

THE KNOLLS MASTER ASSOCIATION

ANNUAL MEETING NOTICE

Monday, November 11, 2024 @ 6:30 p.m.

First Presbyterian Church, 3940 27 ½ Rd. Grand Junction CO 81506

Management: info@cic-hoa.com

Website: www.knollsmasterhoa.com

October 10, 2024

Greeting Neighbors,

As your schedules fill up with fall and winter activities, so too is your Board busy preparing for the irrigation shut-down and the Annual Meeting to wrap up the year.

Your participation is important for the Association Board to act on your behalf to budget and provide efficient and reliable irrigation, common area landscaping, insurance liability, etc. If you are unable to attend the Annual Meeting, please designate a neighbor to be your proxy or you can mail the proxy to the address written on the proxy form enclosed.

It is the Board's goal to continue to maintain our subdivision as one of the most desirable in Grand Junction. This cannot be achieved without your participation and understanding of our Covenants (CCRs) and Policies and Procedures. Each spring you are mailed a newsletter which include a watering schedule, FAQs along with any HOA updates. We continue to be plagued by owners not following the watering schedule. A detailed explanation of why we have a schedule is mailed each spring and posted on the website. Also, barking dogs disrupt the tranquility of our neighborhood. Don't be that rude neighbor, please bring your barking dog inside. Everything regarding your Association can be found at the website: www.knollsmasterhoa.com. Send all inquiries to CIC Management Solutions: info@cic-hoa.com. Or call Christine at 970-549-9044.

TREASURERS REPORT

The enclosed budget will be presented for ratification. Please review the budget. Our Treasurer is Ron Makela and can be reached at srjmakela@earthlink.net. Annual dues for 2025 increased to \$850.00. Billings will be prepared and mailed in late December 2024; payment is due by January 31, 2025. Our 2025 budget reflects the increased operating expenses of landscaping, insurance, accounting and electricity costs. Due to growing maintenance expenses in some categories, new line items were added to the budget – Tree Maintenance and Irrigations System.

The enclosed Budget document itemizes income and expenses for 2025 as approved by the Board of Directors and is presented at the annual meeting. The Knolls Assessment sheet itemizes revenues and expenses per month per homeowner. It also compares revenues and expenses between 2024 and 2025.

WEBSITE

NEW ADDRESS: www.knollsmasterhoa.com. Knolls Master HOA and Ravenna Hills HOA share common area expenses which you can view on our website. Click the link: Shared Cost Agreement. The Knolls Master Association consists of 104 owners. Ravenna Hills HOA consists of 41 homes located on Cortina Court, Fernwood Court and Sparrow Court where landscaping for all 41 homes is provided by the Ravenna Hills HOA.

IRRIGATION

The entire irrigation water supply is separate from the city water supply. Each year, the collective irrigation water supply must be methodically started up, operated, maintained and then shut down to prevent freeze damage. Signs will be placed at each entrance to the neighborhood around the 3rd week in October if not sooner (due to a hard freeze threat) to shut off your irrigation. Failure to turn off your own irrigation can result in damage to the entire system during the winterization process. We cannot emphasize this enough. Please help us eliminate additional maintenance costs.

ARCHITECTURAL REVIEW

If you are planning to paint your home, renovate, change or improve your property, the CCRs require prior approval from the Committee. The application form can be found on the Knolls website www.knollsmasterhoa.com. Or call Christine at 970-549-9044.

FENCE STAINING

The only approved color to be used throughout the neighborhood is Sherwood Williams exterior solid stain color called "Monument." This is not an official Sherwin Williams color. The paint color is on file at any local Sherwin Williams store. The name "Monument" designates the Knolls HOA approved color. Please abide by the CCR requirement.

TRAILER OR RECREATIONAL VEHICLE PARKING

Owners of trailers, campers, boats, or any recreational vehicles are allowed to park the unit outside their home for **no more than 72 hours** for cleaning, maintenance, etc. To report abusers, call City of Grand Junction at 970-244-6707 for parking complaints and for other City Code Violations call 970-244-4123. Be a considerate neighbor and abide by the rule. In 2023, the state of Colorado has removed all HOAs from parking enforcement and moved the responsibility to the City, therefore, our HOA no longer has the authority to enforce parking.

BARKING DOGS

This has become a real problem in our neighborhood. If your dog(s) are barking, you are in violation of the CCRs Section 7.4: "Habitually barking, howling or yelping dogs shall be deemed a nuisance". Please be considerate and bring your barking dog(s) inside.

DECLARATION OF COVENANT, CONDITIONS AND RESTRICTIONS (CCRs)

As a Knolls Master Association owner, you have accepted these CCRs as the governing policy rules. Last year you were asked to vote on five proposed Amendments. All five questions were approved and included into our CCRs and Policies & Procedures. You approved amendments to: prohibit short term rentals, and limit leases to a minimum of one year; established a rule for flag size (3ftx5ft) and pole height (12 feet); adopted rules newly instituted from the State of Colorado that invalidates specific sections of our Covenants; removed our HOA enforcement of parking violations - also mandated by the state; finally, rules were adopted to allow xeriscaping with some restrictions.

Please familiarize yourself with the governing documents at www.knollsmaster.com.

It is precisely because many of you respect the Covenants and are considerate of your neighbors that the Knolls subdivision is a joy to live in and is so beautifully maintained. Thank you all for keeping our neighborhood beautiful and being a considerate neighbor.

Sincerely,

The Knolls Master Association Board

Annual Meeting

Knolls Master HOA

Monday, November 11, 2024 at 6:30 p.m.

First Presbyterian Church Room E-11 Corner of 27 1/2 Road & Cortland Grand Junction

AGENDA

1. Introduction of the Board of Directors
2. Confirm Quorum Knolls HOA (21 owners required. Attendees and proxies combined.)
3. Approve the Minutes of the 2023 Annual Meeting (enclosed)
4. Treasurers Report:
 - a. Operating Cost Increase
 - b. New Budget Line Items to reflect additional funds needed for landscape/irrigation maintenance
 - c. Common Area projects, shared expenses KM 72%; RH 28%:
 - d. Pond dredging – accruing funds each year for 2027-8
 - e. Shared Cost Agreement between Knolls Master and Ravenna Hills recorded with Clerk of Court
 - f. Ratify 2025 Knolls Master Budget
5. Old Business
 - Paint fence along walkway between Piazza and Ridge Drive
 - Flower bed improvements at each entrance – incremental as budget allows
 - Policy and Procedure Updated – last revised 2014
 - Revised FAQ
 - Always need volunteers
6. New Business
 - Introduce Architectural Committee Volunteers: Andy Moler; David Waite.
 - Begin Updated Capital Reserve Study
 - Begin Revise & Restate CCRs
 - Fix pump barring during winter

Open Forum for Owners

Adjournment

Proxy

If unable to attend this meeting in person, please designate a proxy to represent you at the Knolls Master Association Annual Meeting. You may also sign, scan, and email to: jeannereporter@bresnan.net. Proxy form enclosed.

Draft MINUTES

Annual Meeting

Knolls Master HOA with Ravenna Hills HOA

Wednesday, November 8, 2023 at 6:30 p.m.

First Presbyterian Church Room E-11 Corner of 27 1/2 Road & Cortland Grand Junction

NEW WEBSITE: www.knollsmasterhoa.com

1. Jeanne Reporter welcomed both Ravenna Hills and Knolls Master owners to the meeting.
2. A Quorum in each HOA was achieved. Knolls Master had 15 owners attend and 17 proxies for a total of 32.
3. Minutes of the 2022 Annual Meeting were approved as presented
4. Landscape Maintenance in the Knolls and Common Area: Don Gutentag reported:

Fire Mitigation: Don reported on the status of the Government Grant to financially assist in the fire mitigation project to clean out debris from the nature area behind Pond #2 and #3. Because of onerous requirements for the grant, the HOA may elect to drop pursuit of the partnership.

Pump Installation: Don also reported that the Variable Frequency Drive (VFD) necessary to run our pump was successfully installed without interruption. In addition, he reported on the continual tree trimming and spraying progress throughout the neighborhood.

Cattails: The Board has contacted the Extension Service and three landscape companies to pursue the least destructive and inexpensive method to remove the cattails from the pond. There are three considerations 1) chemicals are harmful; 2) burning was ruled out as a liability, and 3) a small backhoe can dig them out. The backhoe is the only option at this time.

Perimeter Fence Repair: The fence in the retention pond area on Woodgate needed immediate repair as it could have caused the HOA repair costs to the owners' that share the fence line for property damage. This was a shared cost between Knolls and Ravenna Hills. This was an unbudgeted expense. The concrete wall along 27 ½ Road was painted in 2022 and the Board would like to continue the improvements by painting the fence above the wall and fixing up the flower bed entrances. Some money has been budgeted for this project.

Tree Trimming/Removal and Spraying: Both Boards have been essentially trimming, removing and spraying as the need arises. The 2024 Budget does not have all the funds needed to care for the current identified problems. It was suggested that the Boards have a master plan for the shared costs incurred in the common area.

Concluding the shared cost portion of the meeting, each HOA separated to discuss their own respective issues.

5. Treasurers Report

Ron Makela, Treasurer, reported no change in the 2024 dues for assessment. The annual dues assessment will remain at \$750.00. The Capital Reserve collects \$88.20 from each owner which gives the operation budget \$68,822.04. The Knolls collects 28% of the projected costs for the common area from Ravenna Hills which amounts to \$15,019.20. The total operating budget assessment income for

2024 is \$83,841.24. We had some unforeseen expenses in legal fees to comply with new state mandates, fence repair, redesign of website to reflect the separation of the Ravenna Hills HOA and Knolls HOA, and some tree removal & spraying. We are in the second year of our Landscape contract with Bookcliff Landscaping and we can expect a fuel surcharge in 2024. This surcharge was just recently verbally conveyed to the Secretary and President, and therefore the expense will have to come from Landscape Maintenance Incidental.

Planning for the next pond dredging: the Board will accrue \$3000.00 each year for the next 5 years to dredge pond #2.

6. Budget was ratified by the owners. Old Business

7. Old Business

Policies and Procedures will be completed by the end of the year with a mailing to the owners announcing the updated policies to comply with new state mandates.

8. New Business:

- Secretary Jeanne Reporter asked for volunteers for a Fence committee and the Architectural Review Committee.
- Members elected the current directors to continue to server on the Board: Don Gutentag, Randy Miller, Ron Makela, Jeanne Reporter. Directors will be elected at the next scheduled Board meeting.
- The domain name www.knollsandravennahillshoa.com expired in July. A new website for each HOA is now active. Our new website is: www.knollsmasterhoa.com. It is active but still under construction as of this meeting.
- The Board requested amendments to the Covenants (CCRs) from the owners. Of the 104 owners, each of the five questions needed 70 yes votes to implement the changes. All five of the amendment questions passed. The five new amendments to the CCRs are:
 - To prohibit short term (weekly or monthly) rentals such as AirB&Bs.
 - To restrict leasing a home for no less than 12 months.
 - To allow xeriscaping in the yards with State of Colorado restrictions. Owners will have to submit a plan to the Architectural Review Committee to abide by the State restriction.
 - To remove language from our current CCRs that restrict street parking. As per 2022 State Mandate HOAs no longer can enforce street parking restriction.
 - Include guidelines for a flag size, 3 ftx5ft and a pole height of no taller than 12 feet.
- Owners will be notified of all new amendment by mail. The amendments will also be included in the Policies and Procedures and the FAQs on the website: www.knollsmasterhoa.com.

Comments from owners:

- Barking Dogs AGAIN! Inconsiderate dog owners in the neighborhood are neglectful of their animals. To excuse your dogs barking as “that is what they do” is rude and unneighborly. Allowing your dog to defecating on other people’s lawns is equally rude.
- Bushes along 27 ½ Road are encroaching in the sidewalk and need to be trimmed.

- Send a letter to owners explaining exactly what they are getting for their dues.
- Implement incremental dues increase each year so we do not have a huge increase like last year. The dues have not been increased since 2021 and two big projects (new pumps and pond dredging) plus utility and insurance increase caused a \$75 increase between 2022 and 2023.
- Set a standard for fence appearance in the Policies. Then mail owners letters when their fence is substandard. Many owners are neglecting the painting and maintenance of their fences which is making the neighborhood look shabby. Two owners agreed to help but no volunteers for the Fence Committee.
- Much discussion ensued about the paint color of homes. We have two homes in the neighborhood with Sherwood Williams “Agreeable Gray” which is an exception to the surrounding homes and therefore does not set a precedent. Our HOA Attorney has informed the Board that as long as it is stated in FAQs, Policies & Procedures, the Architectural Committee can deny any color or shade like or similar in tone. An owner volunteered to work with the Architectural Review Committee to establish a set group of colors for walls, trim, doors etc. of which owners can choose from when they decide to repaint their home.

Meeting Adjourned at 8:10pm.

Respectfully Submitted by:
Jeanne Reporter, Secretary

Knolls 2025 Annual Assessments

Knolls - 104 Homes

Annual dues: \$850.

		Annual		Net			
		HOA Dues	Capital	HOA Dues	RH (28%)	Other Budgeted	Total
		Revenue	Reserves	Revenue	Assessment	Revenue	Revenue
Revenue	Yr.	88,400.00	(9,819.96)	78,580.04	19,381.92	638.50	98,600.46
	Mo.	7,366.67	(818.33)	6,548.34	1,615.16	53.21	8,216.71
	Per Door/Per Mo.	70.83	(7.87)	62.96	15.53	0.51	79.01

		Budget	Budget			Total 2025	
		Landscape	Net Common			Budgeted	
		Expense	Expense			Expense	
Expense	Yr.	27,990.00	68,688.45			96,678.45	
	Mo.	2,332.50	5,724.04			8,056.54	
	Per Door/Per Mo.	22.43	55.04			77.47	
						Surplus<Deficit>	1,922.01
						Per Door/Per Mo.	1.54

Knolls 2024 Annual Assessments

Knolls - 104 Homes

		Projected		Net		Projected Actual	
		HOA Dues	Capital	HOA Dues	RH (28%)	Other	Total
		Revenue	Reserves	Revenue	Assessment	Revenue	Revenue
Revenue	Yr.	78,000.00	(9,177.96)	68,822.04	15,019.20	2,032.74	85,873.98
	Mo.	6,500.00	(764.83)	5,735.17	1,251.60	169.40	7,156.17
	Per Door/Per Mo.	62.50	(7.35)	55.15	12.03	1.63	68.81

		Landscape	Net Common			Total 2024	
		Expense	Expense			Projected	
		Expense	Expense			Expense	
Expense	Yr.	24,120.00	53,078.02			77,198.02	
	Mo.	2,010.00	4,423.17			6,433.17	
	Per Door/Per Mo.	19.33	42.53			61.86	
						Surplus<Deficit>	8,675.96
						Per Door/Per Mo.	6.95

2025 Capital Reserve	9,819.96
2024 Capital Reserve	9,177.96
2025 Increase	642.00
Percentage Increase	7%

Approved by Board Sept. 25, 2024

THE KNOLLS MASTER ASSOCIATION
2025 Budget

Thru Aug 2024

ANNUAL DUES FOR 2025 = \$850.00

Approved by Board Sep. 25, 2024

	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Budget 2024	Projected / Actual 2024	Budget 2025	Comments
Income										
Operating Budget Assessment	56,284.80	55,857.00	55,395.00	62,708.04	62,184.00	69,423.00	68,822.04	68,822.04	78,580.08	Annual dues \$850.00 (755.58) budget + (94.42) reserve dues
Ravenna Hills Assessment	14,558.28	14,935.68	14,562.96	11,909.76	15,168.60	12,558.84	15,019.20	15,019.20	19,381.92	Ravenna Hills annual assessment for shared costs
Interest Income	32.02	42.43	28.26	8.69	16.14	38.79	22.00	32.74	38.50	
Other Income (Fines/Late Fees/Penalties/Credits)	600.00	1,000.00	1,100.00	400.00	1,500.00	800.00	600.00	2,000.00	600.00	
Capital Improvement for Ponds & Irrigation										
Assessment to HOA Members	100.00				240.48	48.89				
Late Fee Assessments	71,575.10	71,835.11	71,086.22	75,026.49	79,109.22	82,872.52	84,463.24	85,873.98	98,600.50	
Total Income										
Expenses										
Bad Debt/Wireoff										
Bank & Other Service Charges			2.00		28.00	2.00				
Capital Improvements - NonIrrigation										
Grounds Maintenance - Contract (shared) **	21,825.00	22,509.99	22,509.99	23,409.00	23,409.00	24,120.00	24,120.00	24,120.00	27,990.00	** contract/16% increase
Grounds Maintenance - Incidental (shared) **	2,420.81	2,449.45	4,632.14	4,206.86	7,826.23	6,742.44	10,045.00	3,016.93	10,045.00	** 27 1/2 Rd. and Cortland entrances landscape improvements
Grounds Maintenance - Snow Removal	1,159.70	735.60	400.00	178.75	485.00		1,155.00	770.00	1,155.00	
Tree Maint./Removal (shared)** (new item)									5,004.00	** remove cottonwood pond 2 / maintenance in park and 27 1/2 RD
Insurance - Residential (shared)** and D & O	1,964.46	2,030.46	2,030.94	2,040.42	2,120.33	1,494.91	1,957.00	1,957.01	2,613.45	** contract / 27% increase
Insurance - Liability & Umbrella	1,156.92	1,155.42	1,150.92	1,150.92	1,144.43	983.74	1,122.00	1,122.00	1,122.00	
Miscellaneous										
Office Supplies & Expense	97.21	329.93	1,440.40	321.53	85.00		85.00	50.00	300.00	
Postage/copies	833.94	487.69	727.37	622.46	84.62	189.00	1,126.00	549.00	791.00	
Meeting Expense			120.08	16.27	55.87		75.00	248.75	275.00	
Professional Fees										
Accounting	2,700.00	2,700.00	3,000.00	3,000.00	3,900.00	3,950.00	4,950.00	5,300.00	4,950.00	collection of dues/monthly financials/transfer requests
Annual Report/Policies & Procedures	10.00	3,806.00	7,545.93	2,091.00	2,030.00	5,398.10	2,100.00	4,519.90	2,500.00	
Legal Fees	2,250.00	1,675.00	600.00	600.00	600.00		2,600.00	800.00	1,200.00	
Professional Fees-Other	330.00	330.00	330.00	330.00	425.00	425.00	425.00	425.00	475.00	\$50.00 increase
Tax Preparation		1,913.00	420.00	510.00	532.00	356.00	360.00	650.00		
Website Management Fees										
Repairs & Maintenance	2,070.00	1,065.30	490.20	500.00	150.00	773.17	1,000.00	1,443.96	1,000.00	**
Fence Repair (shared)**	10,240.41		4,210.49	1,994.63	336.68	267.50	1,400.00	2,739.20	3,000.00	** pump repair needed spring 2025
Irrigation System/Pump&Pumphouse (shared)**									100.00	
Repairs & maintenance-other										
USPS Mailbox Maintenance				2,885.00	533.98	2,835.38	7,200.00	7,923.27	7,200.00	
Fence Repair - Knolls						3,317.53				
Pumphouse Maintenance - Knolls						55.00				
Landscape Maintenance - Knolls						1,421.91			3,000.00	
Irrigation System - Knolls										
Special Projects										
Reserve Study										
Pond Dredging-Pond 1			10,339.92							
Pond Dredging-Pond 2	4,362.48									
Pond Dredging - Ponds 1 and 2						15,134.69				
Pond Dredging Liability Account							3,000.00	3,000.00	3,000.00	annual contribution for future pond dredging
Nature Area (shared)**							2,000.00	800.00	2,000.00	** Removal of excess brush
Utilities										
Electricity (shared)**	10,621.14	9,656.18	11,537.92	12,098.69	12,272.07	12,754.24	13,150.00	13,828.98	14,708.00	** 5% increase from previous year
Water Shares (shared)**	3,653.07	3,553.18	3,679.49	3,740.11	3,757.35	3,936.02	4,100.00	3,936.02	4,250.00	** 5% increase from previous year
Telephone		385.28	952.84	158.59						
Contingency										** Designates cost of expense shared with Ravenna Hills HOA
Total Expenses	65,705.14	54,781.49	75,520.63	59,854.23	59,690.56	84,156.63	82,070.00	77,198.02	96,678.45	
Net Income(Loss)	5,869.96	17,053.62	(4,434.41)	15,172.26	19,418.66	(1,284.11)	2,393.24	8,675.96	1,922.05	
** Designates cost of expense shared with Ravenna Hills HOA										
Capital Reserve Dues (104x\$94.42=\$9819.66)	6,115.20	6,543.00	7,002.00	7,491.96	8,016.00	8,577.00	9,177.96	9,177.96	9,819.96	Increase as specified by Reserve Study (rounding introduces minor variations)
Capital Reserve Dues "Offset" to Deferred Revenue	(6,115.20)	(6,543.00)	(7,002.00)	(7,491.96)	(8,016.00)	(8,577.00)	(9,177.96)	(9,177.96)	(9,819.96)	

Knolls Master Association

Annual Meeting Proxy

Monday, November 11, 2024 6:30 p.m.

First Presbyterian Church – 3940 27 1/2 Rd. Grand Junction

PROXY

One homeowner per property may vote on Association Business.

Any homeowner wishing to vote by proxy must complete this form. This form may be:

1. Given to a current board member or neighbor who will attend the meeting.
2. Or, scan and email this completed and signed form to jeannereporter@bresnan.net. Subject line: Knolls HOA Annual Meeting Proxy.
3. Or, mail this form to:

Knolls Master HOA Secretary
3490 Briar Ridge Way
Grand Junction, CO 81506

I am unable to attend the Knolls Master Association Annual Meeting on Monday, November 11, 2024.

I am designating _____ to represent me at the Annual Meeting of the members of the Knolls Master Association.

Ballot

I hereby cast my vote to: _____Approve _____Disapprove the 2025 Budget

Homeowner Name (Print):_____

Homeowner Address _____email:_____

Your Signature: _____Date: _____