

**The Hills at Queens Gap  
Annual POA Meeting - Minutes  
Saturday, April 29, 2017  
10:00 a.m.-12:00 p.m.  
Union County Community Center  
Blairsville, GA 30512**

**In Attendance:**

- Jim & Linda **Tromanhauser**, Lots **1, 23**
- Billy & Lisa **Toups**, Lots **4, 5, 6, 11, 12, 13**
- Bill **Towhey**, Lots **15, 46, 47,**
- Stan & Sheri **Jeffress**, Lot **16**
- Greg & Paula **Lawrence**, Lot **30**
- Ron **Hutto** & Theresa **Lugroko**, Lot **33**
- Dave **Franck**, Lots **42, 130**
- Guy & Judy **McMillan**, Lot **49**
- Flo **Weaver**, Lots **53, 54**
- Mike & Carol **Murphy**, Lot **68**
- Wendell & Ann **Caver**, Lot **69**
- Todd & Anne **Schmitthenner**, Lot **71**
- Toni & Tom **Price**, Lot **72**
- Linda & Jerry **Chastain**, Lot **73**
- Mike & BJ **Otero**, Lots **77, 76**
- Larry & Carol **Davis**, Lot **78**
- Jeff **Wright**, Lots **90, 66, 52**
- Rick & Pam **Morris**, Lot **92**
- John **Johnson**, Lot **97**
- Randy & Linda **Christopher**, Lot **99**
- Cathy & Don **Powell**, Lots **100, 101**
- Joy **Boulenger** & Luke Lukoski, Lot **106**
- Chuck **Jones**, Lot **107**
- Everett & Cheryl **Moore**, Lot **113**
- Tomas **Bury**, Lot **118**
- Kathy & David **Dillow**, Lot **121**
- Russ & Chris **Byrd**, Lot **122**
- Larry & Wanda **Adams**, Lot **124**

## I. Prayer and Welcome

Ann Caver led in prayer. Billy Toups, POA President, welcomed the POA and introduced the members of the Board along with their spouses, i.e. Chuck Jones, Everett Moore, Cathy Powell, Jim Tromanhauser, Ann Caver, and Bill Towhey.

## II. Financial Report – Billy Toups

Billy Toups gave an account of the Financial Report and Budget to the POA, asking for questions and comments as he presented each item line by line. During his presentation several questions did come up, i.e. mailbox cluster, road repair, property under construction on Sundown Court.

### Income & Expense Report

1/1/16 thru 12/31/16

Carry Over from 2015 \$ 19,467.94

Income: 30,085.00

Available

Operating Funds \$ 49,552.94

### Expenditures: 1/1/16 thru 12/31/16

**Contract Services \$ 1,021.00**

Legal (\$471)

Survey (\$550)

**Maintenance & Repairs 11,759.26**

Gate Remote Purchases (\$270)

Gate Repair (\$699.21)

Grass Cutting (\$7,050)

Landscaping (\$726.38)

Road Repair - Sundown Ct &

Hawk's View (\$3,013.67)

|  |                 |
|--|-----------------|
| <b>Office Expenses</b>                         | <b>2,233.08</b> |
| Insurance (\$737)                              |                 |
| Meetings (\$505.47)                            |                 |
| USPS Box Rental (\$44)                         |                 |
| Postage (\$102.68)                             |                 |
| Supplies, including new Quick Books (\$483.83) |                 |
| Utilities – Gate (\$330.10)                    |                 |
| Government Compliance (\$30)                   |                 |

|                           |                     |
|---------------------------|---------------------|
| <b>Total Expenditures</b> | <b>\$ 15,013.34</b> |
|---------------------------|---------------------|

**Income & Expense**  
**1/1/16 thru 12/31/16**

|                                  |                     |
|----------------------------------|---------------------|
| <b>Available Operating Funds</b> | <b>\$ 49,552.94</b> |
| <b>Less</b>                      |                     |
| Total Expenditures               | - 15,013.34         |
| Transfer to Reserve (4/13/16)    | <u>- 15,000.00</u>  |

|                             |                     |
|-----------------------------|---------------------|
| <b>Available for</b>        |                     |
| <b>1/1/17 thru 12/31/17</b> | <b>\$ 19,539.60</b> |
| (Same as checkbook)         |                     |

|                                    |                     |
|------------------------------------|---------------------|
| <b>Budget 1/1/17 thru 12/31/17</b> |                     |
| <b>Starting Balance</b>            | <b>\$ 19,539.60</b> |
| <b>Projected Income</b>            | <u>27,200.00</u>    |
| <b>Available Funds</b>             | <b>\$ 46,739.60</b> |

|                                  |               |
|----------------------------------|---------------|
| <b>Less:</b>                     |               |
| <b>Contract Services – Legal</b> | <b>\$ 250</b> |
| <b>Maintenance &amp; Repairs</b> | <b>11,750</b> |
| Gate Repair (\$750)              |               |
| Grass Cutting (\$8,500)          |               |
| Landscaping(\$1,000)             |               |
| Road Repair \$1,500)             |               |

|  |                   |                         |
|--|-------------------|-------------------------|
| <b>Office Expenses</b>                           | <b>2,305</b>      |                         |
| Insurance (\$750)                                |                   |                         |
| Meetings (\$500)                                 |                   |                         |
| Supplies (\$250)                                 |                   |                         |
| Postage & Box Rental (\$175)                     |                   |                         |
| Website (\$80)                                   |                   |                         |
| Utilities – Gate (\$350)                         |                   |                         |
| <br>   |                   |                         |
| <b>Miscellaneous</b>                             | <b><u>500</u></b> |                         |
| <br>   |                   |                         |
| <b>Total Projected Expenses</b>                  |                   | <b><u>14,805.00</u></b> |
| <br>   |                   |                         |
| <b>Projected Income over Expenses</b>            |                   | <b>\$ 31,934.60</b>     |
| <br>   |                   |                         |
| <b>Budget 1/1/17 thru 12/31/17</b>               |                   |                         |
| <b>Projected Income over Expenses</b>            |                   | <b>\$ 31,934.60</b>     |
| <b>Transfer to</b>                               |                   |                         |
| <b>Capital Improvement Reserve</b>               |                   |                         |
|  | <b>2/15/17</b>    | <b>15,000.00</b>        |
|  | <b>~9/01/17</b>   | <b><u>15,000.00</u></b> |
| (Balance will be \$ 60,000 plus earned interest) |                   |                         |
| <br>   |                   |                         |
| <b>Projected Year End Balance</b>                |                   | <b>\$ 1,934.60</b>      |

### III. OLD BUSINESS

Easements/Rights of Way for gate and front entrance sign have been signed and notarized by and between Jim Tromanhauser (Lots 1, 23 for the gate and sign) and between Jeffrey Rymuza (Lot 31 for the gate) and Queens Gap POA. Checks have been issued to the parties in the total amounts of \$10 per lot. Both Easements have been filed and recorded with Union County Superior Court.

Previously the property owners were subjected to liable, but have now been relieved of legal liabilities with the recordation of these documents. The pump house portion of Lot 45 has been sold by the property owner to Coosa Water.

#### **IV. OTHER LEGAL ISSUES IDENTIFIED**

The POA's responsibility has been defined by its legal counsel, Daniel Davenport, to maintain its roads as "safe."

In addition, the POA has clarified property boundaries, common areas, rights of way, third-part utility providers, liens, etc.

As we move forward into 2017 the POA will proceed to create By-Laws. The By-Laws in existence now was inherited from Waterfront Properties. The By-Laws inherited was nothing more than a "cut and paste" document and very general in scope. The existing By-Laws will be drafted to fit the needs of the POA, i.e. defining when the Annual POA meeting will be held, number of officers, term limits of the officers, etc.

During the discussion of old business, Property Owner Mike Murphy inquired about the installation of mailbox clusters. For the entire history, i.e. research and discussions, from previous annual and/or board meetings, please refer to Minutes posted at [www.thehillsatqueensgap.com](http://www.thehillsatqueensgap.com). Once again, Billy Toups reiterated why the Board decided not to pursue the installation of cluster mailboxes and considers the issue closed.

**Gate:** At the present time, the gate is opened Monday through Friday from 8:00 am to 6:00 pm. The gate is closed on the weekend. This schedule has been adopted due to the many construction vehicles coming and going during the week days.

Codes for owners and service people, i.e. builders, garbage men, Blue Ridge Mountain EMC have been issued and are available to property owners upon request.

Occasionally, the POA will change the gate codes, however, we will notify you via email when a code change takes place and this could be in the very near future.

**We will let you know!**

**Old Business:** The POA has put on hold the road signs at this particular time because of budget constraints. Property owner and previous Board member Chuck Jones previously researched the signs to be added and replaced. Please refer to prior Minutes for more detail.

## VI. NEW BUSINESS:

Since the POA did not have a policy with regard to the collection of POA dues, the Board has implemented these guidelines which are now in effect, in summary:

- By December 1 – Secretary/Treasurer will send an email regarding POA dues.
- January 15 – Secretary/Treasurer will email a reminder to unpaid accounts.
- February 1 – POA dues are Past Due. A \$35 late fee will be assessed. Secretary/Treasurer will send a past due notice by U.S. Mail.
- June 1 – The Board will file a property lien and account begins to accrue interest at a rate of 18% per annum. Owner will be obligated to settle liens, including accrued interest, attorney's and other fees, prior to selling the property.

### POA Dues Policy

#### Notes:

- Property owners, **alone**, are responsible for making sure POA has their current contact information. POA is not responsible for maintaining current property owner information.
- No further notice will be sent regarding the overdue account, by mail or email, to the property owner, after the February 1 Past Due notice until after June 1<sup>st</sup>, when the board files a lien on the property owner's lot.
- The POA Secretary/Treasurer, in conjunction with the POA President, in their sole discretion, may make exceptions to these rules on a case-by-case basis.

## **VII. CURRENT DEVELOPMENT**

17 Completed Homes in Queens Gap  
13 Full-Time Occupants  
3 Part-Time Occupants  
1 Rental Cottage  
4 Homes Under Construction

## **VIII. UNDER CONSTRUCTION**

Randel & Susan Weikle – Lots 74 & 75  
Bill & Deb Towhey - Lot 47  
Russ and Chris Byrd – Lot 122  
Lindy Kirk - Lot 91

## **IX. ELECTION OF BOARD MEMBERS**

### **Two current members rotated off**

- Chuck Jones – Lots 106 & 107  
(Sold home and moving back to Florida)
  
- Everett Moore – Lot 113  
*Thank You for Your Service!*

### **Candidates of Election**

- Everett Moore – Lot 113 -- By a show of hands and a voice vote Everett Moore was elected.
  
- Mike Otero – Lots 76 & 77 -- By a show of hands and a voice vote Mike Otero was elected.

## **X. THANK YOU, CHUCK**

A special thank you and goodbye to our friend, Board member, and member of The Queens Gap Gang, happy trails, Chuck, and come back to see us real soon!!!!

## **XI. WELCOME NEW NEIGHBORS**

Luke Lukoski and Joy Boulenger bought Chuck Jones house located on Lot 106.  
Welcome to the neighborhood!

## **XII. ADJOURNMENT**

**Thank You for Coming!**



**AFFIRMED AND APPROVING MINUTES**  
**QUEENS GAP PROPERTY OWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**APRIL 29, 2017**

CERTIFIED TRUE COPY OF THE EXTRACT OF THE MINUTES OF THE HILLS AT QUEENS GAP ANNUAL PROPERTY OWNERS ASSOCIATION ANNUAL MEETING HELD ON SATURDAY, **APRIL 29, 2017**, 10:00 A.M., AT UNION COUNTY COMMUNITY CENTER, BLAIRSVILLE, GA PROPER QUORUM WAS PRESENT SAID MINUTES HAVE BEEN READ AND AFFIRMED BY

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Billy Toups, President

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Bill Towhey, Vice President

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Ann Caver, Secretary/Treasurer

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Jim Tromanhauser, Member at Large

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Cathy Powell, Member at Large

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Everett Moore, Member at Large

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Michael F. Otero, Member at Large

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

