

Queens Gap Property Owners Association
Annual Meeting Minutes – April 20, 2024 10:00 AM
Living Water Winery, Blairsville, GA 30512

In Attendance:

- Bill & Debbie Towhey – lots 16,46,47
- Doug & Hope Murphy – 107
- Allend & Carol Hearn – 99
- Lindy Kirk – 91
- Friz Butler – 49
- Cheryl & Everett Moore – 113
- Rick & Pam Morris – 92,93
- Anne & Todd Schmittener – 71
- Neil & Silvia College – 14, 61, 63
- David Franck & Wendy Capstick – 125 – 130
- Fariborz & Firazah Noori – 82
- Mike & BJ Otero – 76,77
- John & Candee Dady – 70,73
- Tom & Toni Price – 72, 67
- Tom & Laura Malsby – 120
- Joe & Beth Jasper – 30
- Joe Rowe – 117, 118
- Jenny & Steve Ingmire – 45
- Clyde & Chris Harrow – 134
- Jeff Custer – 108
- Calvin & Phyllis Barker – 124
- Kevin & Norma Jenkins – 133
- David & Kathy Dillow – 121
- Carol & Mike Murphy – 68
- Wendell & Ann Caver – 69
- Randy Money – 119
- Linda Ballew – 1, 23

1. Welcome POA Members

Bill Towhey, President, presided over the board meeting. He welcomed the board members and owners.

2. Roll Call and Certification of Proxies

Doug Murphy, Secretary, 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.

3. Reading of the minutes of the preceding meeting

A board meeting was held January 10, 2024 (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.

4. Association financial report –

- a. The Treasurer, John Dady, reviewed the 2023 realized budget followed by the 2024 proposed budget. The budget is below in it's entirety.

Queens Gap Property Owners Association, Inc

	2023	BUDGET	Actual as of 12/31/2023	Totals 12/31/2023	2024 BUDGET	BUDGET TOTALS
Carry over from previous year	\$3,000.00					
INCOME						
POA Dues	\$28,560.00		\$28,600.00		\$29,920.00	
Interest	\$2,000.00		\$4,137.18		\$3,500.00	
Fines/Penalties			\$200.00			
Gate Remotes			\$40.00			
TOTAL INCOME		<u>\$30,560.00</u>		<u>\$32,977.18</u>		<u>\$33,420.00</u>
EXPENSES						
Legal Services	\$500.00	<u>\$500.00</u>	\$0.00	<u>\$0.00</u>	\$500.00	<u>\$500.00</u>
Maintenance & Repair						
Gate Repair/Improve	\$1,000.00		\$240.66		\$1,000.00	
Grass Cutting	\$8,500.00		\$7,675.00		\$8,500.00	
Landscaping	\$500.00		\$183.69		\$500.00	
Road Repair	\$20,000.00		\$18,808.44		\$22,500.00	
Signs	\$100.00		\$118.34		\$100.00	
De-Icer	\$75.00		\$0.00		\$75.00	
Gate Security Cameras	\$0.00		\$0.00		\$500.00	
Maint. and Repair Total		<u>\$30,175.00</u>		<u>\$27,026.13</u>		<u>\$33,175.00</u>
Office Expense						
Insurance	\$750.00		\$695.00		\$1,200.00	
Meetings	\$500.00		\$607.47		\$500.00	
Supplies	\$100.00		\$92.56		\$100.00	
Postage & Box rental	\$150.00		\$220.71		\$250.00	
Truist Zelle	\$0.00		\$7.51		\$175.00	
Utilities-Gate	\$400.00		\$394.31		\$400.00	
Gov't/Reg	\$125.00		\$30.00		\$125.00	
Website	\$300.00		\$447.84		\$300.00	
Office Expense Total		<u>\$2,325.00</u>		<u>\$2,495.40</u>		<u>\$3,050.00</u>
Miscellaneous	\$500.00	<u>\$500.00</u>	\$72.00	<u>\$72.00</u>	\$500.00	<u>\$500.00</u>
TOTAL EXPENSES		<u>\$33,500.00</u>		<u>\$29,593.53</u>		<u>\$37,225.00</u>

Note As Of: 12/31/2023

Truist Checking	\$3,675.21
Truist Money Market	\$17,909.95
Truist CD	\$45,000.00
Live Oak CD	\$50,000.00
Live Oak Savings	\$676.37

TOTAL ALL ACCOUNTS \$117,261.53

NOTE - \$4,830 deducted from POA Dues (Actual) that are prepaid for 2024. Banking account totals include the \$4,830.

- b. John Dady spoke on the 2023 (actual) and 2024 (planned) budgets, his points of communication were:
- POA Dues – Note that \$40 less received than expected. Last year someone paid an extra \$40. We told them they could subtract from this year's dues unless wanted it refunded. We kept it.
 - Interest – Current only reflects the \$50K we have invested at Live Oak. Truist only gives us the interest at maturity so it is not shown. Live Oak matures August 14, 2024, Truist matures July 22, 2024. Current yields for both are 5.35% and 5.07% respectively.
 - Fines – We don't budget for these and hope not to require them. Good news, they are used to offset other costs as noted under Road Repair.
 - Maintenance and Repair – Budget stayed pretty much the same as last year except for road repair. Increased from \$20K to \$22.5K anticipating higher petroleum prices. Road paving costs actually went up 35% per square foot, thus the overage shown. But that's where the dollars from fines (over weight concrete trucks) helps out.
 - Office Expense – Budget stayed pretty much the same except for insurance and Truist Zelle. Now have insurance on the entrance gate. Our insurance is billed in November and we pay in December.
 - Truist Zelle is a new line item. Truist charges us 1% for monies coming in via Zelle.
 - We currently have two CD's, \$50K at Live Oak and \$45K at Truist. There's \$22,991.10 in our Truist Money Market (MM) and \$2,152.29 in our Truist checking. We have a savings account at Live Oak where the CD interest moves into a savings account there. Since it does not gain interest there, I move it to Truist MM.
- c. John also spoke about new business topics related to finance:
- i. Late Dues Payers: This year he had to send out 11 certified notices of delinquent accounts at a cost of \$55.88. A timely text from Doug Murphy saved us from sending out the 12th. I plan to add any post office fees to the bills of any late payers in 2025.
 - ii. Zelle – This year we had 34 out of 101 owners who paid via Zelle. Thank you. Save your stamp. It's easy and you can set it up in advance. One owner contacted me in December and said he had Zelle set up to pay in late January. Worked as advertised!
- d. Acceptance of 2023 budget – The Membership accepted the budget via voice vote. All were in favor.

5. New Construction Committee Report –

- a. Mike Otero educated the attendees on all aspects of homes in the subdivision:

Building & Architectural Committee Report April 20, 2024

Recently Completed Homes

Three homes have been completed since the last annual POA meeting on April 24, 2023.

Homes Completed

- Lot 30 : Joe Jasper & Beth Kirkland
- Lot 53: Joey and Jesse Conn
- Lot 121: David & Kathleen Dillow

Homes Under Construction

Although there are no homes currently under construction., there are 3 lot owners who are in the process of submitting a building package; Lots 56, 98, and 124.

Total QG Completed Homes

40 Completed Homes
34 Occupied Full-Time

6. Appointment and membership approval of inspectors of election – The secretary, Doug Murphy, told the attendees that the Jaspers had agreed to be the inspectors of election. By a voice vote, they were unanimously approved as such.
7. Election of Directors – Election by Acclimation
 - Bill Towhey discussed the board member whose term was up, John Dady. He proposed that John extend his board term and asked for a voice vote on it. It was passed unanimously. Bill then had the 2 candidates for the board, Laura Malsby and Joe Rowe give a brief biography about themselves. As there were 2 openings (besides John’s) and 2 candidates, a voice vote was taken for each, with both passing unanimously. Laura and Joe have joined the board. Welcome!
8. Old Business
 - A. Main Gate – Mike Otero explained how the gate has been performing without any issues lately, and we all hope that continues.
 - B. Road Maintenance, Repair and Repaving – this was largely covered by John and Bill during the financial discussion earlier.
 - C. Mowing – Bill Towhey explained how our edge of the road mowing vendor will remain the same. However, the long arm mower will be unavailable to make the 1st cut this year due to a planned vacation. Mike Otero spoke to an ongoing search to find a reasonably priced long arm mower is continuing to-date. Most are very expensive so we will continue looking.
 - D. Covenant compliance – Bill Towhey spoke to how compliance has been very good lately, and there have not been any issues raised by any members.
9. New Business
 - A. Annual Assessment
 - a. Bill Towhey began a discussion on the options of a ‘rounded up’ approach to dues would compare with the existing ‘inflation style’ of dues increases. For example, going to \$300 or \$400 per year immediately would compare with the 5% annual increase. To understand how the members felt about this, a hand vote was called for. Based on visual evidence, the vote was near 50% for each option. As such, we will continue with the existing approach of 5% per year.
 - B. Late and non payment of QG Annual Assessment – Bill Towhey expressed how the POA having reached 100% compliance of dues payment was a milestone to be appreciated. He thanked John Dady and his predecessor, Ann Caver, for their hard work in making this happen.
 - C. Electronic funds transfer using Zelle – The treasurer, John Dady, reiterated the value of using electronic payment for dues, and asked the attendees to consider that in the future. The Zelle account identifier for doing so is the treasurer’s email address:
 - a. “QG.Treasurer@gmail.com” This should appear as “**The Queens Gap Property Owners Association**” when you are setting up the Zelle connection. Please make certain it does.
10. Need for more volunteers for board positions – The President, Bill Towhey, asked the attendees to consider joining the board, and expounded on the advantages of doing so. Advantages to both the member – in terms of insight and early involvement – as well as the POA itself – in terms of new ideas, fresh approaches, and the like.
11. Property owners comments, question, suggestions and discussion
 - a. At various points in the meeting, Tom Price and Rick Morris had expressed interest in revisiting getting the bylaws and covenants revised. In the past that has proven impossible due to the high percentage of owners (67%) needed to do so. Even with extensive and time-intensive

effort, we have not been able to reach that level. Also, agreement on which aspects to change has been difficult to reach (in the past), so this issue was tabled for now.

- b. Norma Jenkins brought up an interest in mailboxes for the subdivision. Very recently, this topic was reviewed and assessed by a subcommittee. David Franck had done extensive research and digging on the topic, which triggered the subcommittee. However, as we communicated to the members at that time, there is not a suitable location within, or near, the subdivision to house centralized mailboxes. And in communication with the local USPS postmaster, it was made crystal clear that the state of Georgia is not allowing any 'direct to your door' expansion of their rural delivery. She expressed how centralized delivery, within a half mile of the gate, was the only way to go (and this applies to all new subdivisions as well).

12. Adjournment

- a. John Dady made a motion to adjourn the meeting, and Doug Murphy seconded it. The meeting was adjourned.

AFFIRMED AND APPROVING MINUTES
QUEENS GAP PROPERTY OWNER'S ASSOCIATION
POA BOARD MEETING
April 20, 2024

CERTIFIED TRUE COPY OF THE EXTRACT OF THE MINUTES OF THE HILLS AT QUEENS GAP PROPERTY OWNER'S ASSOCIATION BOARD MEETING HELD ON **Saturday, April 20, 2024, 10:00 AM**, AT LIVING WATER WINERY. PROPER QUORUM WAS PRESENT. SAID MINUTES HAVE BEEN READ AND AFFIRMED VIA EMAIL BY:

Bill Towhey, President

Doug Murphy, Secretary

John Dady, Treasurer

Michael Otero, Member at Large

Michael Murphy, Member at Large

Kevin Jenkins, Member at Large

Signed this _____ day of _____, 2024.