



THE HILLS AT QUEENS GAP PROPERTY OWNERS ASSOCIATION

JANUARY 12, 2013

INTRODUCTION

- Will Adkins welcomed the attendees and introduced himself, Elliott Harwell & Ann Marie Wilson as representatives of Waterfront Group.
- Mr. Adkins discussed the outline and agenda for the meeting.
- Proxy votes were presented.

IN ATTENDANCE:

- Will Adkins (Waterfront Group)
- Elliott Harwell (Waterfront Group)
- Ann Marie Wilson (Waterfront Group)
- Robert & Linda Cooley – Lot 77
- C. Everett Moore, Jr. – Lot 113
- Mike & Carol Murphy – Lot 68
- Clint Johnson – Lot 70
- David & Katie Kohutak – Lot 85
- Bill Towhey & Debbie Leger – Lot 15 & 47
- Christine & Russell Byrd – Lot 122
- Robert & Ann Caver – Lot 69
- Barry & Becky Turner – Lot 93
- Jeff & Mischa Rymuza – Lot 31 & 32
- Vic McCarty – Lot 46
- DM & Kathy Lewis - Lot 18
- Lisa & Billy Toups – Lot 11 & 12 & 13
- Taylor & Elaine Duderstadt – Lot 115 & 116 & 132
- Gordon & Cathie Newton – Lot 44
- Mike & Shirley Morgan – Lot 105
- Chuck Jones – Lot 106 & 107
- Jeff Wright – Lot 52 & 60 & 90
- Jim & Linda Tromanhauser – Lot 1 & 23
- Katherine Johnston – Lot 97
- Randy & Linda Christopher – Lot 99
- Edwin & Victoria Schmidt – Lot 50
- Anne & Todd Schmitthenner – Lot 71
- Rick & Pam Morris – Lot 92
- Franklin & Andrea Ellerbee – Lot 7 & 8

- Gail Ottinger – Lot 51
- Thomas & Toni Price – Lot 72
- Fariborz Noori – Lot 82
- Ann, Alan, Mitzi Richardson – Lot 96
- Lanny & Wanda Adams – Lot 124
- Adam & Gail Tipton – Lot 75
- Ed & Carolyn Sutton – Lot 131
- Guy & Judy McMillan – Lot 49
- Gary & Rebecca Locke – Lot 123
- Tracy & John Sackellares – Lot 109 & 112
- Cindi & Mike Martin – Lot 110 & 11
- Tim & Julie Rhinehart – Lot 57 & 58
- Bobby & Sarah Qureshr – Lot 62
- James “Dan” Cashion – Lot 95
- Greg & Paula Lawrence – Lot 30
- Bill & Tom Pitts – Lot 119
- Graham & Michele Wells – Lot 17

RESPONSIBILITIES OF PROPERTY OWNERS

- Observance of the protective covenants – protective covenants are put into place to protect all property owners and the overall value of the community. If you see a violation of the covenants please report it to the POA immediately.
- Payment of Dues – owners are expected to pay their dues on time.
- Liability of Contractors – each property owner is responsible for damages done by contractors, agents, employees, etc. Please make sure you are communicating with your contractors and making sure they are not doing any damage to the subdivision. Also, it is very important that the General Contractor and all Sub contractors carry a general liability policy of at least 2 million dollars and workman’s comp insurance for every person working on the job site.

PROPERTY ISSUES

- Road maintenance/mowing – a quote from Beverly Bradley Landscape Designs has been submitted to the newly elected Board for their consideration for the upkeep of the mowing of the roadsides.
- Entrance - the gate code is **2580**. The entrance gate is currently programmed to be open at 7:00am and close at 5:00pm so the contractors can get in and out. Should this or the code change all property owners will be notified.
- Utilities – all utilities are completed.

OPEN FLOOR DISCUSSION

- The roadsides will need to be mowed and the entrance will also need upkeep as necessary.
- The roadside ditches and culvert pipes should be check and cleaned out periodically.
- Adam Chandler, who is a local contractor and has done work at Queens Gap during the past year, was present at the meeting and is available to give any quotes on lot clearing, building, etc. He can be contacted at (706) 400-8357 or achandler1110@gmail.com .
- Owners discussed ways to share information on contractors and property issues and decided a Facebook page or website would be most beneficial. A website will set up by the newly elected Board.

- 2013 dues will be sent out in the middle of February and due by March 31, 2013.
- The gravel roads will be maintained as needed by the POA.
- There is a section of gravel road on Sundown Court that has been washing out that Waterfront Group will be reviewing with the President.

BANK ACCOUNT

- The Hills at Queens Gap Property Owners Association is incorporated in the state of Georgia as a non-profit C-corporation and has been issued a federal tax ID number; the current balance in the account is \$4,626.51. An accounting balance & detail is included with these minutes.

DUTIES AND RESPONSIBILITIES OF THE BOARD

- Act in the best interest of all the property owners.
- Act in the best interest of the development.
- Act in a timely fashion.
- Have regular meetings (quarterly or as needed).
- Communicate with other Board Members and property owners.
- Help resolve property owner disputes/problems.
- Monitor and maintain compliance to the protective covenants.
- Notify property owners of non-compliance to covenants, dues, damage by contractors (roads, etc.)
- Monitor, maintain and collect POA dues for the association.
- Oversee maintenance of the entire project (i.e. roads, common areas, mowing etc.).

The duties of the officers are as follows:

- **President:** The president shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out. The President shall have the general powers and duties of management usually vested in the office of the President of a North Carolina Nonprofit Corporation. The President will be the initial point of contact for property owners and he/she shall oversee the overall maintenance of the community.
- **Vice-President:** The vice-president shall act in the place of the President in the event of his or her absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required by the Board.
- **Secretary:** The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members. The Secretary shall also mail or e-mail notices of all meetings to property owners, send out notices to collect POA dues and maintain the Property Owners Directory. **If your contact information is incorrect on the property owners list please contact Deanna Jorgensen at the Waterfront Group to get it updated.**
- **Treasurer:** The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by the Board of Directors, keep proper books of the account and prepare and shall distribute budgets and statements as requested.

The floor opened for discussion and the nomination of Officers/Board of Directors began. All nominations were seconded and voted upon. There were twenty (20) proxy votes at the meeting.

The first elected Board of Directors is as follows:

President – Billy Toups – Lots 11, 12, 13
Vice President – Clint Johnson – Lot 70
Treasurer/Secretary – Ann Caver – Lot 69
Member at Large – Gary Locke – Lot 123
Member at Large – Bill Pitts – Lot 119
Member at Large – William Towhey – Lots 15, 47
Member at Large – Mike Murphy – Lot 68
Member at Large – Franklin Ellerbee – Lots 7, 8
Member at Large – Tracy Sackellares – Lots 109, 112

- All house plans should be submitted to the Architectural Control Committee for approval prior to any start of construction. **Plans should be mailed (or emailed) to the following:**

Billy Toups
2868 Wyndcliff Court
Marietta, GA 30066
E – billy.toups@earthlink.net

ENTRANCE GATE – CODE IS 2580