

## **The Hills at Queens Gap**

### **POA Annual Meeting**

10:00 a.m. Saturday, April 23, 2022

Meeks Park Pavilion, Blairsville, GA 30512

#### **In Attendance:**

- Bill Towhey; Lots 13, 46, 47
- Ann & Wendell Caver; Lot 69
- Mike & BJ Otero; Lots 76, 77
- Larry & Carol Davis; Lot 78
- Wayne & Cindy Tingle; Lot 79
- Don and Cathy Powell; Lots 100, 101
- Gary “Luke” Lukoski & Joy Boulenger; Lots 105, 106
- Everett Moore; Lot 113
- Billy Toups; Lots 5,6,12,13
- Joe Rowe; Lot 118
- Steve and Jenny Ingmire; Lot 45
- Rick & Pam Morris, Lots 92,93
- Anne and Todd Schmitthenner; Lot 71
- Lindy Kirk & Kathy Lehmann; Lot 91
- Kathy & David Dillow; Lot 121
- Mary Wetzel & David Haaland; Lots 10, 11
- Allen & Carol Hern; Lot 99
- John and Candee Dady; Lots 70, 73
- Lori Jannotte, Lot 21
- Fritz & Judy Butler; Lot 49
- Kevin & Norma Jenkins, Lot 133
- Dave Franck & Wendy Capstick; Lots 125,126,127,128,129,130
- Lavada Melson, Lot 87
- Carol & Mike Murphy, Lot 68
- Hope & Doug Murphy, Lot 107

#### **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. Roll Call and Certification of Proxies**

Wayne Tingle read the list of attendees/proxies and identified the 42 lots represented by these property owners.

A quorum is present throughout any meeting of the association if the persons entitled to cast ten percent (10%) of all the authorized votes are present in person or by proxy at the beginning of the meeting. There is a total of 136 lots in Queens Gap. The minimum number of lots to be represented in a meeting is 14. The total number of lots represented at this point in the meeting was 42.

### **III. Reading of Meeting Minutes**

- A board meeting was held January 5, 2022 (virtual zoom meeting) Mike Otero made a motion to forego the reading on the minutes from the previous meeting. Bill Towhey seconded the motion. Motion passed. The minutes are available on the website for anyone to view.

### **IV. Association Financial Report**

Luke presented the 2021 Financial Report and the 2022 Budget. This original report was presented and accepted by the POA board members during the January 5, 2022 board meeting. The meeting minutes with the financial details have been available on the website since January.

Here is a summary of some of the unique expenses.

The legal services for 2021 was budgeted at \$1,500. The actual expense was only \$905.00. The lien on lot 74 was released and the proceeds were \$7,000.

The gate repair budget for 2021 was \$750. This amount was exceeded due to necessary repairs. The actual expense for the year was \$3,543.98.

The installation of security cameras at the entrance gate was budgeted at \$1,500. The actual expense was \$3,698.38.

The road repair budget for 2021 was \$5,000. We are experiencing a high volume of home construction in the community and our paving contractor recommended that we delay paving projects until there would be less heavy truck activity. The actual expense was only \$1,700. We will continue to evaluate the road repair plan for 2022 and will consider paving larger sections of the roads in order to receive better pricing from contractors.

The surplus Capital Improvement Funds for the POA are held in a Money Market or Marketable Securities (CD). The year-end balance was a total of \$98,502.50. The board will continue to maintain funds in these higher interest accounts and will consider multiple CDs with staggered maturity dates.

The 2022 budget shows projected and actual expenditures as of April 15, 2022. There was a total of \$5,510.56 brought over from 2021. The total income from dues has been \$27,200 and there was an additional \$600 in fines received. The total available funds for the 2022 budget are \$33,310.56.

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

	2021 Budget	Actual as of December 31, 2021
Carry over from previous year	2,104.78	2,104.78
Release of Lien Lot 74		7,000.00
Income from HOA dues and remote sales total	27,200.00	27,870.00
Available Funds	29,304.78	36,974.78
Expenses		
Legal Services	1,500.00	905.00
Maintenance and Repairs		
Gate Repair	750.00	3,543.98
Grass Cutting	8,000.00	7,600.00
Landscaping	500.00	
Road Repair	5,000.00	1,700.00
Signs	250.00	29.37
De-Icer	50.00	
Gate Security Cameras	1,500.00	3,698.38
Maint. and Repair Total	16,050.00	16,571.73
Office Expense		
Insurance	750.00	710.00
Meetings	500.00	287.16
Supplies	100.00	
Postage & Box rental	150.00	141.73
Utilities-Gate	375.00	388.24
Property Taxes	125.00	
Website	300.00	225.36
Office Expense Total	2,300.00	1,752.49
Miscellaneous	500.00	35.00
Total Expenses	20,350.00	19,264.22
Available Funds over Expenses	8,954.78	17,710.56
Moved Release of Lien funds to Capitol Improvement Fund		-7,000.00
Available Funds over Expenses		10,710.56
Notes: As of December 31, 2021		
Available funds Checking Account		10,710.56
Capital Improvement Fund		98,502.50
Total		109,213.06

	Proposed 2022 Budget	Actual as of April 15, 2022
Carry over from previous year	3,000.00	5,510.56
Fine: overweight cement trucks		600.00
Income from HOA dues and remote sales total	27,200.00	27,200.00
Available Funds	30,200.00	33,310.56
<b>Expenses</b>		
Legal Services	500.00	243.00
Maintenance and Repairs		
Gate Repair	500.00	10.21
Grass Cutting	8,000.00	
Landscaping	500.00	368.38
Road Repair	15,000.00	2,500.00
Signs	100.00	
De-Icer	50.00	64.03
Gate Security Cameras	0.00	
Maint. and Repair Total	24,150.00	2,942.62
Office Expense		
Insurance	750.00	
Meetings	500.00	35.00
Supplies	100.00	7.49
Postage & Box rental	150.00	164.00
Utilities-Gate	375.00	91.98
Property Taxes	125.00	
Website	300.00	168.00
Office Expense Total	2,300.00	466.47
Miscellaneous	500.00	30.00
Total Expenses	27,450.00	3,682.09
Available Funds over Expenses	2,750.00	29,628.47
<b>Notes: As of April 15, 2022</b>		
Available funds Checking Account		29,628.47
Capital Improvement Fund		103,715.27
Total		133,343.74
(Deposited \$5200 to Capital Improvement Fund 1/2/2022)		

Mike Otero made a motion to accept the 2021 Financial Report and the 2022 Budget. Wendell Caver seconded the motion. Motion passed.

## **V. New Construction Committee Report**

Mike Otero gave the following report regarding the current development and under construction in the community:

### **Recently Completed Homes**

Five homes and three garages/studios/sheds have been completed since last year's annual POA meeting on April 11, 2021.

#### **Homes Completed**

- Lot 40: Randy & Mioara Birch - Part time Residents
- Lot 74: Mohan & Chithra Harihara - Part time Residents
- Lot 99: Carol & Allen Hearn – Full time Residents
- Lot 103: Walter and Susan Schnuur – Full time Residents
- Lot 118: Joe & Judy Rowe – Full time Residents

#### **Garages/Studios/Sheds Completed**

- Lot 13: Billy & Lisa Toups
- Lot 72: Toni & Tom Price
- Lot 130: Dave & Wendy Franck

#### **Homes Under Construction**

There are 6 homes currently under construction

- Lot 4: Shoni Benton
- Lot 14: Daniel Ferro
- Lot 55: Malita McKinnley
- Lot 68: Carol & Mike Murphy
- Lot 116: Vernon & Sheila Thompson
- Lot 120: Tom & Laura Malsby

#### **Total QG Completed Homes**

31 Completed Homes

27 Occupied Full-Time

## **Architectural and Building Committee Guidelines**

We have reorganized and clarified much of the information property owners require to build their homes. Most everything required is now located on the Queens Gap website. There will be changes coming to the Pre-Construction checklist to further clarify and streamline the process.

The website has a tab named “Planning your new home” that provides the following forms.

- Steps to take before building
- Pre-Construction Checklist
- Earth Tone Definitions
- Building Standards

Additionally, the Architectural and Building Committee has acquired electronic copies of the multiple plats for the community that are recorded with Union County. These plats are not to be considered current surveys but will give the property owner a good idea of where the rights-of-way, setbacks and easement are located in and around their lots.

The committee continues to work to make the building approval process here in Queens Gap as smooth and efficient as possible.

## **VI. Appointment and Membership Approval of Inspectors of Election**

Wayne presented Don and Cathy Powell as the Election Inspectors. The board had appointed Don and Cathy and their approval by the meeting attendees was required. Wayne called for a “voice vote” and their approval was unanimous.

## **VII. Election of Board Members**

Luke introduced the candidates that had volunteered to serve on the board and asked the attendees if there were any nominations from the floor. There were no nominations received from the floor.

Three current members are scheduled to rotate off of the board.

- Ann Caver
- Lindy Kirk
- Wayne Tingle

There were only three candidates running for election to the board.

- Ann Caver
- Kevin Jenkins
- Doug Murphy

Luke then announced that since we only had three people nominated for three positions, the vote would be completed by “acclamation”. Acclamation as written in Roberts Rules of Order is defined as “a loud eager expression of approval, praise or assent.” Luke requested the attendees complete the acclamation vote by clapping.

Elected to the board for a 3-year term, by acclamation of the property owners in attendance were:

- Ann Caver
- Kevin Jenkins
- Doug Murphy

Luke acknowledged a special thank you to Lindy Kirk and Wayne Tingle for serving on the board.

## **VIII. Old Business**

### **Main Gate Repairs and Security Cameras**

Bill Towhey reported on these projects.

The entrance gate was originally installed sometime around 2006. There have been numerous repairs completed during the last 14-15 years. New motors were installed during 2021.

We continue to experience intermittent issues with the gates not closing. Our existing gate contractor is slow to respond and a single service call will cost \$200 plus. Bill Towhey and Mike Otero have researched for information on the operation of the gate electronics. They are aware of the intermittent issues and are working to improve the operation of the gate.

The video security cameras were installed during 2021 and are fully operational. We are recording all activity at the main entrance gate. Please contact a board member if you have a security concern. We can provide recorded video for any timeframe.

A Knox Box security system was installed at the gate in 2021. This box is a secure key switch that provides first responders rapid access through our locked electric gates.



We will continue to change the gate code once or twice a year, or as needed if there is a security concern. An email is sent to all property owners in our database and there will be a 30-day period where both the old and new codes will work. Property owners are responsible for providing the new “service code” to their contractors.

### **Road Repair Strategy and Paving Condition Report**

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 to include the re-paving of larger sections of a road instead of the smaller patches that have been completed in the past.

There are approximately 5.5 miles of roads in Queens Gap. Based on the price quotes we are receiving the cost to re-pave just 1 mile of an 18’ wide road would exceed \$150,000. During 2022 we are planning to re-pave approximately 513’ along Summer Cove RD and The Hills Lane. This expense will be approximately \$15,500. This project should start in the next 60 days. The contractor will pave one side of the road at a time so that vehicle traffic will be able to continue to use the road.

### **Mowing strategy for 2022**

The mowing schedule for 2022 will remain the same as in 2021. We have negotiated the same price from the two vendors who do the entrance gate and roadside mowing. We will mow the gate and pumphouse area approximately every two weeks, the roadsides 5 times and a long arm cut (embankment cut) twice during the warm weather season.

## **X. New Business**

### **Lot 26**

- Luke and Ann reported that the board through our attorney has renewed the lien on this property due to unpaid annual assessments. The owners of this property have never paid an annual assessment and the board has made numerous attempts to contact them by letter, phone and through our attorney. This is an ongoing problem and the board is determined to keep collections efforts ongoing with this property owner.

## **Annual Assessment**

- Luke presented the subject of an increase in the amount of the annual dues. The current dues are only \$200 per lot per year. Due to the increasing costs of road repair and maintenance, and also expected cost increases with local contractors for other services, it is time to discuss the reality of having to increase our modest annual assessment. The executive board can increase the annual assessment by 5% which would be \$10.00 per lot. This increase would only provide an additional \$1,360 for the annual budget. This clause is written in the Covenants and Bylaws to give the board a method of keeping POA income level in times of increased costs due to inflation. Any annual increase larger than 5% may require a majority approval of the entire POA membership. This subject will be reviewed by the 2022 board. Most members in attendance were in favor of an increase in revenue to keep up with maintenance costs and allow us to not deplete the Capital improvement fund due to inflationary pressures.

## **POA Membership Comments and Questions**

- Periodically we schedule work days at the entrance gate. In the past this has been communicated on the Queens Gap Facebook page. Understanding that not every property owner utilizes Facebook, we will also send an email advertising any future work day.
- Gate code changes and gate remotes. We will continue to change the gate codes multiple times per year. We will provide notice via email for the 30 days prior to any change. Remotes for the gate are available for purchase from the John Dady, POA Treasurer.
- Someone asked how trash pickup is handled in Queens Gap. Union County does not provide trash pickup. There are private companies that can provide this service. Any resident can haul their own trash and recyclables to a Union County transfer station. The closest location to Queens Gap is at the corner of Nottely Dam RD and Hwy 515 approximately 1 mile from the subdivision entrance.
- A new resident asked if fiber internet was available in Queens Gap. Depending on your location BRMEMC or Windstream can provide this service.

- A question was asked about having a turning lane added on Hwy 515 at the entrance to Queens Gap. This has been researched in the past. The DOT responded the “study” for this project would cost us \$10,000. If the project was determined to be feasible, Queens Gap property owners would be required to pay the full amount of the construction.
- A request was made to increase the landscaping budget for the area immediate around the Queens Gap sign. This expense/project will be reviewed by the 2022 board.

## **Adjournment**

**AFFIRMED AND APPROVING MINUTES**  
**QUEENS GAP PROPERTY OWNER'S ASSOCIATION**  
**ANNUAL POA MEETING**  
**APRIL 23, 2022**

CERTIFIED TRUE COPY OF THE EXTRACT OF THE MINUTES OF THE HILLS AT QUEENS GAP PROPERTY OWNER'S ASSOCIATION ANNUAL MEETING HELD ON SATURDAY, **APRIL 23, 2022, 10:00 AM**, AT MEEKS PARK PAVILION 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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Doug Murphy, Secretary

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John Dady, Treasurer

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Bill Towhey, Member at Large

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Ann Caver, Member at Large

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Kevin Jenkins, Member at Large

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.