

The Hills at Queens Gap
POA Board Meeting – Meeting Minutes
Held at 6:00 PM Monday, August 14, 2023

The president, Gary (Luke) Lukoski, opened the board meeting, and thanked Lindy Kirk for the use of her home for the meeting. All board members were present with the exception of Ann Caver.

1. Approval of last meeting minutes – Doug Murphy, Secretary

The meeting minutes from the last board meeting were approved and the paper copy signed by all attending board members.

2. New Business

A. Financial report – John Dady, Treasurer

John presented the financial report, covering the income, expenses, and detailed financials. Here is what he spoke to:

INCOME:

POA Dues – There was a \$40+ discrepancy due to overpayment by an owner. He communicated to her to use it in 2024. He will send her a follow-up email to confirm she would like to do that.

Interest – John mentioned that we are well on our way to meeting budget. The Truist 45K CD which matures on 12/15/23 will net us an additional \$1,413 (approximately). Truist does not reflect interest received until maturity date so it is not reported by them nor included incrementally on the detailed financial report like the Live Oak CD is.

The Live Oak CD matures 11/14/23. This should result in another \$500+ interest above reported. John said the Interest from the Live Oak is automatically transferred to our Live Oak Savings. He then transfers it to the Truist accounts since they accrue interest. Total interest for the year should be just under \$4K.

EXPENSES

Maintenance & Repairs – All on track. We did purchase a vehicle (gate opening) counter to better understand our gate usage. That is what is reflected under the Gate Repair/Improve line item. Depending on the Monaco Lane discussion on the agenda, we still do have \$1,400 left in our Road Repair budget.

Office Expense - All Normal except Postage

Insurance – Our policy doesn't renew until November.

Postage And Box Rental – Postage above expected due to need to send certified mail to delinquent dues payers from 2022. This hurts everyone. Good news, everyone finally paid. John brought up that there is still one owner who owes two months late fees (Lot 24). John will address this topic more during next years request for dues communication.

FINAL BALANCES - All are current as of today.

B. Report on electronic funds transfer (Zelle bank transfers) – John Dady

This new transfer method has proven to very beneficial in dues collection and is expected to be valuable in vendor payments in the near future. John said he was very pleased with it.

The full financial report can be seen below:

Queens Gap Property Owners Association, Inc

	2023	Budget	Actual as of 08/14/2023	Actual Totals 08/14/2023
Carry over from previous year	\$3,000.00			
INCOME				
POA Dues	\$28,560.00		\$28,600.00	
Interest	\$2,000.00		\$1,805.66	
Fines/Penalties			\$200.00	
Gate Remotes			\$0.00	
TOTAL INCOME		\$30,560.00		\$30,605.66
EXPENSES				
Legal Services	\$500.00	\$500.00	\$0.00	\$0.00
Maintenance & Repair				
Gate Repair/Improve	\$1,000.00		\$158.66	
Grass Cutting	\$8,500.00		\$3,900.00	
Landscaping	\$500.00		\$183.69	
Road Repair	\$20,000.00		\$18,600.00	
Signs	\$100.00		\$48.14	
De-icer	\$75.00		\$0.00	
Gate Security Cameras	\$0.00		\$0.00	
Maint. and Repair Total		\$30,175.00		\$22,890.49
Office Expense				
Insurance	\$750.00		\$0.00	
Meetings	\$500.00		\$457.57	
Supplies	\$100.00		\$87.24	
Postage & Box rental	\$150.00		\$220.71	
Utilities-Gate	\$400.00		\$224.40	
Gov't/Reg	\$125.00		\$30.00	
Website	\$300.00		\$0.00	
Office Expense Total		\$2,325.00		\$1,019.92
Miscellaneous	\$500.00	\$500.00	\$0.00	\$0.00
Total Expenses		\$33,500.00		\$23,910.41
Note As Of:	08/09/23			
Truist Checking			\$2,425.38	
Truist Money Market			\$17,616.60	
Truist CD			\$45,000.00	
Live Oak CD			\$50,000.00	
Live Oak Savings			\$194.04	
Total			<u>\$115,236.02</u>	

C. Monaco Lane, discussion – needed road repairs and cause of problem

Luke reviewed the lots on this road, found that one of the key causes of the erosion damage in the area was a plugged culvert. John Dady has taken his backhoe to the area and done some repair. As a byproduct of the erosion, the road will need to be regraded – and the POA is responsible for that. Luke noted, however, that the POA is not responsible for cleaning out culverts and maintaining proper drainage on the lots in the subdivision. It is the property owner's responsibility to maintain proper drainage from their properties so as not to cause damage to roads or adjacent properties. Luke also mentioned that the lawyer for the POA has given his opinion that the board is responsible for interpreting the covenants and by-laws to best suit the benefit of the majority of the property owners with the goal of maintaining the look and tranquility of the subdivision.

D. Discussion of Covenants regarding some building and maintenance issues

This topic was covered in the above discussion.

E. Annual assessment

There was some general discussion around another 5% increase in the annual assessment for 2024 to keep up with the unusual inflation we have experienced in road repaving and repair over the past several years. Luke brought up the point that 5% for 2023 has allowed us to keep up with increased cost of road repair and maintenance without having to deplete the long term savings in our bank balance. John Dady made a motion to increase the annual assessment by 5% for 2024, but with a rounding down to \$220 (versus the \$220.50 that a full 5% would have represented). That motion was unanimously passed by the board. Dues will be \$220 for the calendar year of 2024.

F. Mail delivery updated information from the local Postmaster – David Franck

Luke introduced David (Dave) Franck, who gave the board a presentation on the possibility of having cluster mailboxes here within the subdivision. Dave gave a very thorough and well thought-out talk, educating the board on the new USPS Postmaster and her interest in helping us with this possibility. As this topic is complex, Bill Towhey made a motion to form a committee to consider it. Doug Murphy seconded that motion. The motion passed unanimously. The committee was formed and includes: Bill Towhey, John Dady, Kevin Jenkins, Dave Franck and Doug Murphy. Please speak with any of the members on this committee if you have any questions, suggestions, or input.

G. Expiring board member terms in 2024, Gary Lukoski and John Dady

Luke expressed his desire in letting his board term end and not seek re-election to the board. He made the suggestion that with the increase in new lot owners and new homes in the subdivision, there are many talented POA members available to serve on the board and help the POA continue and thrive.

John Dady expressed an interest in continuing on the board, and in the Treasurer role.

H. Discussion of the number of board members required by the Covenants and By Laws

There was a brief discussion around the number of board members required by the Covenants and By Laws. The By Laws state that the board should be between 4 and 7 members (section 4.01). We have been operating with 7 for at least the last 10 years. It was noted that we can operate with just 4 but that would not be ideal. The concept of new members bringing fresh ideas and energy was restated. If anyone is interested in joining the board, please speak with an existing member.

3. Old business

A. Road committee report (includes mowing) – Gary Lukoski and John Dady

Luke brought up that we have covered most of the mowing topics, but he did have a conversation with our short reach mower (bush hog equipment) who brought up an interesting point. He felt that 60% of our areas are mowable with lawn equipment and that mowing would look much better than the current bush hogging technique used. However, the issues of erosion and rocks – especially in the culverts next to the roads – would need to have soil added and be graded in order to be mowable. The general topic of where to mow versus bush hogging, was briefly discussed. Joe Rowe, an attending resident/member, mentioned that lots that have quite a bit of frontage (such as his) would look substantially better with mowing. He suggested a communication asking residents to mow their frontage areas, wherever possible. The topic of mowing was tabled for this meeting.

Luke also brought up that there are a number of potholes beginning to emerge on our roads. Our small repair volunteer road group will address these potholes before they get any larger.

B. New construction report – Mike Otero and Bill Towhey

Mike Otero brought up that 1 more home was beginning to build, lot 30, the Jaspers. The developer is currently back-filling the lot. He noted there were some piles of extra cement left behind. He has spoken to the developer and those have been removed. He also brought up that the Dillo's house (lot 121) had it's driveway cemented, but the size of the trucks used has not been confirmed (to verify they met the POA's building guidelines). Mike gave the current count of homes built as 37 completed, 39 with the Dillo's and Jaspers, with 30 having full time families.

C. Gate area report – Bill Towhey

Bill Towhey mentioned that the gate operation is going well. He stated that although the gate is technically nearly 20 years old, many of it's components have been replaced, therefore it's not really that old. Mike Otero spoke to the critical task of regularly checking key components of the gate – such as it's battery and charger. He also mentioned that we had a vendor (Ford Security, Blairsville) out for a visit, to take over any future service that we may need. We had that vendor give us options for replacement and/or service. We will keep those options open, but at this time we do not need any servicing.

D. Covenant compliance – Gary Lukoski

Luke brought up the point that there have not been any complaints regarding non-compliance issues, nor were there any visible issues.

4. Comments and questions from the floor or submitted to board members from POA members not attending.

There were none.

5. Adjournment

A motion for adjournment was made by Mike Otero, and seconded by Doug Murphy. The meeting adjourned.

AFFIRMED AND APPROVING MINUTES
QUEENS GAP PROPERTY OWNER'S ASSOCIATION
BOARD MEETING
AUGUST 14, 2023

CERTIFIED TRUE COPY OF THE EXTRACT OF THE MINUTES OF THE HILLS AT QUEENS GAP PROPERTY OWNER'S ASSOCIATION BOARD MEETING HELD ON MONDAY, **AUGUST 14, 2023, 6:00 PM**, AT RESIDENT LINDY KIRKS HOME, BLAIRSVILLE, GA, PROPER QUORUM WAS PRESENT, SAID MINUTES HAVE BEEN READ AND AFFIRMED VIA EMAIL BY

Gary "Luke" Lukoski , President

Bill Towhey, Vice President

Doug Murphy, Secretary

John Dady, Treasurer

Mike Otero, Member at Large

Ann Caver, Member at Large

Kevin Jenkins, Member at Large

Signed this _____ day of _____, 2023.