

## **The Hills at Queens Gap**

### **POA Board Meeting**

7:00 P.M. Thursday, January 28, 2021

Virtual Zoom Meeting (COVID-19 limitations)

Blairsville, GA 30512

#### **In Attendance:**

- Bill Towhey; **Lots 15, 46, 47**
- Ann Caver; **Lot 69**
- Mike Otero; **Lots 76, 77**
- Wayne Tingle; **Lot 79**
- Melinda Kirk; **Lot 91**
- Cathy Powell; **Lots 100, 101**
- Gary “Luke” Lukoski; **Lots 105, 106**

#### **I. Welcome**

Luke Lukoski, President, presided over the Board Meeting. He welcomed the Board members.

#### **II. Approval of Meeting Minutes**

Wayne Tingle presented the written minutes from the previous Annual and Board Meetings;

- Annual Meeting July 11, 2020
- Board Meeting July 11, 2020

Bill Towhey made a motion to accept the minutes. Mike Otero seconded the motion. Motion passed.

Due to COVID-19 limitations, the two documents will be signed by the following Board members in the near future;

- Gary “Luke” Lukoski, President
- Michael Otero, Vice President
- Ann Caver, Treasurer
- Wayne Tingle, Secretary
- Bill Towhey, Member at Large
- Cathy Powell, Member at Large
- Melinda Kirk, Member at Large

### **III. New Business**

#### **A. Financial Report**

Luke presented the 2020 Financial Report and the 2021 Budget. Here is a summary of some of the unique expenses.

The legal services for 2020 was budgeted at \$1,500. The actual expense was \$1,872.30. This higher than budgeted expense was due to the issues at Lot 74 and 75. The budgeted amount for 2021 will remain at \$1,500.

The grass cutting expense was budgeted at \$8,000 for 2020. We were able to complete a second “long-arm” cut and the actual amount for 2020 was under budget at \$7,850.

We have added a line item for gate security. We plan to have security cameras installed at the entrance gate in early 2021.

We transferred \$10,000 from the checking account to the Capital Improvement Fund. The surplus funds for the POA are held in a Money Market or Marketable Securities (CD). The year-end total Capital Improvement Fund is \$91,429.65. The Board will continue to maintain funds in these higher interest accounts and will consider multiple CDs with staggered maturity dates.

A line-by-line summary is available in the following report;

## Queens Gap Property Owners Association, Inc

	2020 Budget	2020 Actual as of 12/28/20	2021 Proposed Budget
Carry over from previous year	3,552.93	3,552.93	2,104.78
Income from HOA dues and remote sales total	27,200.00	27,005.00	27,200.00
Available Funds	30,752.93	30,557.93	29,304.78
Expenses			
Legal Services	1,500.00	1,872.30	1,500.00
Maintenance and Repairs			
Gate Repair	750.00	352.50	750.00
Grass Cutting	8,000.00	7,850.00	8,000.00
Landscaping	500.00	600.00	500.00
Road Repair	5,000.00	6,000.00	5,000.00
Signs	500.00		250.00
De-Icer	100.00		50.00
Gate Security			1,500.00
Maint. and Repair Total	14,850.00	14,802.50	16,050.00
Office Expense			
Insurance	750.00	671.00	750.00
Meetings	750.00	119.39	500.00
Supplies	100.00		100.00
Postage & Box rental	150.00	152.00	150.00
Utilities-Gate	375.00	354.91	375.00
Property Taxes	125.00	3.79	125.00
Website	300.00	229.68	300.00
Office Expense Total	2,550.00	1,530.77	2,300.00
Miscellaneous	500.00	247.58	500.00
Total Expenses	19,400.00	18,453.15	20,350.00
Available Funds over Expenses	11,352.93	12,104.78	8,954.78

Notes: As of December 28, 2020

Transferred from Checking to Capital Improvement 10,000.00

Available Funds Checking Account 2104.78

Capital Improvement Fund 91,429.65

Total 93,534.43

Mike Otero made a motion to accept the 2020 Financial Report and the 2021 Budget. Cathy Powell seconded the motion. Motion passed.

### **B. Annual POA Meeting 2021**

Luke announced it was time to schedule the 2021 Annual POA Meeting. In the most recent years the meeting has been held in the large meeting room at the Union County Community Center. Due to COVID-19 restrictions, the 2020 Annual POA Meeting was delayed and then held in July 2020 at a Meeks Park outdoor pavilion.

The 2021 Annual POA meeting will be held at 10:00AM on Saturday, April 10, 2021. The meeting will be held at an outdoor location within the Queens Gap subdivision. Billy and Lisa Toups have offered to host the meeting on their property. Additional details to be provided soon.

### **C. Expiring POA Board Positions**

There are two positions on the Board that are expiring this year. These positions are currently held by Luke Lukoski and Cathy Powell. All Queens Gap property owners are encouraged to consider serving on the Board.

Anyone interested should email a brief resume' to Wayne Tingle at [waynetingle@hotmail.com](mailto:waynetingle@hotmail.com). There will be an election held during the April 10, 2021 Annual POA Meeting. We will be providing additional details prior to the April meeting.

### **D. Gate Security**

During the July 2020 Annual Meeting a Queens Gap property owner recommended we consider the installation of security cameras at the entrance gate. Bill Towhey discussed security cameras with the company that provides maintenance for our gate. Additionally, he investigated security systems utilized at similar communities. The cost for installation and materials of a multi-camera system with recording capabilities is \$3,508.69.

Mike Otero made a motion to approve the purchase. Lindy Kirk seconded the motion. Motion passed.

The 2021 budget included an estimate of \$1,500. The \$1,500 will be spent from the 2021 operating budget. The balance of \$2,008.69 will be spent from the Capital Improvement Fund. We anticipate the camera system will be installed and operational in the next 30 days.

#### **E. Discussion on Covenants Regarding Lots in Queens Gap**

There have been discussions with some existing property owners and potential buyers in regards to the “sub-dividing” of existing lots in Queens Gap. There is language in the Protective Covenants with specific details on a limited number of lots based on location and size. Additionally, there is information provided on some of the recorded plats. The information contained in these documents is open to interpretation. Luke will schedule a meeting with the attorney to discuss and obtain the attorney’s opinion.

### **IV. Old Business**

#### **A. Covenant Compliance**

##### **Annual Inspection**

We have experienced very good compliance with our protective covenant restrictions over the past several years and we appreciate the support of property owners in this effort.

On an annual basis, the Board will designate a committee of existing property owners to complete a “drive-through” inspection of Queens Gap for possible covenant and restriction violations. This committee will report their findings back to the Board. Luke will then contact any individual property owners with any identified concerns. We plan to complete this in the next couple of months.

## **B. New Construction Committee Report**

We will soon have 30 completed homes in Queens Gap and we expect to see continued new home construction.

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

Two homes have been completed since the last new construction report on July 11, 2020.

- Steve and Jenny Ingmire; Lot 45
- Norma and Kevin Jenkins; Lot 133

### **Under Construction**

- Randy and Mioara Birch; Lot 40
- Toni and Tom Price; Lot 72 – detached garage / studio
- Liamara River Estates, LLC; Lot 74
- Allen and Carol Hern; Lot 99
- Joe and Judy Rowe; Lot 118

### **Planned Construction**

- Tom and Laura Malsby; Lot 120
- David Franck; Lot 130 – detached garage

### **Architectural and Building Committee Guidelines**

We have organized and clarified much of the information property owners require to build their homes. Most everything required is now located on the Queens Gap website.

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.

### **C. Road Condition and Repair Strategy**

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 and will consider offering a multi-year contract to the company selected.

In the next couple of months, we will be evaluating the condition of all roads and preparing a plan for 2020. Some of the specific areas of concern that have been identified are:

- The Hills Lane – paving repairs
- Hills View Lane – gravel repairs

### **D. Lots 74 & 75 – Update and Discussion**

Luke presented an update on Lot 74 and 75. The property was sold as of December 13, 2020. The new owner is a company that has good experience in taking over stalled and distressed real estate. Their plan is to complete the construction and then market the property for sale.

The board through our attorney negotiated our continued protection with the new owners by leaving our lien and accrued fines in place, subject to the build being finished with a Certificate of Occupancy within 7 months. At that time, if all conditions are met, we have agreed to a reduced amount to settle and release our lien on the property.

Luke recently met with the new owner and toured the property. They are making good progress and anticipate completion in the next 4 months.

### **V. Comments and Questions**

Since this was a virtual zoom meeting, the only attendees were the seven Board members. Prior to the meeting, we had requested all other Queens Gap POA members to notify a Board member of any concerns they would like to have discussed during the meeting.

None of the Board members were contacted by any POA member.

## **VI. Adjournment**

Mike Otero made a motion to adjourn the meeting. Lindy Kirk seconded the motion. Meeting adjourned

**AFFIRMED AND APPROVING MINUTES**  
**QUEENS GAP PROPERTY OWNERS ASSOCIATION**  
**POA BOARD MEETING**  
**JANUARY 28, 2021**

CERTIFIED TRUE COPY OF THE EXTRACT OF THE MINUTES OF THE HILLS AT QUEENS GAP PROPERTY OWNERS ASSOCIATION BOARD MEETING HELD ON **THURSDAY, JANUARY 28, 2021, 7:00 PM**, VIA VIRTUAL ZOOM MEETING DUE TO COVID-19 LIMITATIONS. 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 Towhey, 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 \_\_\_\_\_, 2021.