

Knolls Estates Monthly Board Meeting February 21, 2024 Approved Minutes of Meeting

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

I. Roll Call

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

Owners in attendance: John & Anna Lahley @ 2070 Culver Loop, Candy Taylor @ 2077 Culver Loop, Jim & Mary Dennis @ 1780 Scardi Blvd, Jessie Larner @ 1793 Culver Loop, Carol Plato @ 2250 Eagle Loop, Roland Berry @ 1954 Culver Loop, Carole Wells @ 1827 Culver Loop, Peggy Schuab @ 2074 Culver Loop, Sierra Moon & Joe Groussman @ 2044 Sawgrass Ct., David & Jackie Potestio @ 1830 Culver Loop, Dave Jenkins @ 2061 Sawgrass.

II. The Rules of Order

The Rules of Order were read by Tom Schaub.

III. Approval of Minutes from January 17, 2024 Meeting:

The meeting minutes from January 17, 2024 were approved via email by Board members in January and posted on the website.

IV. Reports from Officers and Committee Chairs:

A. HUD Complaints - Terry Wells

Both of the HUD complaints have changed what they are asking for. It started as a discrimination issue, then a health issue, but now it is different. The claims are asking for thousands of dollars in damages. The Farmers Insurance representative for the HOA is handling the complaints.

B. Planning Commission & Budget – Tom Schaub

1. Planning Commission

There was no meeting this week. The new news is the property adjacent to the Shell station on the west side has been sold for 2.2 million dollars. The next planning commission meeting will be 3/19/2024.

2. Budget

Tom Schaub made a motion to approve the proposed 2024 budget as presented. Terry Wells seconded the motion. Greg asked for any discussion – there was none. A vote was taken. Motion was carried to approve the 2024 budget as presented by unanimous vote. Tom acknowledged the budget does show a loss of \$2046.00 and that is something the Budget Committee will be working on. After the approval of the budget, Tom handed out copies of the budget to the attendees of the meeting. Greg announced the approved budget will be posted to the website. Prior to the vote, Greg and Tom acknowledged that changes were made by the Budget Committee to the original proposed budget and they are in agreeance to the changes and appreciate the work the Committee did.

3. Reserve Study

The Budget Committee is still working on the Reserve Study with Tammy Axton. The Reserve Study should be available at next month's meeting.

C. Roads – Michael George

Michael worked with the Budget Committee and Tammy Axton on the reserve study to stay in the \$40,000 budgeted amount for the road repair on Culver Loop. He is not able to guarantee the cost will not exceed \$40,000. It is truly unknown what the repair cost will be until the black top is removed.

Pinnacle Engineering quoted \$4850 to do core sample testing in 5 spots. But if those 5 spots have good results, that doesn't necessarily mean other areas will have good results. After much consideration, it has been decided to not have the testing done. Pinnacle will be advising on a mix of the black top materials that will work best for this area.

D. Rules & Regs/Schedule of Fines & Late Fees – Dian Cox (not in attendance) – Greg Reported

Annually the Board is responsible for updating and approving the Rules and Regulations and the Schedule of Fines and Late Fees. The Rules and Regulations are primarily based on the existing CC&R's and Bylaws. In most cases these rules clarify, strengthen the CC&R's and Bylaws. The Rules and Regulations shall remain in effect until superseded by the approval of new Rules and Regulations by the Board of a future date. 2024 State and Federal laws can supersede. Tom Schaub made a motion to approve the 2024 Rules and Regulations and the 2024 Schedule of Fines and Late Fees as presented. Terry Wells seconded the motion. A vote was taken. Motion was carried to approve the 2024 Rules and Regulations and the 2024 Schedule of Fines and Late Fees as presented by unanimous vote.

E. Committees – Greg Gardner

In the past the Board has asked qualified people to volunteer for committees based on their experience and the purpose of the committee. A couple months ago, a sign-up sheet was available for the homeowners to volunteer for committees. Some of the volunteers did not understand how the committee's work. Basic rules include; one person per house, committee members need to be qualified to serve on the committee. Examples: A social committee member needs to be kind, a budget committee member needs to have experience with finances and budgets such as Chuck Brummell and specifically Tammy Axton with the Reserve Study, a CC&R committee member needs experience with writing ordinances or previous Board experience such as Joe Groussman, John Lahley, and Roland Berry. The Board wants to do what is best for the HOA. The Board and Committee members are volunteers and do not get paid. The following are the articles from the CC&R's/Bylaws that establish the authority of the Board regarding the committees. Tom Schaub added the reason why the Board created the committees is to get the homeowners involved. The Chair will run the committee. But if a Board member attends and sees the committee is unruly, the Board has the authority to dissolve the committee. John Lahley endorsed what Greg and Tom said. The Board has been subject to slanderous emails, and he is unhappy with the treatment the Board has received. He wanted also to clarify that committees do not have authority; they are just advisory to the Board. Hopefully this will help with homeowners to understand the purpose of the committees.

Article 4.2 of the Bylaws; Powers and Duties: The board shall have the powers and duties necessary for the administration of the affairs of the association and may do all such acts and things as are not by law, by the declaration or by these Bylaws directed to be done by the Owners.

Article 5.1 of the Bylaws; President: The President shall be the chief executive officer of the Association and shall preside at all meetings of the Association and of the Board. The President shall have all of the general powers and duties which are usually vested in the office of President of an Association, including but not limited to, the power to appoint committees from among the Owners from time to time as the President may, in the President's discretion, decide is appropriate to assist in the conduct of the affairs of the Association, and such other powers and duties that may be prescribed by the Board or these Bylaws. *This gives the power of the President in turn to grant complete authority to the Board of Directors to create or dissolve committees. Which in turn can appoint qualified homeowners for those committees and also to remove any homeowner from any committee without a reason.*

G. Centerpointe Property Management – Jennifer Young

1. Drive Through Reporting

Jennifer Young read from the agenda:

Drive through issues: homeowner's biggest issues are maintaining curb appeal and exterior maintenance issues. Each owner must maintain the owner's lot and dwelling in a clean and attractive condition, in good repair, and adequately finished. Maintenance includes, but not limited to, painting, repair, replacement and care for roofs, gutters, downspouts, exterior building surfaces, glass surfaces, walks, driveways, and other

exterior elements, such as landscaping. All lots must be kept free of brush, vines, weeds, and any grass must be cut or mowed at sufficient intervals to prevent creation of a nuisance or fire hazard. No owner will allow any rubbish or debris to accumulate upon its lot. All garbage, recycle and other waste must be kept in appropriate sanitary containers for proper disposal. Sanitary containers must be stored behind the front line of the house (side of house) or be concealed. Exterior paint colors must be inclusive to the neighborhoods visually. Compliance reminder and non-compliance fines could be applied to owners not following maintenance obligations. The biggest concern on current drive through was weeds and grass growing in rocks and along driveways. The current rules are in place and homeowners have in the past been given lots of leeway. Going forward, the drive throughs are going to be more detailed than previously, to make sure Knolls Estates are up to high standards.

Jennifer explained, going forward the above standards will be her guideline when reporting to the Board and addressing lots in violation. For minor issues a friendly text or email reminder will be sent. If the violation is not corrected, then a formal written notice will be sent. This month’s drive through was performed on 2/18/2024. There were 8 curb appeal concerns, and 1 non-compliance for fencing will be sent.

2. Unpaid Charges Report

YTD KE unpaid charges total: \$47,722.72
 DW&S, LLC all lots delinquent in fees total: \$47,572.90
 2 Homeowners with balance: \$149.82
 No water shut off notices were sent.

H. Secretary/Treasurer Report – Tom Schaub

Financial Report Summary 2023	2024 YTD	2024 Budget
Total Income	\$12,055.27	\$168,714.00
Total Net Income	\$ 7,893.63	\$ (2,046.00)
Total Expense	\$ 4,161.64	\$170,760.00
Total Reserve Expense	\$ 0.00	\$ 40,000.00
Total Assets	\$342,881.00	

Greg added if the HOA can recoup the \$47,722.72 from the DWS, LLC lots that would be a big help. There are two lots with homes completed that are for sale.

Tom said he will be working with Umpqua Bank. Currently the CD is at 1.25%. Most places are offering 5 – 5.2%. Jesse Larner asked what the term is for the CD. Tom replied, going forward he will be looking for a 6 month term. He does not want to tie up the money in a CD for 2 years anymore. Jessie asked if he is thinking of going to Edward Jones, Tom said he will go wherever he can get the best rate.

I. Safety Committee: Disaster Preparedness – Peggy Schaub

From the agenda: The focus for disaster preparedness for 2024 is the theme “A Lasting Legacy” with the following tag line: “The life you’ve built is worth protecting. Prepare for disasters to create a lasting legacy for you and your family.” Monthly focuses are given every month and are listed in the minutes and on the website.

Peggy advised people to be prepared in their cars as well. In the last ice storm in Portland, some people were stuck in their cars for 17 hours. She recommends obtaining a plastic tote and adding items such as pet food, non-perishable foods, toiletries, and 2 gallons of water. Annie Lahley added, there are items that are small such as hand cloths and soaps when water is added expand.

J. Design Committee – Reported by Greg Gardner

1. From January 1, 2024 to February 14, 2024 one new home construction was approved for lot 90 and 3 fences were approved.
2. Lot 145 has requested a design waiver. They would like to build an 8’ fence on their back property line that is along the freeway. They are asking for the waiver to mitigate the noise from the freeway. The area where the fence will be built is on an incline/decline, so the fence will not appear taller and there are no homes between the fence and the

freeway. The side fences have already been installed and they meet CC&R requirements. A suggestion was made for them to plant Juniper Trees and/or Arbor Vitea to mitigate the noise. Greg confirmed they had already turned in a landscaping plan to do that as well. Tom Schaub made a motion to approve the installation of an 8' fence behind lot 145 for the mitigation of freeway noise. Terry Wells seconded the motion. A vote was taken. Motion was carried to approve the installation of an 8' fence behind lot 145 for the mitigation of freeway noise by unanimous vote.

K. Welcome Committee – Reported by Greg Gardner

0 New Homeowners January 1, 2024 – February 14, 2024

2023 Empty Lots and Construction:

Lot #21 Joann Sandstede, 2210 Eagle Loop:	Empty Lot
Lot #85 John & Suzzane Heselius, 1957 Kapela Ct:	Empty Lot
Lot #90 Stan Smith, 1955 Culver	Empty Lot, Building plans approved
Lot #130 Rick Griffith, 615 Arnie Ct:	Empty Lot
Lot #132 Jeffrey & Sharon Johnson, 602 Arnie Ct:	New Construction
Lot #149 Tina Jefferson, 1667 Scardi Blvd:	New Construction
Lot #151 Tom & Susan Lebengood, 1660 Scardi Blvd:	New Construction
Lot #167 Joshua & Heather Waechter: 1772 Scardi Blvd:	Empty Lot
Lot #174 DW&S, LLC, 1716 Scardi Blvd:	Empty Lot
Lot #175 Susan Wyhoon, 1708 Scardi Blvd:	Empty Lot
Lot #27, 105, 110, 111 DW&S, LLC	Vacant Homes Partial Const
Lot #105 DW&S, LLC, 724 Divot Loop:	New Construction, For sale
Lot #106 DW&S, LLC, 702 Divot Loop:	New Construction, For sale

L. Social Committee – Candy Taylor

Candy reported they have met and are planning on making baskets for the new owners. They are also working on bringing coffee and cookies to the meetings. Also, Mary Dennis has signed up with the Social Committee.

M. Common Areas Report – Greg Gardner

1. New phase 1, 2, & 3 maps are posted on the website. They are larger and easier to read.
2. At the last meeting, some people were worried about the Board over spending on the common area landscape maintenance. Greg has reached out to two landscapers. He has met with one and the other one is on schedule for next week. The one landscaper that he has met with quoted \$70,000 - \$125,000 for 3 months of maintenance. He will be providing a written bid. At next month's meeting both written bids should be available.
3. 2024 has started off as wet as 2023, which will cause the maintenance of the commons to be pushed into the later spring. Additional and multiple mowing's throughout the spring and summer will be needed. This certainly is a challenge every year and costs more every year to maintain. Spot sprayed blackberries as needed. Some areas will certainly be a challenge, due to very steep banks and ravines. This area takes extra time, funds, and energy to complete.
4. The solar light shining on the Knolls Estates sign is no longer working. Attempts have been made to fix it, but it needs to be replaced. Additionally, the plan is to add heat/drought resistant plants.

V.) Owner Comments

- A. Carol Plato at 2250 Eagle Loop would like to request rumble strips be installed by the blind corner by her house. She said there are people with young children in the area and there is still a lot of speeding. Especially from the delivery drivers. Greg advised that rumble strips cost about \$4000 and it would have to wait until spring. He said the Board will consider it.
- B. John Lahley shared a conversation he had with one of the workers from the new development. This is mostly for an FYI for Tom Schaub and Joe Groussman as they attend the City meetings. The worker he spoke to said they are at least 2 months behind due to the weather, and building will not start for quite a

while with all the dirt they need to move. The worker stated he understands *the folks below* are concerned about the number of houses being built. The worker was surprised the development was approved without additional egress. He said in other developments he has worked on in other counties, this would not have been approved.

- C. Joe Groussman confirmed a streetlight has been approved to be installed at the corner of Dakota St. and HWY 138. It is unknown at this time when it will be installed.
- D. Jessie Larner inquired about the insurance representative from Farmers that is handling the complaints. She asked if there is enough in the budget to cover this, or the rates being increased. Tom advised; they did raise the budget by \$1000 anticipating a rate increase.
- E. Carole Wells spoke of the dogs that come out by the curves by the highway and Dovetail while walking. They have charged and bitten them while walking. Animal control did respond and got bit as well. The owners of the dogs were cited. These dogs have killed chickens. Additionally, she had a friend walking her dog in the Avery development and a little dog came out and bit her friend's dog. Animal control did not respond to that call. Carole wants homeowners to beware of the loose dogs.

VI.) Meeting was adjourned at 7:05pm