

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

10:00 a.m. Saturday, April 22, 2023  
Meeks Park Pavilion, Blairsville, GA 30512

**In Attendance:**

- Hope & Doug Murphy, Lot 107
- Gary Lukoski & Joy Boulenger, lots 105 & 106
- Mike Otero, lots 76 & 77
- Bill Towhey, lots 16, 46, 47
- John & Candee Dady, lots 70 & 73
- David Franck & Wendy Capstick, lots 125 – 130
- Lindy Kirk, lot 91
- Steve & Jenny Ingmire, lot 45
- Joe Jasper, lot 30
- Anne Schmittener, lot 71
- Lori Jannotte, lot 21
- Tom & Laura Malsby, lot 120
- Kathy & David Dillow, lot 121
- Julie & Tim Rhinehart, lots 57 & 58
- Carol Murphy, lot 68
- Everett Moore, lot 113
- Joe Rowe, lots 117 & 118
- Linda Balhew, lots 1 & 23
- Ann Cavor, lot 69
- Fritz Butler, lot 49
- Kevin Jenkins, lot 133
- Thomas & Toni Price, lot 72
- Jeffrey Custer, lot 108
- Bruce & Renee Orcutt, lot 15
- David & Mary Haaland, lots 10 & 11
- John Sackellares, lots 109 & 112
- Calvin & Phyllis Barker, lot 124

## **I. Welcome POA Members**

Luke Lukoski, President, presided over the board meeting. He welcomed the board members and owners.

## **II. Roll Call and Certification of Proxies**

Secretary, Doug Murphy conducted a roll call and certified the received proxies. 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 the start of the meeting was 44. Doug informed the president that the meeting was officially a quorum.

## **III. Reading of the minutes of the preceding meeting**

A board meeting was held by the board on January 4, 2023 (virtual zoom meeting). Mike Otero made a motion to forego the reading of the minutes from the previous meeting. Bill Towhey seconded the motion. Motion passed. The minutes are available on the website for anyone to view.

## **IV. Association Financial Report**

John Dady presented the 2022 Financial Report and the 2023 Budget. This original report was presented and accepted by the POA board members during the January 4, 2023 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 specific points that John discussed:

- Income from POA dues has increased from \$27,200 to \$29,000 due to the assessment increase.
- The CD has been moved and has a far better interest rate. It has a 12 month renewal term.
- We have moved our banking to Truist Bank. This is due to the improved interest rate and acceptance of electronic payments.
- John briefly covered the other changes between the 2022 and 2023 budgets, including paving and road maintenance.

- As of currently, 6 lots have not paid their 2023 annual dues. The following actions are being taken:
  - The lots are assessed a \$20 per month late fee
  - As of June 1<sup>st</sup> of this year, we will apply for a lien against their property if they remain unpaid. Luke then talked about some of our past experiences with liens and the process that will be undertaken if deemed necessary via the legal system.
- John stated that there is \$3,167.00 in our checking account, \$81,576.52 in our Money Market, and our CD has \$50,000.00.

The question of how dues would be going forward was brought up by Dave Dillow. Luke mentioned that the board was considering either a continued annual incremental 5% increase, or a less frequent larger jump (for example, to \$250 or \$300). Any increases would be intended to keep up with inflation and also expand the road repair and repaving needs due to age of the blacktop. The board will discuss this in an upcoming board meeting and also review the Covenants and Bylaws concerning this issue.

John asked if there were any additional questions or comments regarding the 2022 Financial Report or 2023 Budget – there were none.

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

Queens Gap Property Owners Association, Inc

	2023	Budget	Actual as of 04/22/2023	Actual Totals 04/22/2023
Carry over from previous year	\$3,000.00			
<b>INCOME</b>				
POA Dues	\$28,560.00		\$26,710.00	
Interest	\$2,000.00		\$611.20	
Fines/Penalties			\$0.00	
Gate Remotes			\$0.00	
<b>TOTAL INCOME</b>		\$30,560.00		\$27,321.20
<b>EXPENSES</b>				
Legal Services	\$500.00	\$500.00	\$0.00	\$0.00
<b>Maintenance &amp; Repair</b>				
Gate Repair	\$1,000.00		\$0.00	
Grass Cutting	\$8,500.00		\$0.00	
Landscaping	\$500.00		\$0.00	
Road Repair	\$20,000.00		\$0.00	
Signs	\$100.00		\$0.00	
De-Icer	\$75.00		\$0.00	
Gate Security Cameras	\$0.00		\$0.00	
<b>Maint. and Repair Total</b>		\$30,175.00		\$0.00
<b>Office Expense</b>				
Insurance	\$750.00		\$0.00	
Meetings	\$500.00		\$35.00	
Supplies	\$100.00		\$0.00	
Postage & Box rental	\$150.00		\$196.32	
Utilities-Gate	\$400.00		\$104.58	
Gov't/Reg	\$125.00		\$30.00	
Website	\$300.00		\$0.00	
<b>Office Expense Total</b>		\$2,325.00		\$365.90
Miscellaneous	\$500.00	\$500.00	\$0.00	\$0.00
<b>Total Expenses</b>		\$33,500.00		\$365.90
Note As Of:	04/22/23			
Truist Checking			\$3,167.00	
Truist Money Market			\$81,576.52	
Live Oak CD			\$50,000.00	
Live Oak Savings			\$1,049.66	
<b>Total</b>			<u>\$135,793.18</u>	

Queens Gap Property Owners Association, Inc

	2022	Budget	Actual as of 12/31/2022	Actual Totals 12/31/2022	2023	Budget
Carry over from previous year	\$3,000.00					\$3,500.00
<b>INCOME</b>						
POA Dues	\$27,200.00		\$29,000.00		\$28,560.00	
Interest			\$602.48		\$2,000.00	
Fines/Penalties			\$2,795.50			
Gate Remotes			\$105.00			
<b>TOTAL INCOME</b>		\$27,200.00		\$32,502.98		\$30,560.00
<b>EXPENSES</b>						
Legal Services	\$500.00	\$500.00	\$438.50	\$438.50	\$500.00	
<b>Maintenance &amp; Repair</b>						
Gate Repair	\$500.00		\$1,913.00		\$1,000.00	
Grass Cutting	\$8,000.00		\$8,010.00		\$8,500.00	
Landscaping	\$500.00		\$368.38		\$500.00	
Road Repair	\$15,000.00		\$19,943.75		\$20,000.00	
Signs	\$100.00		\$0.00		\$100.00	
De-icer	\$50.00		\$96.07		\$75.00	
Gate Security Cameras	\$0.00		\$0.00			
<b>Maint. and Repair Total</b>		\$24,150.00		\$30,331.20		\$30,175.00
<b>Office Expense</b>						
Insurance	\$750.00		\$701.00		\$750.00	
Meetings	\$500.00		\$139.93		\$500.00	
Supplies	\$100.00		\$7.49		\$100.00	
Postage & Box rental	\$150.00		\$164.00		\$150.00	
Utilities-Gate	\$375.00		\$372.46		\$400.00	
Gov't/Reg	\$125.00		\$30.00		\$125.00	
Website	\$300.00		\$168.00		\$300.00	
<b>Office Expense Total</b>		\$2,300.00		\$1,582.88		\$2,325.00
Miscellaneous	\$500.00	\$500.00	\$176.69	\$176.69	\$500.00	\$500.00
<b>Total Expenses</b>		\$27,450.00		\$32,529.27		\$33,000.00
Note As Of:	04/22/23					
Available Funds Checking Account			\$8,562.90			
Capital Improvement Fund			\$59,624.88			
Live Oak CD			\$50,000.00			
Live Oak Savings			\$500.10			
Total			\$118,687.88			
2023 Projected Income Less Projected Expenses						\$1,060.00

**NOTE: Capital Improvement Fund Includes \$4,820 2023 Dues Received**

Mike Otero made a motion to accept the 2022 Financial Report and the 2023 Budget. Jenny Ingmire seconded the motion. Motion passed.

## **V. New Construction Committee Report April 22, 2023**

Mike Otero gave the following report regarding the current development and under construction homes in the community:

### **Recently Completed Homes**

Six homes have been completed since the last annual POA meeting on April 23, 2022.

### **Homes Completed**

- Lot 4: Shoni Benton
- Lot 14: Neil & Silvia Colledge
- Lot 55: Malita McKinnley
- Lot 68: Carol & Mike Murphy
- Lot 116: Vernon & Sheila Thompson
- Lot 120: Tom & Laura Malsby

### **Homes Under Construction**

There is 1 home currently under construction

- Lot 121: David and Kathleen Dillow

### **Total QG Completed Homes**

36 Completed Homes

30 Occupied Full-Time

Mike also mentioned that we have verified the certificates (required by the county) for each home within the POA that is rented out. He also mentioned the large amount of information available for POA members on both the Facebook Group page as well as the POA website ([TheHillsAtQueensGap.com](http://TheHillsAtQueensGap.com)).

## **VI. Appointment and Membership Approval of Inspector of Election**

Doug Murphy presented Kevin Jenkins as the Election Inspector. The board had appointed Kevin and his approval by the meeting attendees was required. Doug called for a “voice vote” and he was approved.

## **VII. Election of Board Members**

Luke introduced the candidates that had volunteered to serve on the board and asked the attendees if there were any nominations from the floor. There were no nominations received from the floor.

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

- Mike Otero
- Bill Towhey

Those same members were the only ones running for election to the board.

- Mike Otero
- Bill Towhey

Luke then announced that since we only had two people nominated for two positions, the vote would be completed by “acclamation”. Acclamation as written in Roberts Rules of Order is defined as “a loud eager expression of approval, praise or assent.” Luke requested the attendees complete the acclamation vote by clapping.

Elected to the board for a 3-year term, by acclamation of the property owners in attendance were:

- Mike Otero
- Bill Towhey

## **VIII. Old Business**

### **Main Gate**

Luke turned the meeting over to Mike and Bill Towhey to discuss the front gate status.

Mike said the gate has worked well for the last six months and we are happy to be able to say that after the struggles of last year. Our vendor, Automated Systems, has not been responsive and we are no longer associated with them. A new vendor has been identified that can provide all of the services we need, such as gate support, video system support, etc. They will be coming out to look at our system shortly and will likely handle anything that Mike and Bill can not.

Gravel trucks have been an issue lately, and we have at times, fixed open the gates so those trucks don't burn their clutches, or suffer other damage, due to needing to enter the gate code on such a steep incline. Please talk to Mike or Bill if you have a need for us to fix open the gate for, any period of time, for deliveries.

The gate will be fixed open if the circumstances may require it, such as in bad weather, so please be aware of that. In the event of a power loss, there is a battery that will support it for approximately 12 hours, but we may elect to fix-open the gate before the battery drains.

Bill brought up the point that the gate is nearly 20 years old, and we can expect to have to replace it in the near future.

### **Road Maintenance, Repair and Repaving**

Luke spoke to this topic. He mentioned we have \$20,000 budgeted this year, up from \$15,000 last year due to cost increases we have experienced with repaving. There has been less construction lately, which leads to the roads lasting longer. We anticipate 500 to 600 feet of repair work this year, likely on sections of the main roads. P&R Paving has been doing our work, and we believe they are doing a good job. It is very challenging to find vendors that will do such small jobs, so we are happy to have them.

We also have had a group of volunteers doing some 'cold' patching to small areas of the roads in need, such as potholes or shoulders. We are always looking for additional volunteers, so please contact a board member if you would be willing to help.

The roads of the subdivision were built in various stages between 2003 and 2005, with a variety of quality due to varying vendors. Hence, different portions of the road are in different conditions. We do have a financial buffer, in the event of a larger scale issue, such as a road washout.

One attendee brought up the condition of the gravel road Monaco Lane and asked what party was responsible for paving it. Luke responded that it is in the bylaws that the POA is not responsible for paving any gravel road, but it is responsible for maintaining them. Also, the POA does not have any funds budgeted for paving gravel roads. However, there are examples of the POA contributing to members paving their roads. The case of the Dady's and Price's



paving of Sundown Court was brought up. The POA contributed what it considered the cost of ongoing maintenance of the gravel road, to the paving. That amounted to \$3,000. It was brought up by Bill Towhey that he has seen the poor condition of that road, and the board will have it looked at by our vendors, to determine the necessary steps to be taken.

### **Mowing strategy for 2023**

Luke spoke to this topic. We have both a short-arm/bushhog vendor and a long-arm mower. They have been doing a good job for us lately, as many have noticed. There is an area of interest regarding both vendors.

Our short-arm vendor is in the final year of his contract, and has committed to honoring it. He also mentioned that he would be willing to engage in another contract, but we can expect the cost of his efforts to increase.

Our long-arm vendor does a fantastic job but is getting old. Also, it is hard to find other vendors in this industry.

For 2023, we expect to be on budget, as planned and documented above.

The mowing schedule for 2023 will remain the same as in 2022. We will mow the gate and pumphouse area approximately every two weeks, the roadsides 5 times and a long arm cut (embankment cut) twice during the warm weather season.

### **Covenant Compliance**

Luke addressed that compliance has been good lately. That is beneficial both for the board and neighbors. The full covenants can be found on the website or speak to Mike Otero.

## **IX. New Business**

### **Deer damage in the subdivision**

Luke mentioned that some members, including himself, have experienced deer eating their yard greeneries. Bill Towhey spoke up and shared some information he learned from the Union County Extension office, a resource for all residents. Our county is 50% forest land. Both national parks and state park lands normally do scheduled burns, following which they replant new growth. The state has

stopped doing scheduled burns (believed to be due to budget constraints), and as result, the deer population has been entering subdivisions to get their diet of new growth, county-wide and beyond. Even though the deer population is stated as being down from prior years, it is believed that since the counting of deer only occurs in parks, those deer have moved on to subdivisions. So, our subdivision is like many others – experiencing more new growth being eaten by deer. The extension office has many ideas on how to address this situation, we suggest that members contact them for advice on this situation.

### **Annual Assessment**

Luke mentioned that this was previously covered, in the financial section.

### **Late and non-payment of QG Annual Assessment**

Luke mentioned that the board will be taking a hard stand against the lots in this situation, as per the bylaws. It is critical to the welfare of the POA to receive all monies due. Some of the issues around this year's USPS mail forwarding situation were discussed, and it was noted that we will not be using the USPS mail forwarding in the future, due to many inconsistencies and errors with it.

### **Electronic funds transfer using Zelle – Treasurer, John Dady**

John Dady has successfully implemented electronic payments for the POA – a huge step in convenience and speed for both our members and our vendors. These payments, made through our bank via the electronic payment process known as Zelle, have been configured and tested. For configuring our POA as a Zelle recipient, use the email address of "QGTreasurer@gmail.com". Please be very accurate with that recipient setup, and the recipient's full name must show as "**Queens Gap Property Owners Association**".

### **X. Need for more volunteers for board positions – President, Luke Lukoski**

Luke discussed how the board has been struggling mightily to attract new members interested in joining it. Even though the bylaws support running with less members, even as low as 1, it is preferred to have multiple voices/opinions/experiences/skills on the board. There are 2 members who will be ending their commitment at the end of this year, and others who are reducing their commitment, so new members are greatly needed. It is not difficult to be a board member. It is a Three year commitment. We will be sending out email communication later this year to request new faces.

### **Property owner's comments, question, suggestions, and discussion**

Luke asked for any additional feedback from the attendees, and there was 1 question. It related to hydrants, the distance between them and what organization was responsible for maintaining them. Bill Towhey brought up the history: that Coosa Water Authority was responsible for the original installation of the subdivision, and still is responsible for them in it's entirety. Bill believes that it is likely that the current distance between the hydrants is the minimum required by law (e.g. maximum length allowed). Also, the size of the hydrants – in every case except 1 – is a relatively small 3 inch diameter. It was noted that we have recently witnessed the fire department inspecting the hydrants, even though Coosa Water Authority is responsible for any required maintenance. Bill brought up the note that the board should ask Coosa what is the minimum allowable distance between them, and if there are any options available to us as a subdivision.

### **Adjournment**

Mike Otero motioned for adjournment, and Bill Towhey seconded it. The meeting was adjourned.

**AFFIRMED AND APPROVING MINUTES**  
**QUEENS GAP PROPERTY OWNER'S ASSOCIATION**  
**ANNUAL POA MEETING**  
**APRIL 22, 2023**

CERTIFIED TRUE COPY OF THE EXTRACT OF THE MINUTES OF THE HILLS AT QUEENS GAP PROPERTY OWNER'S ASSOCIATION ANNUAL MEETING HELD ON SATURDAY, **APRIL 22, 2023, 10:00 AM**, AT MEEKS PARK PAVILION BLAIRSVILLE, GA, PROPER QU 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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Doug Murphy, Secretary

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John Dady, Treasurer

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Bill Towhey, Member at Large

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Ann Caver, Member at Large

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Kevin Jenkins, Member at Large

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.