



THE KNOLLS PROPERTY OWNERS ASSOCIATION

ANNUAL MEETING MINUTES

Saturday, April 26, 2025 | 4:00 PM

Location: Home of Bill and Carolyn Davis, 181 W. Monument Trail, The Knolls

1. WELCOME AND CALL TO ORDER

- The meeting was called to order by President Jan Mason at 4:27 PM.
- Board members present were Jan Mason, Mark Pelley, Marc Van Neuren, and Bill Davis.
- Property owners present included: Bill and Diana Doss, Mark and Mary Pelley, Chip Steele, Diane and Jan Mason, Karl and Alexis Kjellstrom, Amy Erickson and Stewart Osgood, Heather and Gary Williams, Tim and Cindy Said, Marc Van Neuren, Kathleen Quirk and Brian Page, Lori Haggist, Bill and Carolyn Davis, Blake and Whitney Fentress, and Gregg and Ann Herbert.
- A quorum was established with a majority of board members in attendance.

2. TREASURER'S REPORT

Jan Mason reviewed the Operating Account and Reserve Account Financial Statements for the period of July 2024 through March 2025. (See Attachments 2 and 3.)

- The Operating Account ending balance is \$29,487.50. Jan noted that this is the largest balance the association has had in the past seven years and recommended that we do not raise dues this year. Dues are currently \$360 per year, with the association permitted to raise them by up to 20% annually if needed.
- Some of the larger expenses over the past year included:
 - Insurance: \$888.00
 - Legal fees: \$745.00
 - Website and email hosting: \$715.96
 - Construction fee refund: \$5,000
- Mark Pelley explained that we have 11 common area streets, and we were fortunate this year that no major road repairs were needed. He emphasized that the money in the operating account will be necessary for future maintenance as roads age.
- The Reserve Account ending balance is \$5,520.93, which includes a \$5,000 refundable construction deposit.
- Tax Status: Marc Van Neuren reported that he believes the POA is a 501(c)(4) nonprofit organization but noted that he has not had access to past tax returns to verify it. Jan Mason said she

has some previous returns and also believes the POA was filed as a 501(c)(4). She will confirm this with the association's accountant.

- Jan Mason added that the treasurer elected later this year will be responsible for creating the 2025 budget.

3. COMMITTEE REPORTS

Architectural Control Committee (ACC)

- Committee Chair: Mark Pelley
- Committee Members: Todd Christenson, Bill Davis, and Jon Cline

Mark Pelley provided an update on ACC activities:

- The committee approved construction of a new home on Lot 53 and granted preliminary approval for a home on Lot 38.
- Lot 38 also submitted plans for a front yard fence and gated entry with columns.
- Other recent approvals included large boulders for Lot 43 and a new deck and pergola for Lot 42.
- Mark reminded members that new home construction requires a \$5,000 refundable deposit to ensure that construction debris is properly cleaned up.
- Tract D which is the common area access drives for lots 30 and 31 has an erosion issue. Repair work will commence in the next few weeks. (See grey area on attachment 4)

Mark explained the differences in the streets of The Knolls:

- Phase 1 streets are maintained by the Town (white streets on attachment 4)
- Phase 2 streets are the responsibility of the POA. Currently the POA owns 11 of these common area streets. (orange streets on attachment 4)

Mark also noted that the age of our roads ranges from 2 to 20 years, and a past study commissioned by the previous board president showed that the roads are in good condition for now.

ACC Request Forms are available on the Knolls POA website: <https://theknollsstarvalley.com/>. Property owners are reminded that all improvements or additions must be approved by the ACC and must comply with CC&R guidelines.

Bill Davis added that the purpose of the ACC is to help maintain the overall property values within our community.

Firewise Recertification

- Bill Davis reminded everyone that The Knolls is officially designated a Firewise Community, which requires recertification each year.
- Bill spoke about the importance of continuing to maintain our community's Firewise status and suggested forming a Firewise Committee to help neighbors properly manage their properties. The Board will work on a formal plan and bring it to a vote at the next meeting.
- Firewise and Brush Pick-up: The estimated cost to have land professionally cleared is \$5,000 to \$10,000 per acre.
- Whitney Fentress announced that a Firewise class will be held next Saturday, May 3, at the Payson Library, and she provided flyers with details for anyone interested. (See Attachment 5.)

4. BOARD OF DIRECTORS ELECTION

Whitney Fentress explained the process for the upcoming Board of Directors election:

- Voting will open on May 15 and close on June 10.
- Voting will be conducted online through Election Buddy, and votes will remain anonymous.
- There are five seats on the Board. Two current Board members will continue serving the second year of their terms, and three new board members will be elected from four candidates.
- Each new board member will serve a two-year term.

Candidates include:

- Art Rogers
- David Haggist
- Stewart Osgood
- Whitney Fentress

Stewart Osgood and Whitney Fentress spoke briefly to introduce themselves. Lori Haggist spoke on behalf of her husband, David Haggist. Bill Davis spoke on behalf of Art Rogers.

Biographies and ballot instructions are included in Attachment 6 and will also be provided with the electronic ballot.

5. ADJOURNMENT

Bill Davis moved to adjourn the meeting at 5:12 PM. Mark Pelley seconded the motion, and the membership approved it.

6. POTLUCK DINNER AND SOCIAL GATHERING

Following the meeting, property owners gathered for a potluck dinner and social time. Thank you to everyone who brought a dish to share — it was a wonderful opportunity to connect with neighbors!

Attachments:

1. Operating Account Financial Statement
 2. Reserve Account Financial Statement
 3. Firewise USA Class Information
 4. Map of The Knolls POA
 5. Sample Ballot Information and Instructions
 6. Candidate Biographical Information
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Minutes respectfully submitted by Whitney Fentress, Acting Secretary, on April 27, 2025.

Website: <https://theknollsstarvalley.com/>

Facebook: The Knolls – Star Valley