

The Hills at Queens Gap
POA Board Meeting – Minutes
7:00 PM Wednesday, January 10, 2024

This meeting was held via Zoom Teleconference

In Virtual Attendance:

- Bill Towhey; **Lots 15, 46, 47**
- Mike Otero; **Lots 76, 77**
- Doug Murphy; **Lot 107**
- John Dady; **Lots 70, 73**
- Gary “Luke” Lukoski; **Lots 105, 106**
- Kevin Jenkins; **Lot 133**
- Michael Murphy; **Lot 68**

1. Approval of last meeting minutes – Doug Murphy, Secretary

Doug Murphy presented the written minutes from the previous board meeting held on August 14, 2023. Mike Otero made a motion to waive the reading of the previous minutes. Bill Towhey seconded the motion. Motion passed unanimously. All QG annual and board meeting minutes are located on the QG POA website. These documents have been signed by the following Board members:

- Gary “Luke” Lukoski, President
- Michael Otero, Vice President
- John Dady, Treasurer
- Doug Murphy, Secretary
- Bill Towhey, Director
- Kevin Jenkins, Director

2. New business

- a. Financial report for 2023 and proposed budget for 2024 were discussed and approved – John Dady
John Dady had previously distributed the 2023 Financial Report and proposed budget for 2024. After discussion, there were no concerns regarding the proposed budget. Mike Otero made a motion to approve the budget, John Dady seconded the motion. The motion passed unanimously. The notes from the report and the full budget can be seen below:

Financial Report 2023 by John Dady (As Of 1.10.2024)

1. All dues expected were paid. One overpaid \$40. Still owed fine of \$40 for lot 24.
2. Interest income exceeded expectations. Live Oak Cd reinvested Nov 13 at 5.35 APY as a 9 month CD. Truist CD reinvested December 15 at 5% over seven months.
3. No legal fees this year
4. Maintenance and Repair - Under budget due primarily to grass cutting and road repair
5. Office Expense - Over budget
 - Meetings - Expenses included the summer picnic
 - Postage - Certified letters to collect delinquent dues
 - Email switch - (this is covered in a separate agenda item)
6. Overall - under budget for the year.

Current Status: Dues received to date (1/10/2024) \$12,950. 42 Property owners, 24% by Zelle.

Proposed Budget 2024

1. Income - Dues increased by \$10 will bring in some additional income. Interest income expected to be at least as good as 2023. Federal Government has indicated some potential interest drop in 2024 so budgeted interest conservatively. We don't plan on fines for income. We do have an outstanding fine of \$2,200 for overweight cement trucks that should be paid shortly.
2. Maintenance and Repair - Left items pretty much as the previous year. Increased road work budget to cover expected increases in prices and possible repair to some gravel roads.
3. Office Expense - Increased insurance with addition of gate. Insurance discussion separate agenda item. Increased postage as result of last year's experience with required certified letters. Added new line item (Truis/Zelle) - Truist charges us 1% for monies deposited. This charge was discussed and we all believe the 1% charge is worth it to allow owners to pay more simply.
4. Budgeted to expectations but managed to constrain.

Insurance Update

Expected our renewal to include addition of gate. It did not, asked agent on Nov 22 to get it added and get a revised bill and declaration page. Had not seen anything by Dec 18 so asked again. No response. (Update: The agency has since responded and the gate is now included/covered)

2023 Budget versus Actuals & 2024 Full Budget

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			<u>\$117,261.53</u>			

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

(New Business, continued)

- b. April annual POA members meeting
 - a. The date, time and location of this meeting was discussed. Some options were researched, as many property owners had approached board members after the 2023 meeting expressing concern for the weather and cold at the meeting.
 - b. It was settled upon that the **meeting would be held April 20, 2024 at 10:00 am at the Living Waters Winery**, which is adjacent to our subdivision. The motion was made by Mike Otero and seconded by Doug Murphy. An email will be sent informing all members of this information as well as the agenda.
- c. Expiring board positions. Luke Lukoski, John Dady, and Mike Murphy
 - a. We are actively encouraging new members to join the board – please consider it! Talk with an existing board member to learn more!
 - b. Luke expressed a desire to leave the board. His experience, demeanor, and skills will be sorely missed. Thank you, Luke!
 - c. Mike Murphy, haven taken over for Ann Caver mid-term, will also be leaving. Thank you for jumping in Mike!
 - d. John Dady expressed an interest in continuing to serve the board, and in the treasurer role.
 - e. There will be 2 open board member positions. Names and biographies of any interested board members will be sent out before the annual meeting in April.
- d. Insurance update by John Dady – This was covered earlier in the meeting, see the notes above.
- e. POA website and email accounts by Doug Murphy

Doug mentioned that the website saw very little changes in 2023, outside of the changing of the owning account, from Billy Toups’ personal one to a POA owned one. Email, on the other hand, has been a challenge of late. When trying to move this to the POA account, numerous glitches came up, forcing us to pay some extra fees to retrieve past – important – emails. These have all been resolved, and the past emails have been forwarded to the current, gmail, email address. Doug and John Dady will look into getting some of those fees back.
- f. Mail delivery feasibility project update by the Mail Delivery Committee (Doug Murphy, Bill Towhey, John Dady, Kevin Jenkins, and special guest David Franck)

The committee went through their findings and their published (and previously distributed) report. In summary, there is not a suitable location for the centralized (mail)box units within the subdivision. Luke made a motion to accept the committee’s recommendation of not moving forward with this project at this time, and Bill Towhey seconded the motion. The motion passed unanimously.

3. Old business

- a. Gate area maintenance and security cameras (gate committee)

Bill Towhey mentioned that one of the lights by the gate was repeatedly burning out. He will work with Steve Ingmire to address the issue. He also mentioned that the flag light was dim, he will replace those batteries. Mike Otero mentioned that the cameras were working well lately.
- b. Covenant compliance by Luke Lukoski

Luke brought up that compliance has been good lately, it seems people are getting informed early and addressing any issues themselves.
- c. Road maintenance report – Work done in 2023 and expected work needed in 2024 by Luke Lukoski

John Dady started off this topic by emphasizing that the budget was slightly increased from last year due to the actual expenses – and higher costs – experienced in 2023 (see the budget above for details). Luke said it is likely that we will repave a similar amount of road in 2024, compared to 2023. He asked board members to drive the subdivision’s roads to help identify the areas of most need.

d. New construction committee report by Mike Otero and Bill Towhey

Bill brought up that there was only one home under construction (the Conn’s, lot 53) and he has been in touch with the project manager, especially in the area of following our building guidelines. Mike Otero brought up the detail that there are 39 completed homes, with 32 of those being full time residents.

4. Comments and Questions

No POA member has brought up any issues to the board.

5. Adjournment

Doug Murphy made a motion to adjourn the meeting. Mike Murphy seconded the motion. Passed unanimously. Meeting adjourned.

AFFIRMED AND APPROVING MINUTES
QUEENS GAP PROPERTY OWNER'S ASSOCIATION
POA BOARD MEETING

January 4, 2023

CERTIFIED TRUE COPY OF THE EXTRACT OF THE MINUTES OF THE HILLS AT QUEENS GAP PROPERTY OWNER'S ASSOCIATION BOARD MEETING HELD ON **WEDNESDAY, JANUARY 10, 2024, 7:00 PM**, VIA VIRTUAL ZOOM MEETING. PROPER QUORUM WAS PRESENT. SAID MINUTES HAVE BEEN READ AND AFFIRMED VIA EMAIL BY:

Gary "Luke" Lukoski, President

Bill Towhey, Vice 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.