

## The Hills at Queens Gap

### POA Annual Meeting

10:00 a.m. Saturday, July 11, 2020

Meeks Park Pavilion, Blairsville, GA 30512

#### In Attendance:

- Bill Towhey; **Lots 15, 46, 47**
- Ann & Wendell Caver; **Lot 69**
- Mike & BJ Otero; **Lots 76, 77**
- Larry & Carol Davis; **Lot 78**
- Wayne Tingle; **Lot 79**
- Don and Cathy Powell; **Lots 100, 101**
- Gary “Luke” Lukoski & Joy Boulenger; **Lots 105, 106**
- Everett & Cheryl Moore; **Lot 113**
- Lisa and Billy Troups; **Lots 4,5,6,10,11,12,13**
- Joe Rowe; **Lot 118**
- Steve and Jenny Ingmire; **Lot 45**
- Pam Morris, **Lots 92,93**
- Anne and Todd Schmitthenner; **Lot 71**
- Carol and Mike Murphy; **Lot 68**

#### 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 and identified the 26 lots represented by these property owners. Additionally, five property owners that could not attend the meeting had assigned their proxy to someone attending the meeting. These five absentee owners represented seven lots.

- Jeff Wright; **Lots 52,65,66** – Proxy Bill Towley
- Henry and Brenda Rogers; **Lot 102** – Proxy Luke Lukoski
- John and Candee Dady; **Lot 73** – Proxy Luke Lukoski
- Charles Jones; **Lot 107** – Proxy Luke Lukoski
- Lindy Kirk; **Lot 91** – Proxy Cathy Powell

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 in this meeting was 33.

### **III. Approval of Meeting Minutes**

Wayne presented the written minutes from the previous board meetings;

- Board meeting January 6, 2020

Wayne made a motion to accept the minutes. Cathy Powell seconded the motion.

Motion passed. The document was 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

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

Luke presented the 2019 Financial Report and the 2020 Budget. This original report was presented and accepted by the POA board members during the January 6, 2020 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 2019 was budgeted at \$500. The actual expense was \$2,631.90. This higher than budgeted expense was due to the property at the subdivision entrance and attorney consultation regarding the home construction on lots 74 and 75. We also expect the legal services going forward will be higher than previous and we have budgeted \$1,500 for 2020.

There was a miscellaneous expense of \$764.00 related to the website. It was determined in 2019 the POA had not been paying the annual expense related to the services provide by WIX and Go Daddy for the website. The previous years of expenses (since 2014) had been paid by an individual property owner and this expense was a reimbursement. We have added a line item expense for website costs in the 2020 budget.

The grass cutting expense had been budgeted at \$8,000 for 2019, but only \$5,850 was spent. We are planning to add an additional “long-arm” cut for 2020.

The road repair budget for 2019 was \$1,500, but the actual expense was \$3,900. We are planning to increase the road repair scope and the 2020 budget has been increased to \$5,000.

The surplus funds for the POA are held in a Money Market or Marketable Securities (CD). The year end balances are \$30,369.96 and \$50,000.00. The Board will continue to maintain funds in these higher interest accounts and will consider multiple CDs with staggered maturity dates.

The 2020 Budget shows projected and actual expenditures as of June 30, 2020.

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

<b>2019 Year End Budget</b>		
2019	Budget	Actual Thru 12/31/19
Carry Over from 2018	2,228.78	2,228.78
Income from HOA dues and remote sales total	27,400.00	27,215.00
Available Funds	29,628.78	29,443.78
Expenses		
Legal Services	500.00	2,631.90
Maintenance and Repairs		
Gate Repair	750.00	385.04
Grass Cutting	8,000.00	5,850.00
Landscaping	1,000.00	239.53
Road Repair	1,500.00	3,900.00
Signs	500.00	48.15
De-Icer	150.00	
Maint. and Repair Total	11,900.00	10,422.72
Office Expense		
Insurance	750.00	674.00
Meetings	750.00	812.81
Supplies	200.00	18.48
Postage & Box rental	150.00	124.15
Utilities-Gate	375.00	344.59
Property Taxes	125.00	98.20
Office Expense Total	2,350.00	2,072.23
Miscellaneous	500.00	764.00
Total Expenses	15,250.00	15,890.85
Available Funds over Expenses	14,378.78	13,552.93
Transfer of funds to Capital Improvement		-10,000.00
Available Funds as of 1/1/20		3,552.93
Notes:		
Miscellaneous charge for reimbursement of website cost from 2012 to present		
Total Assets:	Available Funds Checking Account	3,552.93
	UCB Money Market Account	30,369.96
	Marketable Securities	50,000.00
	Total	83,922.89

2020 Budget		June 30, 2020 Y-T-D	
2020	Budget	Actual	
Carry over from 2019	3,552.93	3,552.93	
Income from HOA dues and remote sales total	27,200.00	26,420.00	
Available Funds	30,752.93	29,972.93	
Expenses			
Legal Services	1,500.00	836.80	
Maintenance and Repairs			
Gate Repair	750.00		
Grass Cutting	8,000.00	2,325.00	
Landscaping	500.00		
Road Repair	5,000.00		
Signs	500.00		
De-Icer	100.00		
Maint. and Repair Total	14,850.00	2,325.00	
Office Expense			
Insurance	750.00		
Meetings	750.00	119.39	
Supplies	100.00		
Postage & Box rental	150.00	152.00	
Utilities-Gate	375.00	176.02	
Property Taxes	125.00		
Website	300.00	229.68	
Office Expense Total	2,550.00	677.09	
Miscellaneous	500.00	46.50	
Total Expenses	19,400.00	3,885.39	
Available Funds over Expenses	11,352.93	26,087.54	
Notes:			
Total Assets:	Available Funds Checking Account	26,087.54	
	Capital Improvement Fund (Money Market)	30,397.19	
	Marketable Securities (CD)	50,501.55	
	Total	106,986.28	

Mike Otero made a motion to accept the 2019 Financial Report and the 2020 Budget. Billy Toups 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**

Three homes have been completed since the last new construction report on October 29, 2019.

- Cindy Dunn / Lavada Melson; Lot 87
- Pam and Rick Morris; Lot 92
- Jeff and Nancy Custer; Lot 108

### **Under Construction**

- Randy and Mioara Birch; Lot 40
- Steve and Jenny Ingmire; Lot 45
- Norma and Kevin Jenkins; Lot 133
- Randel and Susan Weikle; Lot 74 – construction halted

### **Planned Construction**

- Allen and Carol Hern; Lot 99 – Building and architectural review stage
- Toni and Tom Price; Lot 72 – Ready to build new detached garage / studio

### **Completed Homes**

- 24 Completed Homes
- 19 Occupied Full-Time
- 2 Rental Cottages

### **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. Please let us know if you need a copy of the plat that includes your property.

## **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.

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

- Mike Otero
- Everett Moore

There were three candidates running for election to the board.

- Mike Otero
- Everett Moore
- Bill Towhey

Elected to the board for a 3-year term, by the POA members in attendance and by Proxy were:

- Mike Otero
- Bill Towhey

Luke acknowledged a special thank you to Everett Moore for serving on the board for the previous two terms.

## **VIII. Old Business**

Luke provided an update on the following items.

### **Sundown Court / Hawks View Paving Project**

John and Candee Dady purchased a home on Sundown Ct in August 2019. John presented a proposal to have the road paved during the January 2020 Board Meeting.

Sundown Court is a very steep gravel road and the expense to the POA for maintenance of the road has been significant through the years. There is a total of five property owners with land adjacent to these roads. Only two of the properties have occupied homes. Two lots are vacant and one home is under construction.

The board approved the project during the January 2020 board meeting. John received multiple proposals and along with Luke's involvement a paving contractor was selected. The cost to pave Sundown Court is \$18,400. The POA will contribute \$3,000 in lieu of the anticipated repairs to the existing gravel road that would be needed this year. The remaining expense will be paid by John/Candee Dady and Toni/Tom Price.

The paving contractor has been given approval to start the paving.

### **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.

### **Protective Covenants and Enforcement Procedure**

Enforcement of the Protective Covenants for the community is critical for the current and future property owners. We have been contacted by multiple real estate agents and potential buyers for clarification of the subdivision covenant requirements and we have received multiple compliments on the value of the information that is available on the Queens Gap website. We expect there will continue to be increased activity of existing lot sales and for new homes in the community. We have a well maintained, gated subdivision with beautiful homes and a property owners association that is fiscally sound. Our future property values are dependent on continued good management and upkeep of our homes and the property surrounding them. As a board, we must enforce the Protective Covenants consistently and evenly. In the near future we will have a committee complete a review of the neighborhood. If there are any concerns identified, Luke will be sending the affected property owner(s) an informal email identifying the specific concern and request repairs/revisions be completed within 30 days of that email. If the concern/covenant violation is not taken care of within a month, the board will go through the formal notification process and enforcement of the violation as outlined in the Queens Gap Declaration and Bylaws.



## **Status of lots 74 and 75**

An update on this property was presented by Luke. The property owners have ceased construction. They sent an email to the board in January regarding their intentions of selling the property “as is” at an auction type of sale to a contractor/investor who could finish construction.

The property is currently in violation of numerous QG Protective Covenants and the board has been fining the owners for over 2 years due to these violations, as allowed in the Queens Gap POA Declaration of Protective Covenants. The owners have not paid the fines and have ignored the requests of the board to clean up the property and finish construction. This situation has been turned over to the POA attorney, Daniel Davenport and all communication with the property owner is now going through Attorney Davenport. The Union County building inspection department has been notified, through our attorney, of possible county code violations and that investigation is ongoing. The board acknowledges that this is a serious and distressing situation for the nearby property owners and is continuing to try to find a solution to this problem.

A meeting for updates on our legal options and costs has been scheduled with the attorney. Luke Lukoski and Mike Otero will attend that meeting and report back to the board.

## **X. New Business**

### **POA Membership Comments and Questions**

- There are no plans to provide a mail box kiosk in the community at this time. A PO Box is available at the post office. The 911 center assigns your street address once you have a driveway during construction.
- 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 Ann Caver, POA Treasurer.
- A recommendation was made to consider a camera at the gate that would take a photo of vehicle license plates as they enter through the gates. This will be considered by the board.

## **Adjournment**

**AFFIRMED AND APPROVING MINUTES**  
**QUEENS GAP PROPERTY OWNERS ASSOCIATION**  
**ANNUAL POA MEETING**  
**JULY 11, 2020**

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

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Gary "Luke" Lukoski , President

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Mike Otero, Vice President

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Wayne Tingle, Secretary

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Ann Caver, Treasurer

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Bill Towley, Member at Large

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Cathy Powell, Member at Large

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Lindy Kirk, Member at Large

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.