forms on the website.

5. Article III of ByLaws: Board of Directors: Upcoming Elections & Process Oct, Nov & Dec 2025.

Section 1. Number and Qualification. The affairs of the Association shall be governed by a Board of Directors comprised of five (5) persons, and at least three (3) directors, and on the approval of the Board of Directors up to seven (7) directors, each of whom must be a Member or the co-owner of a Lot. An officer or employee of a corporation; an employee, manager or managing member of a limited liability company; a general partner or employee of a partnership, or the trustee of a trust, or personal representative of an estate; or an employee of the trust or estate may serve on the Board of Directors, if the corporation, limited liability company, partnership, trust, or estate owns a Lot.

1.1 Board Election Process: If an election is needed for board members in any current year: clarification of the process is as follows. Around October 15th an electronic notice (email) to all homeowners for the nomination process will be sent out, with the number of open positions for the board of directors. For those without emails, a paper notification will be sent. Homeowner Nominations for the board of directors will be taken via email either to current property management or Board of directors. Those without emails can send their nominations to property management at their current mailing address. Nominations will be accepted Until October 31th @ 5pm. Current property management will produce a ballot with the nominations and send ballots to homeowners either via email or paper. Voting will start in November, voting ending November 30th. Current property management will tally the votes received. Example: If all 5 positions are open and if more than 5 nominations, top 5 vote getters will be on the board of directors. (Also, no more than a maximum of 7 board members at any one time). If only 2 open positions, top 2 vote getters will be on the board of directors. New Board of Directors will be announced around Dec 15th and will attend the December monthly board meeting. Please note that the elections are for general Board positions. Once the Board members are elected, then officer positions (President, Treasurer, Secretary) will be determined by the Board at the annual meeting. The Board shall be composed of a minimum of three (3) persons, & maximum of Seven (7) persons, all of whom must be an Owner or a co-owner of a Lot.

B. Tom Schaub

1. City of Sutherlin Planning Commission

- a. At last nights meeting, the project on Oak St. was unanimously approved.
- b. Ford's Pond is getting a boat ramp, that will increase traffic to the area. A traffic study is planned.
- c. The Dakota St. light has been sent to the engineers.

2. Treasurer's Report

	2025 YTD	2025 Budget
Total Income	\$ 184,831.63	\$252,680.00
Total Net Income	\$ 14,575.53	\$ 28,420.00
Total Expense	\$ 170,256.10	\$224,260.00
Total Reserve Expense	\$ 83,000.00	\$86,000.00
Total Assets	\$361,902.91	\$340,000.00

3. CD

The CD maturity date is 1/17/2026.

4. Backflow

On 9/3/25 the backflow was retested. The new valve, #2, passed. Valve #1 failed. Which means the whole system failed. Valve #1 will also have to be replaced. The replacement is not scheduled yet; the parts are on order. Estimated cost should be same as valve #2 replacement at \$3600. On repair day water will be off for 4 to 6 hours. Homeowners will get advanced notice of when the shut off will happen.

C. Terry Wells (Terry not in attendance – reported by Greg Gardner)

1. Comments

The DW&S lots are not to be used as a yard waste dumping area or to be used for your dogs to use the bathroom. Knolls Estates does not own these lots. There is still one homeowner letting their dog defecate and are not picking it up. This homeowner has been notified.

2. Common Areas

Common area maintenance will be done on a as needed basis. There is no burning scheduled for this year. Quinton from BBSI is a hard worker, he is on his second year at Knolls and now needs little direction. There will be some spraying in common areas 9 and 10 for poison oak.

3. Empty Lots and Construction

1. Lot #85, John & Suzanne Hesulius, 1957 Kapela Ct., Empty Lot
2. Lot #130, Rick Griffith, 1798 Culver Loop, Empty Lot
3. Lot #151, Strideline LLC, 1660 Scardi Blvd, New Construction
4. Lot #167, Rick & Deborah Mason, 1772 Scardi, Empty Lot
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

--Lot #151 is almost complete. There is a sign that says they are taking offers but it is not listed yet.

--The Board has been notified there are permits for 2 of the 4 DW&S lots. There is a geo issue they are working to resolve before they can start construction. After this contractor finishes the home in Forest Heights, he will start on the Divot homes.

4. Street Sweeper

The next scheduled street sweeping is in November and on a Tuesday. The August 26th sweeping was difficult because homeowners did not follow directions and were parking on the street. Some homeowners commented that they were not given notice. However emails were sent and a sign was posted. Reiterating why it is important to read emails from the Board and Centerpointe. Dian Cox asked about street sweeping for Dovetail and Scardi. It is City property along with some of Scardi. She suggests the HOA pay to have it cleaned because it would benefit the community. Greg said he would look into what the cost would be.

D. Michael George

1. Updates on Road Maintenance

The 2025 full crack sealing of all Knolls Estates Streets will be done when the weather is cooler but not raining. If done in the right weather it takes 15 minutes to dry to prevent getting on cars and peeling up. It is not scheduled yet.

2. Disaster Preparedness

For the 12 month Umpqua Prepared book we are on month 9. Make sure everyone in your plan knows the steps to take to make it successful, even if they are not the only ones able to carry it out. Does everyone know where to go, who to call, where supplies are? Talk with your group about each event and what the plan of action is.

E. Welcome & Social Committee – Dian Cox

1. Welcome Committee

New homeowners from August 10, 2025 to September 10, 2025.

Lot #6 Jason Day & Alexis Russ, 2285 Eagle Loop

Lot #41 Matt Blackburn, 2289 Eagle Loop

2. Social Committee

Supplied the refreshments for this meeting.

3. Knolls Estates Annual BBQ

On September 7th from 11am – 2pm the annual BBQ was held. Terry & Carole Wells cooked. This year a raffle was offered, organized by Mary Dennis. Prizes were awarded to those who attended. Approximately 51 homeowners attended. \$25 gift certificates were the prizes and the results are as follows:

1. Ray & Darlene Schenk on Divot Loop: Bi-Mart
2. Mike & Katherine Parker on Eagle Loop: Creekside Gas & Grill
3. Marty & Jesse Larner on Culver Loop: Center Market
4. Dave & Laurie Ingebritsen on Chi Chi: Backside Brewing Co.
5. Michael & Marilyn Lynch on Kapela Ct.: Sol De Sutherling

3. Pets and Wildlife

Reminder: there is lots of space in the common areas to utilize for pets and dog waste bags are available for homeowners use. All dogs must be on a leash. Please respect your neighbor's property and not have pets utilize as a bathroom. A new dog waste station has been installed in phase 3 by the storage shed in common area 10. A no dumping sign was added to the post.

F. Centerpointe Property Management Report

1. Drive through was performed on September 16, 2025. 9 yards were noted, 1 Design Committee item was noted, 1 parking concern, and 3 RV's that were previously approved. The detailed report was provided to the Board.

2. Delinquent Charges

YTD unpaid charges = \$42,788.18

DW&S LLC, 5 lots = \$40,326.52

11 Homeowners with unpaid HOA dues and late fees = \$2,461.66

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

- Steven Kelly said he saw a what looked like a realtor showing the area where the new development has started. Greg pointed out he is worried about the mud run off with winter approaching. There are no retention ponds. Tom said he has spoken with the City and the developer was supposed to install them but never did. But the City is not enforcing getting them installed. Michael asked if there is

anything that can be done legally. Greg said if an HOA is created, they can sue the developer and enforce. But Knolls is not getting involved. Tom explained the City will be responsible for the clean up of the mud.

- Jesse Larner asked about Public Safety Fee of \$9.00 that appeared on the water/sewer bill. The \$9.00 monthly fee was explained as one the City Council passed and not Knolls Estates. She inquired if there was a recall for those City Council members voting for this. Both Tom and Greg said they didn't know of any.

Meeting adjourned at 6:41 PM