

**Knolls Estates Monthly Board Meeting**  
**October 19, 2022**  
**Approved Minutes of Meeting**

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

**1.) Roll Call**

In attendance: Greg Gardner, Tom Schaub, Mary Nordeen, Michael George, Terry Wells, and Jennifer from Centerpointe Property Management.

Owners in attendance: Larry & Dian Cox @ 2066 Culver Loop, Peggy Schaub @ 2074 Culver Loop, Gary & Lorrie Lee @ 1829 Culver Loop, Jim & Mary Dennis @ 1780 Scardi Blvd, Chuck & Peg Brummel @ 547 St. Andrews Ct., David & Jackie Potestio @ 1830 Culver Loop, Diane Stimac @ 713 Sandpiper Ct., Terry & Carole Wells @ 1827 Culver Loop, Sandy Riley @ 719 Slazenger, Peggy Drake @ 726 Slazenger, Virginia George @ 2294 Eagle Loop.

2.) The Rules of Order were read.

**3.) Approval of Minutes from September 21, 2022 Meeting:**

Terry Wells made a motion to approve the September 21, 2022 board meeting minutes as presented. Mary Nordeen seconded the motion. A vote was taken. Motion was carried to approve the September 21, 2022 board meeting minutes as presented by unanimous vote.

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

**A.) President – Greg Gardner**

- I.) The bulletin board at the Knolls Estates sign area has been updated. The information on the board is current with updated information such as financials and disaster preparedness. The board is in the process of revamping lots of things.
- II.) The website is being updated to have a more professional appearance and more user friendly. The Board does not have access to the website. Kathy with CPM is making the updates. Kathy has been provided with new information. Some current pictures need to be added. When the smoke clears some drone pictures will be taken. Owners have submitted animal pictures including cougar and porcupine that will be added. The bear picture did not make to the website. There is now a Sutherland events selection that is linked to the City website. There is also a new line for Homes for Sale with a direct link to realtor.com. The board felt the previous website was not professional enough and needed updating.
- III.) The Oregon JV LLC lots (27, 105, 106, 107, 110, 111, 174) were held in an auction on September 22, 2022. No one showed up to bid. The only people present was Marisa from CPM and a Fairway Estates Board Member. Greg has left messages for Mike with AIC and has not received any response. Fines are continuing to be assessed and Greg will provide more information when he has it.

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

I.)	Financial Report	YTD
	Total Operating Expense	\$81,872.73
	Total Reserve Expenses	\$26,677.57
	Total Expenses	\$108,536.17
	Total Operating Income	\$93,348.15
	Total Net Income	\$-15,188.02
	Total NOI-Net Operating Income	\$11,475.42
	Total Assets	\$348,147.01

- II.) Greg added an explanation for the negative net income. It cost much more for the work clearing the common areas and the association went over budget. There was a very wet spring which resulted in much more growth. Tom added, there is still room in other areas where the association will break even.

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

- I.) Tom Schaub:

1. There is no updated concerning the radar speed sign, the flashing light at the intersection of hwy 138 and Dovetail, nor the 40 mph on Church St. Mark from ODOT tells Tom they are still researching. They are still working on getting a light study and a lower speed sign. Tom has left many messages and texts without a return call.

- II.) Michael George:

1. New street reflectors have been ordered and should be here by Friday. If there is no rain and they arrive, he will be able to get some installed on Cougar Canyon. None have been ordered for Phase 1 as it has not been resurfaced. None are going to be installed on Dovetail. They are being installed on Scardi from Sandpiper to the end of the cul de sac on Scardi. They are being installed in the middle of the road. Greg added, they cost \$300 with shipping for the materials – which is a good price. George continued and explained the material are thermo plastic pads that should be long lasting. There is a possibility if the roads are plowed due to snow they could get knocked off. If a plow is needed, will need to notify the City. He also reminded the community Eagle Loop still needs seal coat. Greg added, there will be white reflectors installed on the side of Chi Chi where the drop off is.
2. 15 MPH on the streets is completed, except Eagle Loop. Eagle Loop will be completed next year.

- III.) Mary Nordeen:

1. Beware of trick or treaters on October 31<sup>st</sup>. If you want to participate leave your porch light on. If not handing out candy, turn your porch light off. Beware of children in the streets.

- IV.) Terry Wells:

1. Terry did not have anything to report. However, he did want to thank all the Board members and volunteers for all they do.

**D.) Centerpointe Property Management – Report read by Greg Gardner**

- I.) 10 noticeable drive through issues. 4 curb appeal issues; such as weeds, lawns not mowed, etc. These need to be addressed. 6 RV issues (3 have been approved for additional time). If you need to leave your RV longer than allowed, simply email Kathy at CPM or the Knolls Estates email address. Extensions are almost always granted. If an RV is kept longer than allowed, CPM will send a notice. Kathy gets a lot of backlash from residents on this. It has gotten better, but can be avoided if an email is sent. It is easy to ask for extra time.
- II.) KE Unpaid Charges total: \$36,406.49
- III.) Oregon JV LLC total delinquent amount including fees: \$32,578.00
- IV.) 1 water shut off notice was sent to a homeowner
- V.) 3 homeowner late fees, HOA dues, non-compliance is \$3,828.49 total. \$3482.03 is from one homeowner and there is a lien.
- VI.) The Avista Gas rate increase on November 1, 2022 is 0.06%
- VII.) Garbage and recycle cans must be stored on the side of the home, not in the front.

**E.) Safety Committee: Disaster Preparedness – Tom Schaub**

- I.) Tom reports the City no longer has an Emergency Operation Center. Dennis Briggs is working hard to get it going. There is no developing of grid captains. If anyone is interested in volunteering to set up grids there is a need. A reminder to run generators once per month. He encourages neighborhoods in groups of 12 meet quarterly and get to know each other. A reminder that in a big emergency you will need supplies for 2 weeks. Always have an emergency bag when you travel. Peggy added that she has the forms to use to set up neighborhood groups. She had an emergency tool to show and encouraged others to buy one. They are on Amazon. Greg explained an owner listing is not available to the members of the community due to privacy laws. But Greg does have a full contact list if needed in an emergency.

**F.) Welcome Committee – Tom Schaub and Mary Nordeen**

- I.) Between June 15<sup>th</sup> – August 17<sup>th</sup> New home owners:
  - 1. Lot #146 Zach Amavisca & Tasia Hyatt: 720 Slazenger Ct.  
Welcome committee just made contact with them today.
  - 2. Lot #136 David & Jacqueline Potestio: 1830 Culver Loop  
Welcome committee has not made contact yet.

**G.) Design Committee: Chuck Caylor & Greg Good**

- I.) There have been no new projects submitted for approval
- II.) 2 homes in phase 2 and 2 homes in phase 3 are either completed or currently being built.

**H.) Common Area's:**

- I.) Deer have been rubbing the bark off the trees, which will cause the trees to die. We sprayed tree seal on each of the damaged areas on the trees. Chuck & Nick came up with a solution to protect these expensive trees with corrugated plastic pipe, which will allow the trees to grow and be protected.
- II.) The Board will continue to address the common areas as needed. There is no more burning until fall. Big thanks to all the homeowners that are helping keep

- our community looking amazing. It has taken much more effort and time this year (mostly due to the rainy spring) to keep all the commons looking well.
- III.) Common Areas #12, 9, 8, 7, 6, 5, 4, 3 will have no burn piles. Only mowing and weed eating needed. It has taken 3 years of clearing brush and upkeep to get to this point.
  - IV.) Common area #10 has one burn pile, and there are a few burn piles in #1 & 2, for the fall.
  - V.) Common area #1, the sign area, is having the plants replaced. They were in bad shape and not recoverable. Suggestions for the sign area are welcome. Chuck Brummel would like to see the area coming up the hill green. It is very dry and unsightly. Chuck Brummel feels if it costs money, then spend the money to get it done. Greg and Chuck Caylor explained the complications of getting water to that area. Greg also explained much of that land does not belong to Knolls. Greg and Chuck Caylor assured Chuck Brummel and the rest of the community that that area is on the list for next year.

**J.) Owner Comments**

- I.) Tom Schaub updated that there is no updated on the status of the apartment complex. He has heard there are problems with drainage and the sewer system.
- II.) Chuck Caylor has received concerns that the burn piles appear to be under power lines. He would like to assure the community they most definitely are not under the power lines. And any piles that are near fences will be moved before they are burned.
- III.) Greg added, the website will have a map for community members to be able to identify the common areas by their number.

**K.) Meeting was adjourned at 7:00pm**