

**The Hills at Queens Gap
POA Annual Meeting**

6:00 p.m. Tuesday, October 29, 2019

Union County Community Center

Ground Floor Conference Room, Blairsville, GA 30512

In Attendance:

- Bill Towhey; **Lots 15, 46, 47**
- Ann & Wendell Caver; **Lot 69**
- John and Candee Dady; **Lot 73**
- Mike & BJ Otero; **Lots 76, 77**
- Larry & Carol Davis; **Lot 78**
- Wayne & Cindy Tingle; **Lot 79**
- Melinda Kirk; **Lot 91**
- Cathy Powell; **Lots 100, 101**
- Gary “Luke” Lukoski & Joy Boulenger; **Lots 105, 106**
- Everett & Cheryl Moore; **Lot 113**

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 three Board Meetings;

- Annual POA Meeting April 6, 2019
- Board Meeting April 6, 2019
- Special Board Meeting August 9, 2019

Mike Otero made a motion to accept the minutes. Cathy Powell seconded the motion. Motion passed. All three documents were 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 financial report line-by-line to the POA as delineated in the following:

INCOME AND EXPENSE REPORT 1/1/19 thru 10/29/2019

Income & Expense Report 1/1/19 thru 10/29/2019

Carry Over from 2018	\$ 2,228.78
Income from HOA dues and remote sales	27,165.00
Interest	<u>78.34</u>

Available Operating Funds	<u>\$ 29,472.12</u>
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Expenditures: 1/1/19 thru 10/29/19

Legal Services	\$ 1,090.90
Maintenance & Repairs	6,435.22
Gate Repair (\$297.54)	
Grass Cutting (\$5,850.00)	
Landscaping (\$239.53)	
Road Signs (\$48.15)	
Gate Remotes (\$242.50)	
Office Expenses	1,230.20
Insurance (\$0)	
Meetings (\$704.86)	
USPS Box Rental & Postage (\$124.15)	
Supplies (\$18.48)	
Utilities – Gate (\$284.51)	
Property Taxes (98.20)	
Total Expenditures	\$ 8,756.32

Available Operating Funds	\$ 20,715.80
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Additionally, there is \$50,000 in a CD with a maturity date in February 2020. The expected interest is \$583.

The total projected expenses for the year are \$16,059.21. The larger outstanding expenses will be;

- Annual POA liability insurance = \$750
- Legal Services = \$2,500
- Road Repair = \$3,900

Budget 1/1/19 thru 12/31/19

Starting Balance	\$ 2,228.78
Projected Income	<u>27,400.00</u>
Available Funds	\$ 29,628.78

Less:

Legal Services	\$ 500
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Maintenance & Repairs	11,900
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- Gate Repair (\$750)
- Grass Cutting (\$8,000)
- Landscaping (\$1,000)
- Road Repair (\$1,500)
- Signs (\$500)
- De-Icer (\$150)

Office Expenses	2,350
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- Insurance (\$750)
- Meetings (\$750)
- Supplies (\$200)
- Postage & Box Rental (\$150)
- Utilities – Gate (\$375)
- Property Taxes (\$125)

Miscellaneous	<u>500</u>
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Total Projected Expenses	<u>15,250.00</u>
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Projected Income over Expenses	\$ 14,378.78
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Mike Otero made a motion to accept the Financial Report. Lindy Kirk seconded the motion. Motion passed.

B. Queens Gap Website

Luke gave the following report on WIX and GoDaddy.

WIX is the system that provides the hosting of the Queens Gap website. The website was created on WIX and all updates are performed on WIX. GoDaddy is the site that provides the domain name for the website. Both of these services are fee based and there is an annual expense. These website services were set up in 2013 with the first billing year being 2014. Initial payments for these services were set up by the 2 property owners who were in charge of the site at the time. The 2 property owners did not submit bills for reimbursement after 2014. An audit of the website costs was conducted by the Board in 2019 and they were notified by the Board with questions of how the website services were being paid. They confirmed they had paid the costs over the past 5 years as automatic payments on their credit cards and had not noticed this was happening.

There is an outstanding balance due on these services of approximately \$1,400. The POA is obligated to reimburse the outstanding balance. We will work on having these accounts transferred to a current Board member and the expenses will be paid by the POA annually.

C. Queens Gap Facebook Page

Luke acknowledged and thanked Carol Davis for developing the current Facebook page for the community. The page is "Queen's Gap Community." All property owners are invited to join the page add your post/photos.

D. POA Initiated Emails

Wayne presented information on Mailchimp. Mailchimp is a Contact Relationship Manager (CRM). It is a free service the POA is utilizing to distribute emails to the property owners. The system allows us to efficiently distribute emails and to monitor the success rate of email deliveries. If you are not receiving the POA emails we request you contact us through the Queens Gap website.

E. New Home Building Activity

Mike gave the following report on new home construction.

There are currently 21 completed homes in the community and there are 4 under construction. There have also been multiple vacant lots that recently sold to new owners. We are expecting continued new home construction in the near future.

The POA has developed additional details and documents that will be required for anyone planning to build a home in the community. The information is available on the Queens Gap website under the “Planning Your New Home” tab.

F. Maintenance

Luke provided a report on the road maintenance and grass cutting of the common areas.

The POA has a multi-year contract for cutting the grass. The work is completed during the growing season beginning on May 1st and ends on November 1st unless otherwise requested by the POA. This contract includes the entrance and pump house areas. All of the roadside mowing, maintain areas around signs, electrical boxes, etc...

There is an additional expense for the long arm cutting of the roadside banks. This service is completed once per year in late summer/early fall. The POA is considering having this service completed twice per year in order to provide better visibility along the roads.

The long arm contractor caused damage to a road sign and fire hydrant this year. All contractors are required to carry a minimum of \$1,000,000 in liability insurance so the contractor is responsible for the damage and the repairs have been scheduled. The POA has received reimbursement from the contractor’s insurance company for the damage.

A contractor has been hired to complete the planned road repairs for this year. We are expecting the work to be completed in late November or early December. We will provide notice to homeowners a few days in advance.

G. Special Board Meetings / Variance

The Board held a special meeting in August in order to approve a variance for Lot 73. The home was under contract to sell and there was an issue with property line encroachment. The seller had to purchase additional land from a neighbor and the Board did approve a variance in order to expedite the sale of the property. The Board President is not in favor approving “wholesale” variance requests from the POA due to the fact that a covenant variance for one property owner causes confusion with other property owners and possible hard feelings of unfair covenant enforcement.

H. Recent Security Issue

There was a recent issue with a break-in to a home and a few items were stolen from the garage. There were attempts to force doors and windows open in the basement, but the entry was through a garage window. This home is located on the boundary of the neighborhood and it is suspected the person(s) walked through the wooded area from an adjacent neighborhood. The police were notified.

I. Queens Gap Christmas Get Together

A neighborhood dinner has been planned for Saturday, December 7th at 5:30PM. The location will be Enrico’s Italian Restaurant in Young Harris. If you plan to attend please RSVP to Ann Caver at ann.caver@brmemc.net.

J. Budget Approval Schedule for 2020

The 2020 budget will be complete by the first couple of weeks in December 2019. The projected budget will be distributed to property owners for review and will be presented for final approval during the 2020 Annual POA meeting.

III. Old Business

A. 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. Cathy Powell is working with the attorney on this process which will include a survey, title search and

public posting to potential creditors of the previous owner of record. This process has been started and we expect to be complete by the end of this year. There is an expected expense of \$2,500 for legal fees. Once complete this property will become common space for the POA.

B. Lot 74 Update

The property owner started construction on this home in April 2015. As of the date of this meeting the construction has not been completed. Beginning August 1, 2018, a \$25 per day fine for violation of subdivision covenants has been assessed on the owners. At the March 16, 2019 Board meeting, the Board voted to increase the fine to \$50 per day beginning April 1, 2019. Those fines have not been paid. A lien has been filed and will continue to be updated.

C. Covenant Enforcements

Luke reported there have been past inspections of the subdivision for covenant violations. The affected property owners had been notified and the identified violations have been corrected. There will be continued inspections in the near future in an effort to maintain the standards of the subdivision according to the subdivision covenants.

Luke has been contacted by multiple real estate agents and potential buyers for clarification of the subdivision covenant requirements. He has received multiple compliments on the value of the information that is available on the Queens Gap website.

D. Gate Entrance/Landscaping

Several neighbors have taken on the responsibility to repair the entrance gate, plant annuals, mulch, trim trees, remove dead flowers, etc... Thank you, neighbors, for your back-breaking service to our community.

There will be a need for additional work days in the coming months. We will notify all property owners in advance with hopes of having additional participation.

Adjournment

AFFIRMED AND APPROVING MINUTES
QUEENS GAP PROPERTY OWNERS ASSOCIATION
POA BOARD MEETING
OCTOBER 29, 2019

CERTIFIED TRUE COPY OF THE EXTRACT OF THE MINUTES OF THE HILLS AT QUEENS GAP PROPERTY OWNERS ASSOCIATION BOARD MEETING HELD ON SATURDAY, **APRIL 6, 2019, 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

Gary "Luke" Lukoski , President

Mike Otero, Vice President

Wayne Tingle, Secretary

Ann Caver, Treasurer

Everett Moore, Member at Large

Cathy Powell, Member at Large

Lindy Kirk, Member at Large

Signed this _____ day of _____, 2019.