

The Hills at Queens Gap

Annual POA Meeting - Minutes

Saturday, April 14, 2018

10:00 a.m.-12:00 p.m.

**Union County Community Center
Blairsville, GA 30512**

In Attendance:

- Billy **Toups**, Lots **4, 5, 6, 11, 12, 13**
- Andrea **Ellerbee**, Lot **7, 8**
- Jim & Carol **Connole**, Lot **9**
- Carol **Murphy**, Lot **68**
- Wendell & Ann **Caver**, Lot **69**
- Todd & Anne **Schmitthenner**, Lot **71**
- Mike & BJ **Otero**, Lots **76, 77**
- Larry & Carol **Davis**, Lot **78**
- Wayne & Cindy **Tingle**, Lot **79**
- David W. **Kohutek**, Lot **85**
- Lindy **Kirk**, Lot **91**
- Rick & Pam **Morris**, Lot **92**
- John **Johnson**, Lot **97**
- Cathy & Don **Powell**, Lots **100, 101**
- Joy **Boulenger** & Luke Lukoski, Lot **105, 106**
- Chuck **Jones**, Lot **107**
- Tom & Laura **Malsby**, Lot **120**
- Larry & Wanda **Adams**, Lot **124**

I. Prayer and Welcome

Ann Caver opened the meeting in prayer.

Billy Toups, POA President, welcomed the Owners and introduced the current Board members and their spouses:

Bill Towhey, Vice President (Lots 15 & 47) (not present)

Ann Caver, Secretary-Treasurer (Lot 69)

Everett Moore (Lot 113) (not present)

Jim Tromanhauser (Lots 1 & 23) (not present)

Cathy and Don Powell (Lots 100 & 101)

Mike & BJ Otero (Lots 76, 77)

Special thanks and recognition was given the Board members for their service and commitment to the POA.

All through the PowerPoint Presentation, Billy showed pictures of the existing homes and was able to take us on a pictorial journey around our Queens Gap's community. He gave us a brief history of the house and who owned the home. At the end of the Minutes you will find these pictures. Enjoy!!! And thank you Billy for putting this together for the POA!!!

II. Financial Report – Billy Touns

Billy Touns presented the Financial Report and proposed Budget for 2018 to the POA. He solicited questions and comments as he presented each item line by line. As questions came up during the Financial Report, Billy offered that he would address their concern later in the meeting as it appeared in the Agenda, i.e. anticipation of long-range road repair, grass mowing, unpaid assessment dues, property under construction on Sundown Court, and monies available in the capital improvements reserve account.

Income & Expense Report

1/1/17 thru 12/31/17

Carry Over from 2016	\$ 19,539.60
Income:	27,180.00
Available Operating Funds	\$ 46,719.60

Expenditures: 1/1/17 thru 12/31/17

Legal Services	\$ 70.00
Legal (\$40)	
Corporate Registration (\$30)	

Maintenance & Repairs	10,157.71
Gate Repair (\$510.97)	
Grass Cutting (\$7,250)	
Landscaping (\$442.48)	
Road Repair - (\$1,210)	
Flagpole (\$650)	
De-Icer (\$94.26)	

Office Expenses	1,846.67
Insurance (\$739)	
Meetings (\$482.41)	
USPS Box Rental (\$48)	
Postage (\$83.03)	
Supplies (\$133.34)	
Utilities – Gate (\$360.89)	

Total Expenditures	\$ 12,074.38
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Income & Expense 1/1/17 thru 12/31/17

Available Operating Funds		\$ 49,719.60
Less:		
Total Expenditures		- 12,074.38
Transfer to Reserve	(02/15/17)	- 15,000.00
	(10/12/17)	- 15,000.00

Available for 1/1/17 thru 12/31/17		\$ 4,645.22
(Same as checkbook)		
Budget 1/1/18 thru 12/31/18		
Starting Balance		\$ 4,645.22
Projected Income		<u>27,000.00</u>
Available Funds		\$ 31,645.22
Less:		
Legal Services	\$350	
Maintenance & Repairs	\$11,900	
Gate Repair (\$750)		
Grass Cutting (\$8,000)		
Landscaping (\$1,000)		
Road Repair (\$1,500)		
Signs (\$500)		
De-Icer (\$150)		
Office Expenses	\$1,975	
Insurance (\$750)		
Meetings (\$500)		
Supplies (\$200)		
Postage & Box Rental (\$150)		
Utilities – Gate (\$375)		
Miscellaneous	<u>\$500</u>	
Total Projected Expenses	<u>\$14,725</u>	

Projected Income over Expense \$ 16,920.22

Transfer to

Capital Improvement Reserve

-8/15/18 15,000.00

(Balance will be \$ 75,198 plus additional interest)

Projected Year End Balance \$ 1,920.22

In response to a question posed by Billy Toups regarding assessment dues still owing, Ann Caver gave the following report:

All assessment dues for 2018 are current except for the following:

Lot 24 – Orion – The POA took over the accounting from Waterfront in 2012. The owner of Lot 24 is listed as Orion, but has individual principal. Orion has not paid assessment dues since the POA took over the bookkeeping. Their tax bill is current according to the Union County Tax Assessor’s Office. Letters, Notices, and Invoices have been forwarded to Orion known addresses as well as its principals at their known addresses, and to Orion’s Registered Agent of Service. These addresses were acquired from the Georgia Secretary of State’s Office, as well as the Union County Tax Assessor’s Office, according to the tax bill. This has been unproductive and no contact has been received from the principals. Therefore, liens have been filed with the Union County Superior Court with the hope that if and when the property should sell at a future date, the POA could recover the past due assessment fees, plus penalties, interest, and attorney fees.

At the time of the Annual Meeting, two additional lot owners still owed for 2018 dues, but as of the writing of the Minutes both owners have paid these fees.

III. New Business

1. Roads

- Inspection Planned – Within the next 2 to 3 weeks, Bill Towhey will meet with Crisp Asphalt regarding the repairs that need to be made and when.
- If appropriate, Bill will meet with other asphalt companies to determine which is the most cost efficient.
- Considerable repairs may be needed because several locations have alligatoring, cracks in the roads, etc.
- By way of reference, asphalt was \$10 per linear foot in 2015.
- Heavy equipment and construction puts stress, wear, and tear on the roads, especially heavy concrete trucks. These trucks can and do exceed the weight limits, adding more wear and tear.
- As more people move into the community, expect more traffic on the roads and of course more wear and tear on the roads.
- Owner Carol Murphy asked if the POA could impose a one-time impact fee to help cover the costs of the road repairs. Billy Touns responded the POA would have to agree with a 2/3 vote. He voiced that, although hard to prove, owners are responsible for any damage to their road when their house is being built. There is a weight limit as stated in the Covenants and Restrictions, however, someone would need to monitor the coming and going of the trucks and impose fines to the owners to pass to the subcontractors due to exceeding the weight limit.
- In our favor is that we are a private, gated community.
- The question was also asked if the community gets a tax break. The answer is no.

NOTE: Billy Touns explained to the new owners that a Capital Improvement Funds Account was created over three years ago to help, i.e.

- Private roads throughout the community are privately owned by the PO Owners.
- Union County does not and will not accept responsibility for the maintenance and upkeep of the private roads throughout the Community.
- Board and POA are very well aware that in the near future repairs will need to be made on the roads. It will come with an expensive price tag.
- The reserve account was opened to help in saving funds to bear the expensive burden when it comes to pass and it will in the near future.
- 2018 road repair budget was increased in anticipation of road repairs.

2. Unfinished Construction Project, Weikle, Lots 74, 75

- This project began over 2 to 3 years ago.
- 20 percent completed – this is a high estimate.
- There has been virtually no progress in last 6 to 9 months.
- Some of the Board members will be meeting with the attorney to explore the POA's options on April 18.
- There will be a special Board meeting to discuss the matter on May 2, 2018.
- Per the Covenants and Restrictions a fee of up to \$100 per day can be imposed and attached as a lien on the property.
- Board had requested from the Weikles a 30-day progress report be sent via email to the Board and interested property owners updating what has transpired on the building project.
- Several Owners live next to this unfinished construction site and have to view this sight every day in their coming and going.

IV. Old Business

- Adoption of POA Dues Policy. In 2017, new guidelines for collecting assessment dues were implemented. The POA was notified by email of the new guidelines and the penalties for not adhering to these guidelines. Following is a brief summary for collecting the yearly POA assessment dues:

Summary:

- By December 1 – Secretary/Treasurer sends an email regarding POA dues.
- January 15 - Secretary/Treasurer emails reminder to unpaid accounts.
- February 1 – POA dues will be past due. A \$35 late fee will be assessed. Secretary/Treasurer sends past due notice by U.S. Mail.
- June 1 – The Board will file a property lien and account begins to accrue interest at a rate of 18% per annum. Owner will be obligated to settle liens, including accrued interest, attorney's fees and other fees, prior to selling the property.

Road Signs – Luke Lukowski

Luke Lukoski has agreed to Chair the road and street signs project throughout the subdivision. He has located a vendor to purchase road and street signs at an affordable price. Luke and other property owners will make a survey of the neighborhood to determine what signs are needed and where. He will then price, purchase, and install the signs. Thank you, Luke and Joy for taking on this project!! We really appreciate your service.

When Waterfront turned over the duties and responsibilities to the POA, they handed the POA Covenants and Restrictions that had basically been a cut-and-paste document. The POA reworked the Covenants and Restrictions to meet the needs of the Queens Gap community. This Revised and Restated document was presented to the POA for a vote, which passed with a 2/3 vote. However, the By-Laws for the POA still remains a work in progress, but this will take a priority in the next 2 to 3 months. By definition, By-Laws govern such things as election of the Board, terms of the Board members, etc. Billy Toups and Bill Towhey will be meeting with the attorney to expedite the drafting of the By-Laws.

V. Current Development

- 18 Completed Homes in Queens Gap
- 14 Full Time Occupants
- 2 Part-Time Occupants
- 2 Rental Cottages
- 1 Home Under Construction

VI. Election of Board Members

Currently, two members are scheduled to rotate off

- Cathy Powell (Lots 100 & 101)
- Jim Tromanhauser (Lots 1 & 23). Jim could not be at the meeting today because of health issues.

Billy thanked Cathy and Jim for their service to the POA and special recognition was given to both of them.

Candidates

Two candidates have submitted their resume for election to the Board. They are as follows:

Cathy Powell – (Lots 100 & 101)

Luke Lukowski – (Lots 105 & 106)

The POA was instructed that after the break, we would vote for either Cathy Powell or Luke Lukowski. A voice vote will be taken after the break.

Fifteen Minute Break.

VII. Miscellaneous Business

If your contact information has changed, i.e. address, email address, phone numbers, please fill out a new Contact Information Sheet.

Special thanks and goodbye to Jim Tromanhouser! Jim is a Board member, friend, and a member of the Queens Gap Gang! Thanks for your service, Jim and Linda! We know where you live!

Special thanks and goodbye to Chuck Jones! Chuck is a former Board member, friend, and a member of The Queens Gap Gang! Thanks and Happy Trails, Chuck! Come back and see us!

Welcome New Neighbor Lindy Kirk - Lot 91!

A voice vote was taken and Cathy Powell and Luke Lukowski were elected to the Board.

ADJOURNMENT

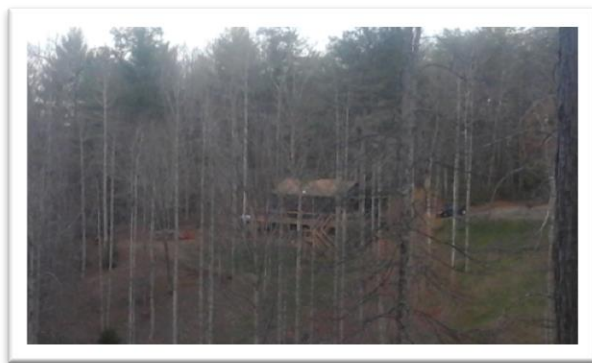
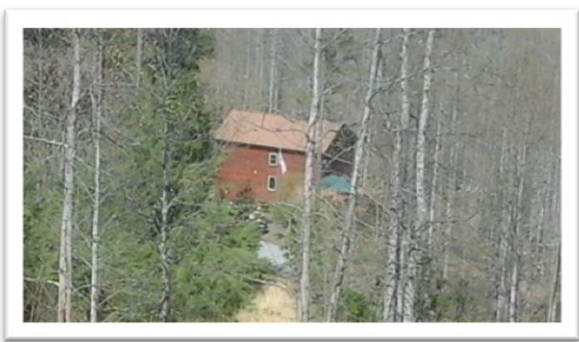
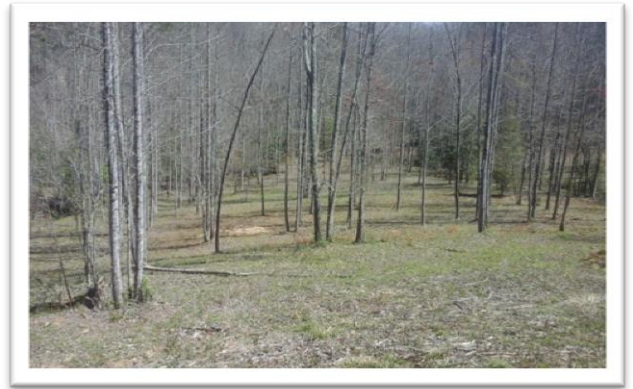
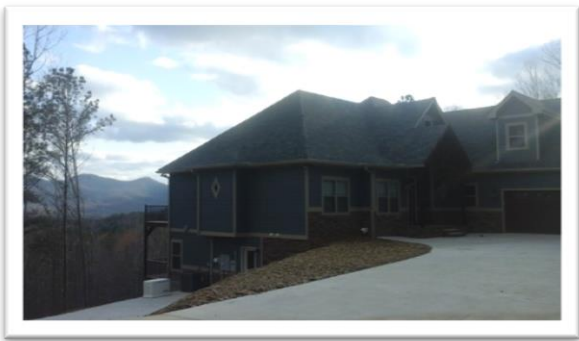
Thank You for Coming!

Welcome to the neighborhood,
The Hills at Queens Gap!
Any day is a good day in the North Georgia Mountains!!!











**AFFIRMED AND APPROVING MINUTES
QUEENS GAP PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

APRIL 14, 2018

**(Original Executed Copy is this Document
is filed with the Minute Book for The Hills of Queens Gap POA.)**

CERTIFIED TRUE COPY OF THE EXTRACT OF THE MINUTES OF THE HILLS AT QUEENS GAP ANNUAL PROPERTY OWNERS ASSOCIATION ANNUAL MEETING HELD ON SATURDAY, **APRIL 14, 2018**, 10:00 A.M., AT UNION COUNTY COMMUNITY CENTER, BLAIRSVILLE, GA PROPER QUORUM WAS PRESENT SAID MINUTES HAVE BEEN READ AND AFFIRMED BY

Billy Toups, President

Bill Towhey, Vice President

Ann Caver, Secretary/Treasurer

Everett Moore, Member at Large

Michael F. Otero, Member at Large

Cathy Powell, Member at Large

Gary "Luke" Lukowski

Signed this _____ day of _____, 2018

