

# **The Knolls Property Owners Association Board Meeting Minutes**

## **Meeting Date and Time**

July 7, 2021 at 6:00 PM

## **Meeting Location**

Matt Highstreet's Residence  
139 S Union Park Dr.  
Star Valley, AZ 85541

## **Meeting Attendees**

**Matt Highstreet, President**

**Art Rogers, Vice President**

**Jan Mason, Treasurer**

**Sue Renaud, Secretary**

**Bill Davis, Member**

**Mark Pelley, Member**

**Jon Cline, Member**

The regular meeting of the Board of Directors of The Knolls Property Owners Association was called to order at 6:05 PM on July 7, 2021 at Matt Highstreet's residence by Matt Highstreet

## **II. Approval of Previous Meeting Minutes**

Art Rogers moved to approve the June 4, 2021 meeting minutes and Bill Davis gave a 2<sup>nd</sup>. The minutes were signed by Matt Highstreet

## **II. Consideration of Open Issues**

### **Financial Report:**

Jan Mason met with the HOA accountant. As of June 2021 the account balance is \$20,021.00. Jan is currently working on developing a budget. Matt and Jan are in the process of changing over signers from Art to them.

## **Committee Updates:**

**Roads:** John Whetten reported that the HOA is responsible for roads that are at least 16' wide. There are 9 of these secondary roads. The Town of Star Valley is responsible for all other roads and culverts. The culverts on the secondary roads are the responsibility of The Knolls. Matt is speaking with the City Manager Tim Grier about faded street signs, which have now been ordered (i.e. Sunset), and ADOT to find out who is responsible for the highway 260 easement.

Address signs will be made with new material that will make them last longer. John Whetten to obtain pricing so we can discuss at next meeting, the number needed and who would pay. Would be nice to have address lot signs standardized.

**Website:** See below

**ACC:** Mark Pelley shared community maps and would like all information to be marked on them. There are no pending architectural requests, and he has gotten all files from Andy.

Question was asked about the fire hydrant inspection process. Inspections are performed by Hellsgate FD and the town of Star Valley. Matt is working on getting the information of the last inspections completed, and to get the schedule to then post on website and Facebook.

John Cline shared that 163,000 gallons of water were used on the Davis fire, and why isn't the 8" pipe running from Payson utilized for this? Matt explained that this connection is used for emergencies but not immediate emergencies. Well site information is public knowledge, and Star Valley has 7 or 8 wells to supply the town. The Knolls well is one of the largest. Matt will put a bug in Tim Greir's ear about this.

Mark Pelley made a great number of calls, and finally found a company that will work on residential sprinkler systems. He will share their flyer. This is something that can be put out on the website and Facebook page.

**Fire Safety Committee:** Sue Renaud shared that the committee met on June 22<sup>nd</sup>, and that the members divided up the responsibilities to work on. These areas consist of education, alert systems, signage of evacuation routes, forestry responsibilities, and exploring the possibility of becoming a Firewise USA Community. The next committee is on July 19<sup>th</sup> 3:00

**Welcoming Committee:** Had not been formed as of this meeting. Refer below to The Information committee.

**Website:** Matt took on the role to set-up HOA website. He showed a preliminary example. He would like to see the website improve communication within the HOA. Site will not be used as a public forum. All notifications of meetings, minutes, The Knolls maps, and possibly HOA dues could be paid via the site. Go Daddy has come highly recommended by many. Matt stated that with \$250 annually the website would be developed and maintained by Go Daddy. Art warned of a merchant fee for payments may be an issue. The website would be Theknollsstarvalley.com

Jan Mason made a motion to approve, Mark Pelley offered a 2<sup>nd</sup> with the contingency to increase annual fee to \$350.00. Unanimously approved. No further discussion.

**Facebook:** Matt proposed a Facebook page for the HOA. The page would be private and only current HOA members would be allowed in. Would have 2 administrators and be used for putting out quick blurps. Matt and Sue to be administrators.

Sue Renaud offered 1<sup>st</sup> motion, and Mark Pelley gave the 2<sup>nd</sup>. Unanimously approved. No further discussion.

**Information Committee:** This committee is to be formed to determine what and how information will be disseminated. The information could contain announcing the new board to developing a newsletter, and including new resident information. Sue Renaud will head the committee, with other members being Jan Mason, Mary and Mark Pelley, and Matt.

Bill Davis motioned to approve, and John Cline gave 2<sup>nd</sup>. Approved unanimously.

## **I. Consideration of New Business**

- A. Meeting dates: There was a request to set a regular schedule, but this does not work with Matt's rotating work schedule. It was decided for now that meetings would be monthly and set by Matt. May work toward quarterly meetings at some point.
- B. Matt suggested offering board meetings on Zoom. Will discuss further at future meeting.
- C. RV/Trailer storage: A letter had been sent out by Andy. Board will discuss how to enforce at next meeting. Need to define the description of "screen". Matt will get section of bylaws/CC&R's to Mark Pelley. Will discuss at next meeting.
- D. Announce Board meetings and minutes. Will be part of the information committee's discussion.
- E. Currently waiting on updated member's information list from accountant. Then information committee can send out announcement of new board and meeting minutes.

- F. Kiosk: Need to check with Pine Ridge on possibly going in half on an information kiosk. Placing it by the mail boxes was discussed. Will discuss at next meeting.

### **Public Forum**

- A. Bill Davis offered information on the analysis of the well that was done, and that the water is of a very high quality.
- B. The issue of VRBO's and Airbnb's in the Knolls was asked about. Pine Ridge Bylaws/ CC&R's state that rentals are a 30 day minimum. Would need to update CC&R's, depending on what the Board of Directors decides, then a community majority vote.
- C. A house on the right side of the road has an even number address. Is this a fire department concern? Matt explained that the Fire Department has an updated process of address tracking.

Meeting was adjourned at 7:25 P.M. with a motion from Jon Cline and 2<sup>nd</sup> from Art Rogers

Minutes submitted by: Sue Renaud, Secretary

Minutes approved by:

Next meeting date and time: TBD

