Knolls Master Association
Board Meeting Minutes

September 3, 2026
First Presbyterian Church, 3940 27 1/2 Road, Grand Junction, Colorado

1. **Call to Order.** Don Gutentag called the meeting to order at 4:32 p.m., and a quorum was present. **Members in attendance:** Don Gutentag, President; Andy Mohler, Vice President; Randy Miller, Secretary; Ron Makela, Treasurer; and Christine Sartoris, Community Association Manager. Task Force: Stephanie Myers.
2. **Homeowner Comment Period.** Kevin Barclay addressed the Board regarding a prior drainage issue. The Board advised that Mr. Barclay would receive a written response.
3. **Approval of Prior Minutes.** Andy moved to approve the minutes of the April 30, 2026, Board meeting and the August 5, 2026, executive session. Randy seconded the motion. The motion passed unanimously.
4. **Special Project - Amended and Restated CC&Rs**. Stephanie Myers presented the Board's proposed revisions to the Amended and Restated Declaration and the contemplated stand-alone amendments. Discussion focused on exterior lighting, vehicle-storage provisions, filing-specific rights, and the Woodgate exception lot.
   - The Board reached consensus on its preferred exterior-lighting language for legal review. The language is intended to address permanently attached exterior lighting, including current and future technologies, through the architectural application and policy process.
   - The Board reviewed fallback language for Section 7.5A in the event the uniform vehicle-storage proposal does not pass. The discussion emphasized preserving existing filing-specific rights and recording any property-specific exception so it remains in the chain of title.
   - The explanatory document accompanying the proposed amendments will retain material explanations of the revisions.
   - Stephanie will send the Board's preferred language to Association counsel for a targeted review of legal or drafting gaps. The recorded discussion did not conclusively establish the final ballot structure, which remains to be confirmed.

5. **Reports and Updates**
   a. **Treasurer's Report**

As of August 31, the Association held approximately $89,000 in operating funds, more than $127,000 in capital reserves, and more than $17,000 in savings, for total cash of approximately $235,000. Reserve interest income was approximately $270 per month. One owner's assessment remained unpaid.

The July 31 financial statements reflected an operating surplus of approximately $26,900. The Treasurer explained that the surplus was largely timing-related because several budgeted expenses had not yet occurred, including approximately $7,500 for scheduled fence staining. Under the current governing documents, any year-end surplus is transferred to reserves; the proposed amended Declaration would allow a surplus to remain in operating funds.

Ravenna Hills / Shared Expenses. The Board discussed proposed tree work affecting shared areas. The Board will obtain additional bids as appropriate, and both associations must approve expenditures for shared work before authorizing it.

   b. **Landscape, Irrigation, and Grounds**

Bookcliff will be asked to provide an estimate to remove and refurbish both irrigation pumps. The estimate will be provided to the Treasurer for consideration in the 2027 budget.

Potential pruning of trees near the former XXXX property will be evaluated for winter pricing and coordinated with Ravenna Hills if the work is shared.

Grand Valley Water advised that the water rate is expected to remain unchanged and that the $50 user fee will continue. The Association's irrigation pumps were off during the provider's shutdown. No decision was made to resume irrigation during the shutdown.

c. Architectural and Compliance

The written architectural and compliance reports were received. Management reported that vegetation encroaching on the sidewalk along 27 1/2 Road was trimmed promptly after notice.

d. Management Update

Management and the Board discussed clarifying operational roles. Board members will retain responsibility for governance and policy decisions, while management will support maintenance coordination, vendor solicitation, compliance communications, and other administrative work as directed.

6. Old Business and Outstanding Items

- **a.** Fence staining remained scheduled for September 17 or 18, 2026.
- **b.** Good-governance policies, including the xeriscape policy, and bylaw updates remained pending legal review.
- **c.** The 811 requirement requires additional coordination between management and the Board.
- **d.** Volunteer recruitment remained ongoing, with committee participation identified as the immediate priority.
- **e.** Community-building activities remained tabled.

7. New Business

a. 2027 Budget

The Treasurer reported anticipated increases of $50 per month for accounting services and $75 for annual tax preparation, bringing tax-preparation cost to approximately $550. The 2027 budget will also reflect the management fee of $900 per month.

The Treasurer will continue preparing the budget with a goal of keeping the annual assessment at $950 if feasible. A possible increase to $975 was discussed, but no assessment amount was approved.

The Treasurer will ask the accountant whether offering two equal installment dates would create additional administrative or accounting cost.

Outstanding variables include legal expenses, irrigation-pump refurbishment, and any year-end maintenance work.

b. Reserve Study

The Treasurer presented the completed reserve study. For 2027, the study projects approximately $129,500 in reserves compared with a fully funded balance of approximately $219,000 and places the Association in the medium funding category. The study did not recommend a special assessment.

The study recommends a 2027 reserve contribution of approximately $26,000. The Treasurer proposed considering a gradual increase to approximately $13,000, or about $125 per home, compared with approximately $101 per home in 2026. This approach was discussed as a means of moving toward a stronger funding level over several years. No final reserve contribution was approved.

The Treasurer will ask the reserve-study provider to remove or correct any component that is owned and maintained by the City, including the identified concrete pathway, and will review cost assumptions for irrigation pumps and other components.

Routine fence repair and painting may continue to be budgeted as operating expenses even though the reserve study identifies fencing as a reserve component.

Randy volunteered to prepare a brief reserve-study presentation for the annual meeting, using available provider resources and coordinating with management as needed.

8. Executive Session. None

9. Adjournment. With no further business to discuss, the meeting ended at 6:23 p.m.