

## THE KNOLLS PROPERTY OWNERS ASSOCIATION

### BOARD OF DIRECTORS MEETING MINUTES

Wednesday, April 29, 2026 | 4:30 PM

Central Arizona Association of Realtors Board Room, Payson, AZ

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#### 1. Call to Order

The meeting was called to order at 4:31 PM by President Mark Pelley.

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#### 2. Welcome & Introductions

President Mark Pelley welcomed attendees, and introductions were made.

Board Members Present: Mark Pelley (President), Stewart Osgood (Treasurer/Vice President), Whitney Fentress (Secretary), and Art Rogers (Board Member). Absent: Marc Van Neuren (Board Member)

Residents in Attendance: Mary Pelley, Blake Fentress, Bill Davis, Gary Williams, Heather Williams, Lauren Keffer, Bob Hartman, Dee Hartman, Carl Shumaker, Kathy Shumaker, Diane Steele, Bill Doss and Diana Doss.

A quorum was established.

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#### 3. Treasurer's Report (See Attachments On Pages 7-9 Below)

Treasurer Stewart Osgood presented the financial report as of April 15, 2026.

- Assets: ~\$51,000
- Liabilities: ~\$10,000
- Equity: ~\$41,000
- Quarterly Income: \$360 (transfer fee)
- Expenses: ~\$2,100
- Net Loss: (~\$1,700)

The quarter was described as relatively uneventful, with typical operating expenses and minimal revenue activity.

Updates:

A prior IRS collection matter related to 2015 taxes remains under review. The account has been returned to the IRS, which has requested an additional 60 days for follow-up.

Beginning July 1, 2026, Rim Country Accounting will manage annual assessments, invoicing, and collections at a cost of \$200 per year. This transition is intended to improve continuity and reduce administrative burden on the Treasurer role.

The Board will work in the coming months to establish the FY 2026–2027 budget.

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#### 4. Committee Reports and Updates

##### **Architectural Control Committee (ACC)**

Mark Pelley reminded residents that all exterior property modifications require prior ACC approval. The committee aims to provide timely review of submissions.

Two new homes currently under construction (Lots 6 and 38)

Approximately 15 undeveloped lots remain within the community

Five active ACC requests in process (non-new construction)

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##### **Streets & Common Areas Committee (See Attachment On Page 10 Below)**

Stewart Osgood reported that the committee previously conducted a full review of Association-maintained streets and prioritized repair needs.

Priority areas: Tract D (highest), Tract E, and upper Tract T; lower Tract H may also be considered

Planned work includes crack sealing and seal coating

Three bids will be obtained prior to proceeding

Annual budget allocation is \$6,000, with projects typically completed every other year at approximately \$12,000

Streets remain the Association's largest asset and most significant long-term maintenance expense

Additional clarification was provided that all unnamed streets are common-area streets, with the exception of Sunset Drive.

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## **Fire Safety Committee (See Attachment On Page 11 Below)**

Bill Davis reported on the Home Ignition Zone Assessor training held on April 27, attended by himself, Mark Pelley, and Whitney Fentress.

Key points:

- The goal is to develop a group of trained volunteers to conduct voluntary home risk assessments within the community
- Assessments evaluate a home's vulnerability to wildfire based on structure, materials, and surrounding conditions
- Focus areas include roofing, eaves, vents, vegetation management, defensible space, and proximity of combustible materials
- Recommendations are intended to help homeowners reduce wildfire risk through proactive mitigation

Residents may contact Bill Davis to request an assessment of their property.

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## **Social & Community Engagement Committee**

**Ladies' Nights:** Continued strong participation, with additional residents volunteering to host events in the coming months

### **Annual Potluck: (See Attachment On Page 12 Below)**

Rescheduled to May 31, 2026 at 4:00 PM at the Davis residence to improve attendance due to the Mother's Day weekend conflict

Main dishes, beverages, and paper products will be provided

Residents are encouraged to RSVP and sign up to bring a dish

A brief Firewise presentation will be included as part of the event

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## 5. Old Business

No significant items were brought forward.

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## 6. New Business

### **Annual Assessment Resolution (FY 2026–2027) (See Attachment on Page 13 Below)**

Stewart Osgood presented the proposed Annual Assessment Resolution for FY 2026–2027, which had been distributed to the Board in advance in draft form. The resolution outlines the rationale for increasing assessments, including rising operating costs, funding the Pavement

Preservation Program, and strengthening reserve balances, as well as the intended use of additional revenue.

**Motion:** Whitney Fentress moved to adopt the *Annual Assessment Resolution for FY 2026–2027* as presented; seconded by Art Rogers.

**Vote:** 4 in favor, 0 opposed, 1 absent (Van Neuren)

**Result:** Motion passed.

**Final Resolution:** The adopted resolution is attached to these minutes on Page 13 and is incorporated herein by reference. This document reflects the resolution approved by the Board.

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## **Board Member Election**

Whitney Fentress reviewed the election process and timeline.

Two open seats (terms of Mark Pelley and Marc Van Neuren concluding)

Two candidates: David Haggist and Bob Hartman

The election will proceed in accordance with the Bylaws using ElectionBuddy, although the positions are uncontested

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## **Dead Trees / Firewise Approach Discussion (See Attachments On Pages 14-17 below)**

Discussion was held regarding the presence of dead trees and wildfire risk mitigation.

Over 40 dead trees have been identified within the neighborhood

The Association will focus on education, communication, and voluntary compliance rather than enforcement

Board members may reach out to property owners, particularly in cases where owners may be unaware of conditions on their property

Residents shared information on bark beetle prevention methods and products (see attachments below)

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## **7. Open Forum**

- Concern raised regarding yard waste accumulation in a nearby ravine
- Clarification provided that the neighborhood water system is owned and maintained by the Town of Star Valley
- Discussion confirmed that Firewise measures cannot be mandated but are strongly encouraged

- A request was made to reinstate a brush pickup program; it was noted that the program had historically been costly and contributed to reduced reserves
  - Concern was expressed regarding the importance of maintaining reserve funds for future needs
  - A resident noted sensitivity to chemical treatments used for bark beetle prevention
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## 8. Parking Lot

No items were discussed.

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## 9. Adjournment & Recess

There being no further business, the meeting was adjourned at 5:45 PM (Motion by Whitney Fentress; seconded by Art Rogers).

The Board of Directors Annual meeting is scheduled for Wednesday, June 17, 2026, at 4:00 PM, at the CAAR Board Room.

**Attachments Below**



## THE KNOLLS PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

Wednesday, April 29, 2026 | 4:30 PM

Central Arizona Association of Realtors Board Room, Payson, AZ

### Meeting Agenda

- 1. 4:30PM - Call to Order**
  - Meeting called to order by the President
- 2. 4:30PM – 4:37PM - Welcome, Introductions & Quorum**
  - Opening remarks
  - Introductions of Board members and attendees
  - Confirmation that a quorum of Board members is present
- 3. 4:37PM – 4:45PM - Treasurer's Report**
  - Review of current financial status
  - Key financial observations and items to monitor
- 4. 4:45PM – 4:58PM - Committee Reports & Updates**
  - 4:45PM – 4:49PM - Architectural Control Committee
  - 4:49PM – 4:52PM - Streets & Common Areas Committee
  - 4:52PM – 4:56PM Fire Safety Committee
  - 4:56PM – 4:58PM Social & Community Engagement Committee
- 5. 4:58PM – 5:04PM - Old Business**
  - Discussion of any outstanding items from prior meetings
- 6. 5:04PM – 5:15PM - New Business**
  - Draft Board resolution: dues, reserves, and transfer fees (for Board consideration and vote)
  - Board member election – timing, process and next steps
  - Dead Trees/Firewise Approach – Discussion and Board guidance on outreach
- 7. 5:15PM – 5:25PM - Open Forum**
  - Property owner comments - limited to three minutes per speaker
- 8. 5:25PM – 5:30PM - Parking Lot (Time Permitting)**
  - Items deferred from earlier agenda discussions – limited to remaining time
- 9. 5:30PM – 5:45PM - Adjournment and Recess**
  - Adjourn regular meeting
  - 15 minute recess
  - Confirmation of next meeting date: June 24, 2026 | 4:00PM, CAAR Board Room
- 10. 5:45PM – 6:30PM Executive Session (Board Members Only)**
  - Closed session for Board discussion, as permitted by the governing documents
  - All non-Board attendees will be asked to excuse themselves

## Treasurer's Report as of April 15, 2026

Please find the balances sheet and the P&L for Q1 [of](#) the fiscal year. I have also included screenshots of bank status of April 15.

Pretty uneventful month. We closed the quarter with this being our financial status:

- Assets at \$51K.
- Liabilities of \$10K.
- Equity of \$41K.
- Quarterly income of \$360 (one transfer fee).
- Expenses of \$2100.
- Net loss of (\$1700).

Items to be accomplished next quarter:

- Work with Board to set dues for next Business Year.
- Transition invoicing and collections to Rim Country Accounting.
- Establish budget for Business Year 2026-2027.

Best regards,

Stewart Osgood  
Treasurer  
The Knolls POA

### Net worth summary ⓘ

Your assets and liabilities

\$49,880.40

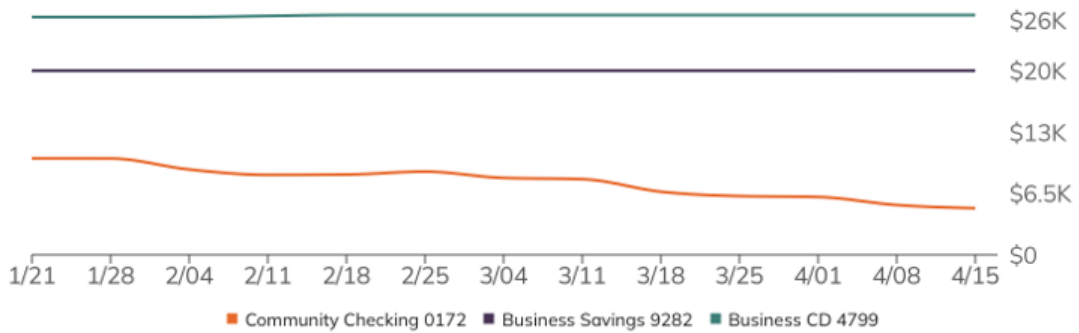


### Balance trends ⓘ

Last quarter

Accounts (3) ▾

Week Month Quarter



### Checking

Condense  ^



#### Community Checking

\*\*\*\*\*0172

\$4,925.58

Available balance >

Current balance: \$4,925.58 Prior day balance: \$4,925.58

### Savings



#### Business Savings

\*\*\*\*\*9282

\$19,517.52

Available balance >

Current balance: \$19,517.52 Prior day balance: \$19,517.52

### CD



#### Business CD

\*\*\*\*\*4799

\$25,437.30

Current balance >

11:36 AM  
 04/14/26  
 Accrual Basis

The Knolls Property Association INC  
**Balance Sheet**  
 As of March 31, 2026

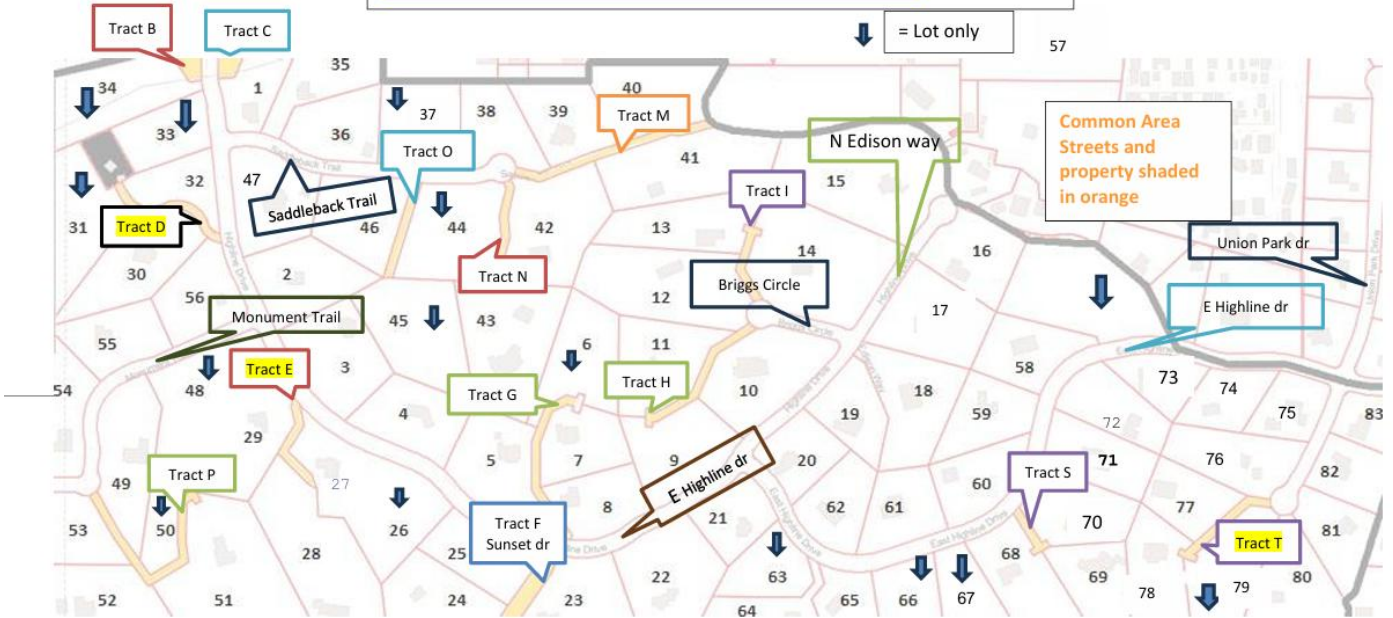
	<u>Mar 31, 26</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
National Bank Checking 0172	6,119.90
National Bank Savings 9282	19,517.52
Total Checking/Savings	<u>25,637.42</u>
Other Current Assets	
CD 4799	25,000.00
Total Other Current Assets	<u>25,000.00</u>
Total Current Assets	<u>50,637.42</u>
<b>TOTAL ASSETS</b>	<b><u>50,637.42</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Refundable Building Deposits	10,000.00
Total Other Current Liabilities	<u>10,000.00</u>
Total Current Liabilities	<u>10,000.00</u>
Total Liabilities	10,000.00
Equity	
Opening Balance Equity	29,108.34
Retained Earnings	13,228.58
Net Income	-1,699.50
Total Equity	<u>40,637.42</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>50,637.42</u></b>

11:35 AM  
 04/14/26  
 Accrual Basis

The Knolls Property Association INC  
**Profit & Loss**  
 January through March 2026

	<u>Jan - Mar 26</u>
Ordinary Income/Expense	
Income	
Transfer Fee	360.00
Total Income	<u>360.00</u>
Expense	
Accounting Fees	1,200.00
Meeting Costs	420.00
Office and Postage Expense	10.48
Professional Fees	287.00
Utilities	142.02
Total Expense	<u>2,059.50</u>
Net Ordinary Income	<u>-1,699.50</u>
<b>Net Income</b>	<b><u>-1,699.50</u></b>

**The Knolls POA**  
**Proposed common area street work**  
**Pavement Preservation Program (PPP)**  
**October 2025**  
**Seal coat work to be performed in the spring 2026**



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## **Home Ignition Zone Assessment Class**

- Arizona Department of Forestry and Fire Management class held Monday
- Purpose was to give attendees a series of items to look for around a home that might be a risk to fire
- The idea for The Knolls was to develop a stable of people that could conduct home by home assessments of the risks
- For our community, we were given the charge to form a committee with the charge of developing an Action Plan to conduct home-by-home assessments
- Firewise Assessors are charged with working with homeowners, associations and the local fire department under the direct supervision of a qualified Firewise Advisor
- The Assessors complete home assessments using the knowledge gained in the Assessment Class
- Each person completing the Class received a Certificate of Completion and should be available to help conduct home assessments
- A Guide was provided with five general items to cover when determining how vulnerable the structure will be during a wildfire and that could be used to convey recommendations to the homeowner so that the home will have a better chance of surviving a wildfire
  1. Overview of Surroundings (relation to fire behavior)
  2. Chimney to Eaves conditions (shingle condition, gutters, litter)
  3. Exterior Wall to Foundation (Attic, eave, soffit, vents, fences, decks,)
  4. Foundation to landscape area (vegetation management, propane, parking)
  5. Landscape area to extent of ignition zone (tree crowns, vegetation clearances)
- The recommendations are for prevention/mitigation measures to be done well in advance of a wildfire season

We will begin to conduct HIZ assessments when requested by Knolls POA members recognizing that it should get done but it cannot be done all at once.

Bill Davis, (480) 510-6391 or [wedavis09@yahoo.com](mailto:wedavis09@yahoo.com)

# THE KNOLLS POA NEIGHBORHOOD POTLUCK



**Sunday, May 31 | 4:00 PM**

*181 W. Monument Trail*

*(Home of Carolyn & Bill Davis)*

Join your neighbors for one of our favorite gatherings of the year! It's a great chance to catch up, meet new faces, and enjoy some delicious food together.

## **What's Provided:**

- 🍖 Main dishes (elk, pork & turkey)
- 🍹 Beverages
- 📄 Paper products

## **What to Bring:**

Please sign up to bring an appetizer, side dish, salad, dessert, or bread—homemade or store-bought is perfect!

## 👉 **Sign up here:**

<https://www.signupgenius.com/go/10C044BA5AC2BA7FCCF8-63600525-theknolls>

Please also RSVP on the sign-up so we can get an accurate headcount.

## 🔥 **Firewise Presentation**

We'll also have a brief Firewise presentation during the event with helpful tips to keep our neighborhood safe.

We're looking forward to a fun and relaxing evening with everyone!

POA ANNUAL ASSESSMENT RESOLUTION 2026–2027  
RESOLUTION OF THE BOARD OF DIRECTORS  
THE KNOLLS PROPERTY OWNERS ASSOCIATION REGARDING  
ANNUAL ASSESSMENT FOR FY 2026–2027

WHEREAS, the governing documents of The Knolls Property Owners Association ("Association") authorize the Board of Directors ("Board") to adopt an annual budget and to levy annual assessments sufficient to meet the financial obligations of the Association; and

WHEREAS, the Board has reviewed the Association's projected operating expenses, reserve funding needs, insurance premiums, maintenance obligations, and anticipated cost increases for the fiscal year commencing July 1, 2026 and ending June 30, 2027; and

WHEREAS, the current annual assessment of \$360 per lot is insufficient to meet the Association's projected financial requirements for the upcoming fiscal year; and

WHEREAS, the Conditions, Covenants, and Restrictions (CC&Rs) limit any annual assessment increase to less than twenty percent (20%) without approval of the membership; and

WHEREAS, the CC&Rs establish a transfer fee of up to fifty percent (50%) of the annual assessment, unless otherwise set by the Board; and

WHEREAS, the Board finds it necessary and in the best interest of the Association to increase the annual assessment to ensure adequate funding of operations, reserves, and community services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors adopts the following:

1. Annual Assessment Amount The annual assessment for each lot within the Association shall be Four Hundred Dollars (\$400.00) for the fiscal year beginning July 1, 2026 and ending June 30, 2027. This represents an approximately eleven percent (11%) increase.
2. Due Date and Payment Terms The annual assessment shall be due and payable in accordance with the Association's established billing and collection policies.
3. Transfer Fee Amount The transfer fee shall be set at one hundred percent (100%) of the annual assessment for the applicable fiscal year.
4. Use of Funds Assessment revenues shall be used for the operation, maintenance, repair, and improvement of Association common areas and services, and for reserve funding, as outlined in the Board-approved 2026–2027 budget.
5. Notice to Members The Board directs that written notice of this assessment be provided to all members in accordance with the Association's governing documents and applicable Arizona law.

ADOPTED this 29th day of April, 2026, by the Board of Directors of the Association.


Yeas: Osgood, Pelley, Fentress, Rogers

Nays: None

Absent: Van Neuren

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly elected and acting Secretary of The Knolls Property Owners Association, and that the foregoing Resolution was adopted by the Board of Directors on the date set forth above.



Whitney Fentress, Secretary



## Western Bark Beetles – Key Points

*Blake Fentress*



We recently lost two southern-facing Ponderosa pines to bark beetles, including one 40-foot tree. Both were removed to help prevent spread to neighboring trees.

### **Prevention is essential:**

Treatments only work before beetles attack  
Once beetles bore under the bark, the tree cannot be saved

**Timing:** Apply in late spring (around May) before beetle flight

### **Products:**

Permethrin (effective ~1 season)

Bifenthrin or Carbaryl (effective up to 2 seasons)

### **Application Guidance:**

Thoroughly saturate bark from the base upward (full coverage is critical)

High-pressure equipment is ideal—professional arborists are often recommended

Beetle activity is often concentrated lower on the trunk, so partial coverage may still help

### **Signs of Infestation:**

Pitch tubes (sap blobs), fine boring dust at the base

Needles fading from green → yellow → red (late-stage)

### **If a Tree is Infested:**

Prompt removal is usually necessary to protect nearby trees

Dispose of wood properly: chipping, burning (if permitted), or solarizing under black plastic

### **Key Takeaway:**

Focus efforts on protecting healthy trees—preventative treatment is the only reliable defense.

# Bark Beetle Prevention

From Resident Gary Williams



<https://chemjettreeinjector.com/>



This is what I found and using for the bark beetles. Not cheap by any means but lasts for 2 years.

Tree-age G4 is the product. The injectors have to be purchased separately.

This is the product. 1 quart will treat like 27 10" diameter trees for 2 years.

<https://www.forestrydistributing.com/tree-age-g4-insecticide-arborjet>

These are the injectors.

<https://chemjettreeinjector.com/>

Don't know who this needs to get to or whatnot but. Figured this was a good place to start.

# Bark Beetle Prevention

From Resident Lauren Keffer



Here are the items that I used to try and keep the bark beetles away!

This was recommended and sold by Plant Fair, the nursery down the street in Star Valley. It can also be purchased at other places like Walmart. It is a concentrated formula and depending on the circumference of each tree, you add it in ounces to a gallon of water. You treat Spring of each year though some may do it twice.

The other item is the Verbenone pheromone pouches that you staple onto the tree on its north facing side about 10 feet off the ground. This needs to be done now though May, no later! Supposedly the pheromone tells the beetles that awake in the spring and are looking for their next victim, that the tree is 'occupied' and move on to the next one. They are about \$8.00 per patch and you have to buy them in groups of ten. They sell to forest services as well in the west and southwest states and are supposedly effective!

They also sell a splat paste product that might be a better solution for the guy that mentioned he might want to spray his trees. Spraying trees sounds like a lot of work and with the winds we have been getting, maybe not as effective. Plus the lady with concerns about spraying would be happier!

Website: [forestrydistributing.com](http://forestrydistributing.com)

Specifically, the page for bark beetle repellents:

<https://www.forestrydistributing.com/verbenone-mountain-pine-southern-pine-ips-beetle-pheromone-repellent-pouches-flakes>

Lastly, I have used a lot of different people to clear our property/landscape. This young man started a business last year. He has lots of experience working for the forest service and is Firewise certified and can issue a certificate of firewising once he is done for insurance purposes. Also, he is full on training to be a certified arborist. He has a guy who will do the tree climbing if needed (dead limbing, etc.) , he has a dump trailer, and he is very fair and reasonable. Plus, he shows up when he is scheduled!

Everett Rushlow  
Mogollon Firewise LLC  
614-230-6788