

## **The Hills at Queens Gap**

### **POA Board Meeting**

3:00 p.m. Monday, January 6, 2020

Union County Community Center

Upstairs Conference Room, Blairsville, GA 30512

#### **In Attendance:**

- Bill Towhey; **Lots 15, 46, 47**
- Rick and Pam Morris; **Lots 92,93**
- John Dady; **Lot 73**
- Ann & Wendell Caver; **Lot 69**
- Mike & BJ Otero; **Lots 76, 77**
- Larry & Carol Davis; **Lot 78**
- Wayne Tingle; **Lot 79**
- Melinda Kirk; **Lot 91**
- Cathy Powell; **Lots 100, 101**
- Gary "Luke" Lukoski & Joy Boulenger; **Lots 105, 106**
- Everett Moore; **Lot 113**
- Billy Toups; **Lots 4,5,6,10,11,12,13**
- Steve Ingmire; **Lot 45**
- Lori Jannotte; **Lot 21**

#### **I. Welcome**

Luke Lukoski, President, presided over the Board Meeting. He welcomed the Board members and owners. Ann Caver opened the meeting with prayer.

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

Wayne Tingle presented the written minutes from the previous Board Meetings;

- Board Meeting October 29, 2019

Wayne made a motion to accept the minutes. Cathy Powell seconded the motion.

Motion passed. The document was signed by these Board Members;

- Gary "Luke" Lukoski, President
- Michael Otero, Vice President
- Ann Caver, Treasurer
- Wayne Tingle, Secretary
- Everett Moore, Member at Large
- Cathy Powell, Member at Large
- Melinda Kirk, Member at Large

### **III. New Business**

#### **A. Financial Report**

Luke presented the 2019 Financial Report and the 2020 Budget. Here is a summary of some of the unique expenses.

The legal services for 2019 was budgeted at \$500. The actual expense was \$2,631.90. This higher than budgeted expense was due to the property at the subdivision entrance. We also expect the legal services going forward will be higher than previous and we have budgeted \$1,500 for 2020.

There was a miscellaneous expense of \$764.00 related to the website. It was determined in 2019 the POA had not been paying the annual expense related to the services provide by WIX for the website. The previous years of expenses had been paid by an individual property owner and this expense was a reimbursement. We have added a line item expense in the 2020 budget.

The grass cutting expense had been budgeted at \$8,000 for 2019, but only \$5,850 was spent. We are planning to add an additional “long-arm” cut for 2020.

The road repair budget for 2019 was \$1,500, but the actual expense was \$3,900. We are planning to increase the road repair scope and the 2020 budget has been increased to \$5,000.

The surplus funds for the POA are held in a Money Market or Marketable Securities (CD). The year end balances are \$30,369.96 and \$50,000.00. The Board will continue to maintain funds in these higher interest accounts and will consider multiple CDs with staggered maturity dates.

A line-by-line summary is available in the following reports.

<b>2019 Year End Budget</b>		
<b>2019</b>	<b>Budget</b>	<b>Actual Thru 12/31/19</b>
Carry Over from 2018	2,228.78	2,228.78
Income from HOA dues and remote sales total	27,400.00	27,215.00
Available Funds	29,628.78	29,443.78
<b>Expenses</b>		
Legal Services	500.00	2,631.90
<b>Maintenance and Repairs</b>		
Gate Repair	750.00	385.04
Grass Cutting	8,000.00	5,850.00
Landscaping	1,000.00	239.53
Road Repair	1,500.00	3,900.00
Signs	500.00	48.15
De-Icer	150.00	
Maint. and Repair Total	11,900.00	10,422.72
<b>Office Expense</b>		
Insurance	750.00	674.00
Meetings	750.00	812.81
Supplies	200.00	18.48
Postage & Box rental	150.00	124.15
Utilities-Gate	375.00	344.59
Property Taxes	125.00	98.20
Office Expense Total	2,350.00	2,072.23
Miscellaneous	500.00	764.00
Total Expenses	15,250.00	15,890.85
Available Funds over Expenses	14,378.78	13,552.93
Transfer of funds to Capital Improvement		-10,000.00
Available Funds as of 1/1/20		3,552.93
<b>Notes:</b>		
Miscellaneous charge for reimbursement of website cost from 2012 to present		
Total Assets:	Available Funds Checking Account	3,552.93
	UCB Money Market Account	30,369.96
	Marketable Securities	50,000.00
	Total	83,922.89

2020 Budget		
2020	Budget	Actual
Carry over from 2019	3,552.93	
Income from HOA dues and remote sales total	27,200.00	
Available Funds	30,752.93	
Expenses		
Legal Services	1,500.00	
Maintenance and Repairs		
Gate Repair	750.00	
Grass Cutting	8,000.00	
Landscaping	500.00	
Road Repair	5,000.00	
Signs	500.00	
De-Icer	100.00	
Maint. and Repair Total	14,850.00	
Office Expense		
Insurance	750.00	
Meetings	750.00	
Supplies	100.00	
Postage & Box rental	150.00	
Utilities-Gate	375.00	
Property Taxes	125.00	
Website	300.00	
Office Expense Total	2,550.00	
Miscellaneous	500.00	
Total Expenses	19,400.00	
Available Funds over Expenses	11,352.93	

Mike Otero made a motion to accept the 2019 Financial Report and the 2020 Budget. Lindy Kirk seconded the motion. Motion passed.

### **B. Annual POA Meeting 2020**

Luke announced that it was time to schedule the 2020 Annual POA Meeting. In the most recent years the meeting has been held in the large meeting room at the Union County Community Center. This is a big room and it is expensive to rent. The attendance of the annual meeting has declined in the last few years. In 2013 there were 75 owners in attendance. That number reduced each year and in 2018 there were only 29 in attendance and 28 in 2019. There are smaller rooms available at a much lower cost. Luke and Ann will investigate.

The 2020 Annual POA meeting will be held at 10:00AM on Saturday, March 21, 2020. The exact location will be announced soon.

### **C. Expiring POA Board Positions**

There are two positions on the Board that are expiring this year. These positions are currently held by Everett Moore and Mike Otero. All Queens Gap property owners are encouraged to consider serving on the Board.

Anyone interested should email a brief resume' to Wayne Tingle at [waynetingle@hotmail.com](mailto:waynetingle@hotmail.com). There will be an election held during the March 21, 2020 Annual POA Meeting.

### **D. Sundown Ct / Hawks View Dr Paving Proposal**

John and Candee Dady purchased a home on Sundown Ct in August 2019.

John presented a proposal to pave Sundown Ct and Hawks View Dr. Both of these roads are currently gravel roads. They are very steep roads and the expense to the POA for maintenance has been significant through the years. There is a total of five property owners with land adjacent to these roads. Only two of the properties have occupied homes. Two lots are vacant and one home is under construction. John has contacted all of the other property owners to see if anyone would be interested in sharing the cost to pave both roads. There is some interest from other property owners but it is limited.

John has received price quotes from four paving companies. The estimated cost varies from \$18,000 to \$24,000.

John requested the Board consider helping out monetarily with the project, either as a fixed amount or on a percentage basis of the total cost.

The Board Members discussed the cost of maintenance for the gravel road. The 2020 POA budget includes a project cost to maintain roads in the community. The Board is in favor of allocating a portion of the budgeted maintenance expense to be spent for paving the road instead. The vast majority of the expense will be the responsibility of the five property owners. John will follow-up with the other property owners to review.

The Board will act as the contracting agency for the project since the POA will continue to be the owner of the roads. The Dady's are willing to act as the project coordinators; requesting bids, vetting, and selecting the contractor which will require Board approval.

Mike Otero made a motion the POA spend \$3,000 for paving in lieu of maintaining the gravel road. Everett Moore seconded the motion. Motion passed.

#### **IV. Old Business**

##### **A. Legal Issues and Costs**

The cost of legal services has become more involved in the last couple of years and is expected to continue in the coming years. In 2019 the legal expenses were related to the acquisition of the property at the entrance gate and the expense to file liens for outstanding fines against property owners. The hourly rate for the attorney is \$200. We expect we will need to hold multiple meetings with the attorney, so the budget for 2020 has been increased.

##### **B. Property at Subdivision Entrance**

The POA purchased a tax lien on a vacant lot outside the subdivision entrance in September 2018. There was a waiting period of one year and one day before we could start the foreclosure process to own the property. The foreclosure process has now been completed and the POA owns that property.

The Board has elected not spend the estimated \$550 for a new survey of the property or pay the cost of filing for a Quiet Title.

Ann Caver will contact the insurance company to confirm this property is added to the insurance policy.

### **C. Covenant Compliance**

Luke presented an update on Lot 74. As of the present date, the property and build site still do not conform to the Queens Gap Protective Covenants regarding building construction. Construction has been sporadic over the past year. The POA board continues to fine the owners of the property \$50 per day as per the directives outlined in the Protective Covenants. A lien has been recorded in Union County by the POA attorney.

There was a recent email received from the property owner stating they will be moving a “tiny house” on to the property and plan to reside in the tiny house while they continue to work on the main house. This is a concern to the Board and a discussion ensued as to how to deal with this new development. It was recommended by several members the Board seek a legal opinion on the matter.

Everett Moore made a motion for the Board to meet with the POA attorney, Daniel Davenport. Lindy Kirk seconded the motion. Motion passed.

Cathy Powell will request a meeting time with the attorney.

### **D. Security of The Subdivision**

The gate code is changed on a regular basis and the property owners are notified via email. We allow at least 30 days overlap with the old codes and the new codes working during this period.

There has been one situation where a non-property owner had access to the gate code and was parking on one of the gravel roads and hunting on the property located just outside of the subdivision. This person was notified they were trespassing and warned the police would be notified if they returned.

It is recommended that any property owner that shares a property boundary with private land outside of the subdivision could consider placing “No Trespassing” signs along their property line.

## **E. Future Road Repair Strategy**

In the previous years the roads have been repaired in very small sections on an as needed basis. It is difficult to receive competitive quotes from multiple companies on these small repairs. We are planning to expand the scope of the road repairs in the coming years and will consider offering a multi-year contract to the company selected.

## **V. Comments and Questions**

There has been increased home building in the subdivision with multiple builders.

A local resident has noticed concrete trucks have been stopping along the road and cleaning out their truck. They are leaving wet concrete along the road and on the adjacent property. If you are having a home built, you should notify your builder the concrete trucks must be cleaned out on your property only. No construction remnants should be placed along the side of a road or on someone else's property.

There were a couple of existing homes sold to new owners recently and there have been multiple vacant lots sold to new owners. There are multiple new homes planned to start in 2020 and we expect the new home activity to continue to increase.

## **VI. Adjournment**



**AFFIRMED AND APPROVING MINUTES**  
**QUEENS GAP PROPERTY OWNERS ASSOCIATION**  
**POA BOARD MEETING**  
**JANURY 6, 2020**

CERTIFIED TRUE COPY OF THE EXTRACT OF THE MINUTES OF THE HILLS AT QUEENS GAP PROPERTY OWNERS ASSOCIATION BOARD MEETING HELD ON MONDAY, **JANUARY 6, 2020, 10:00 AM**, AT THE UNION COUNTY COMMUNITY CENTER, BLAIRSVILLE, GA, PROPER QUORUM WAS PRESENT SAID MINUTES HAVE BEEN READ AND AFFIRMED VIA EMAIL BY

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Gary "Luke" Lukoski , President

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Mike Otero, Vice President

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Wayne Tingle, Secretary

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Ann Caver, Treasurer

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Everett Moore, Member at Large

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Cathy Powell, Member at Large

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Lindy Kirk, Member at Large

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.