

The Hills at Queens Gap
POA Board Meeting
4 p.m. Saturday August 4, 2018
United Community Bank
Main Office Meeting Room, Blairsville, GA 30512

In Attendance:

- Billy Touns, Lots 4, 5, 6, 11, 12, 13
- Bill Towhey, Lots 15, 46, 47
- Ann & Wendell Caver, Lot 69
- Everett Moore, Lot 113
- Mike & BJ Otero, Lots 76, 77
- Gary "Luke" Lukoski, Lots 105, 106
- Jim Tromanhauser, Lots 1, 23
- Guy & Judy McMillan, Lot 49
- Thomas Price, Lot 72
- Randy & Susie Weikle, Lots 74, 75
- Larry & Carol Davis, Lot 78
- Melinda Kirk, Lot 91

I. Prayer and Welcome

Billy Touns, POA President, welcomed the Board members and owners.
Ann Caver opened the meeting in prayer.

II. Approval of May 2, 2018 POA Board Meeting Minutes

Board members received a copy of the Minutes via email and the Minutes were finalized per the Board's approval. At the August 4, 2018 Board meeting, a Certification was circulated to the Board members for their signature affirming and approving the Minutes as written. Bill Towhey made a Motion that the Minutes from the POA Board Meeting held on May 2, 2018 be approved. Mike Otero seconded the Motion.

Motion Passed.

III. Financial Report

Those present at the August 4, 2018 received copies of the Income and Expense Report 1/1/18 through 7/31/18 and 1/1/18 through 12/31/18 Budget vs. YTD Actual. Billy Touns enumerated line-by-line the figures listed on the reports, including the current POA checking account balance. See the following documents:

INCOME AND EXPENSE REPORT
1/1/18 thru 7/31/18

Income & Expense Report
1/1/18 thru 7/31/18

Carry Over from 2017	\$ 4,645.22
Income:	<u>27,265.00</u>

Available Operating Funds	\$ 31,910.22
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Expenditures: 1/1/18 thru 7/31/18

Legal Services	\$ 415.00
Legal (\$385)	
Corporate Registration (\$30)	

Maintenance & Repairs	4,427.63
Gate Repair (\$522.91)	
Grass Cutting (\$2,275)	
Landscaping (\$512.34)	
De-Icer (\$128.09)	
Road Signs (\$989.29)	

Office Expenses	814.70
Meetings (\$538.21)	
USPS Box Rental (\$54)	
Utilities – Gate (\$222.49)	

Total Expenditures	<u>- 5,657.33</u>
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7/31/18 Available Funds	<u>\$26,252.89</u>
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7/31/18 Check Book Balance	<u>\$26,252.89</u>
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1/1/18 thru 12/31/18 Budget vs YTD Actual

	Budgeted	YTD Actual	Variance
Starting Balance	\$ 4,645.22	\$ 4,645.22	\$ -
Income			
POA Dues & Remote Sales Total	<u>\$ 27,000.00</u>	<u>\$ 27,265.00</u>	\$ 265.00
Available Funds	\$ 31,645.22	\$ 31,910.22	\$ 265.00
Expenses			
Legal Services Total	\$415.00	\$ 385.00	\$ 30.00
Maintenance & Repairs Total	\$ 11,900.00	\$ 4,427.63	\$ 7,472.37
Gate Repair	750.00	522.91	227.09
Grass Cutting	8,000.00	2,275.00	5,725.00
Landscaping	1,000.00	512.34	487.66
Road Repair	1,500.00	-	1,500.00
Signs	500.00	989.29	(489.29)
De-Icer	150.00	128.09	21.91
Office Expense Total	\$ 1,975.00	\$ 814.70	\$ 1,160.30
Insurance	750.00	-	\$750.00
Meetings	500.00	538.21	(38.21)
Supplies	200.00	-	200.00
Postage & Box Rental	150.00	54.00	96.00
Utilities – Gate	375.00	222.49	152.51
Miscellaneous Total	\$ 500.00	\$ -	\$ 500.00
Total Expenses	\$ 14,725.00	\$ 5,657.33	\$ 9,427.67

Available Funds over Expenses	\$	16,920.22	\$	26,252.89
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Additional Expenses Projected

Road Repair	\$	12,125.00
Grass Cutting		5,725.00
Insurance		750.00
Postage		96.00
Utilities		152.51
Landscaping		487.66
Miscellaneous		500.00

Projected Future Expense Total	\$	19,836.17
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Less YTD Income over Expenses	\$	<u>26,252.89</u>
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Projected 12/31/18 Cash Balance	\$	6,416.72
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President Billy asked for any questions or comments pertaining to the Financial Report. None were voiced. He asked for a Motion to accept the Financial Report as stated. Mike Otero made a Motion to accept and Everett Moore second the Motion.

Motion Passed.

IV. New Business

a. New Grass Cutter

Gunther Krieger, without notice to the POA, resigned his position as grass cutter at the beginning of grass cutting season this year. The Board began immediately searching for a reputable person or company to hire in his stead. After interviewing several people, Matthew Darymple was selected and hired

Matthew is paid \$125 to cut the front entrance and pump house and \$800 to mow the side roads. He will be cutting the front entrance and pump house every two weeks and mowing the side roads as needed. The next bush hogging is scheduled for the first of September. However, Matthew does not have the equipment at this time to do the long arm cutting. President Billy is looking for solution to handle this cutting. In the past, this service was provided once a year in October and has been expensive to the POA, but necessary to keep the roads from becoming overgrown.

No further action taken.

b. Improved Communications with Owners

When the POA took over management from Waterfront in 2012 and the neighborhood was just getting started, the Board sent out two newsletters in an effort to communicate with the entire POA.

Billy requested that Luke share his thoughts at the Board meeting regarding improving communications with the POA. Luke enumerated the following points:

- At the present time, the only POA communications are from the Board and Annual meeting minutes.
- As the subdivision grows and as more complex issues are being discussed, more input from the POA members would be beneficial as to how to deal with some of these complex issues.
- By having a periodic update, the POA would be better informed. It would also be useful to let the absentee owners know what life is like in our neighborhood.
- The various activities that the homeowners participate in, i.e. Trivia night, walking, line dancing, special interest classes, as well as the nice things about living in the QG's neighborhood.
- Current construction projects, finished homes, seasonal photographs, etc.
- The Board would be able to keep the POA informed on the maintenance issues of the subdivision and the upcoming projected costs of these projects.
- This communication would be beneficial to the growth of the neighborhood and increase feedback to the Board from the large and diverse group of property owners.

Billy asked the Board if anyone would volunteer to help develop better lines of communications by creating a letter to be sent to the POA via email.

There was some discussion about who should write this letter and how often it should go out. It was decided that Luke would write a draft and others on the Board could contribute to additional content and special interest items. Mike Otero also volunteered to help write portions of this letter and future ones. The Board decided that these letters would go out to the POA email list of owners on an "as needed" basis. No schedule, but probably about 3 or 4 times per year. Luke stated that he would work on the first draft quickly so that a finished product would be available within the month.

Thank you, Luke and Mike, for volunteering to work on this project for the POA. Great idea!

V. Old Business

a. Construction Project on Lot 74 & 75

Billy Towhey asked Randy Weikle to give a report regarding construction on Lots 74 and 75. This construction has been ongoing for over three years and has become a frustration to the Weikles and the subdivision. Randy's update follows:

1. Progress to date - Construction has resumed at a brisk pace on Lots 74 and 75. Earlier, it was reported to Randy that his crews had been reporting to the job site late and leaving early. After investigating, he found that the previous contractors took on three other jobs rather than working at the Weikles' house. Those contractors have been fired from the job. Finding a new contractor was difficult and slowed them down tremendously. Ads were placed in the local paper for a general contractor to come on board for the next 5 weeks and be able to employ two crews to play "catch up." This contractor was employed for five weeks only, but they hope to extend that time for another five weeks. Randy and Susan Weikle are very pleased with their work crews (two crews as of 8/4/2018), and especially encouraged with what has been accomplished in a week. This second crew was hired on at \$5,000 weekly.

2. Plans and expectations - Building a log house is a detailed and expansive building project and it is set on a steep hillside. The Weikles say that some of the engineering involved was quite complicated but they feel that they are on the right path and the difficult work is behind them. As the logs are placed on the outside, the second and third floor will go up at a faster pace. They anticipate the outside to be dried in, i.e. windows, doors, roof, exterior completed, and landscape finished. In other words, at the end of November, the outside of the log home should appear finished.

On behalf of the Board, Bill Towhey made reference to **the ARTICLE IV Protective Covenants**

"5.

No residence shall be erected, constructed, maintained, used or permitted to remain on any Lot other than one single-family dwelling and associated structures as set forth herein. Any residence must be constructed in accordance with the guidelines set forth in this declaration. Each residence to be constructed on a Lot shall have a minimum 1100 finished heated and cooled area with a minimum of 800 Square feet on the first floor or level of

the home, built above the basement of the house. On a multi-level structure, a full walk-out basement can be considered part of the square footage if it is heated space, has a permanent floor (i.e. poured cement, etc.), and has minimum ceiling height of eight (8) feet; however the basement cannot and will not be considered as the first floor of dwelling. **Once construction has begun on said dwelling, all exterior construction must be completed within one (1) year of the commencement of construction.**

6.

Any grading or other land use which creates erosion runoff into streams or other Lots is prohibited. Any grading performed in violation of any county, state or federal ordinance, statute or regulation shall be deemed to be a noxious or offensive activity and may result in fines by the Association, or in a civil action to enjoin such activity

14.

After any improvements are made to any lot, the owner shall keep and maintain such lot in a neat and well-maintained condition, free of unsightly undergrowth, brush piles, felled trees and the like, and shall keep- yards and other open areas of the lot neatly trimmed and either mowed or landscaped

ARTICLE XI Miscellaneous Provisions

4.

In the event that the Board determines that a property owner is out of compliance, the Board must send a certified letter to the offending property owner, stating the violation(s) and establishing a deadline of 30 days or longer for the property owner to correct the situation.

Should the violation not be corrected before the stated deadline, the POA Board is **required** to use all means available to them by law to enforce these covenants, included, but not limited to, filing of liens filing suits, imposing of fees and interest on moneys due and imposing fines against Property owners.

5.

At the discretion of the POA Board, and by the affirmative vote of 2/3's of the board members present at the meeting when the vote is taken, the Board

may impose fines of up to \$100 per day on property owners who are not in compliance with one or more provision(s) of the covenants.

Also, at the discretion of the board, and by the affirmative vote of 2/3's of the board members present at the meeting when the vote is taken, the Board may choose to correct any deficiencies on a lot. Before correcting said deficiency, the Board must provide the owner with a Notice of deficiency giving the owner 30 days to correct the deficiency and notice that, if not corrected within 30 days, the Board may correct the deficiency and bill the owner for the cost. Said bill shall be subject to fees and interest as unpaid POA dues."

Other comments from the Board and other owners present at the meeting included:

- Jerry Chastain, house for sale, 2 real estate companies commented that the Chastain's house would be difficult to sell because of the construction site and the longevity of the building project
- Constant messy appearance of the job site from people driving by
- Has looked like an abandoned construction site
- As an example, a Board member pointed out another lot owner started a spec house in January 2018 and the owner will be moving in by the end of 2018

The Weikles are most anxious to be living in the neighborhood. They want nothing more than to get along with all their future neighbors. They also stated they are doing everything they can to take care of the problems and move the construction along at a faster pace.

No further action taken.

b. Crisp Asphalt Paving - Estimate, Timing and Resident Responsibilities

Please see the following estimate regarding the road repairs to take place in the near future. This estimate includes roads to be repaired, footage, quantity, and costs.

CRISP ASPHALT PAVING

2056 Crisp Road, Murphy, NC 28906 (828)837-5949

NAME: Queens Gap HOA DATE: 5/1/2018

DESCRIPTION	QUANTITY	AMOUNT
1: The Hills Lane		
140'x14'x1.25"	13 tons	\$2,015.00
2: Intersection of Summer Cove		
90'x21'x1.5"	18 tons	\$2,880.00
3: Patching area 36'x16'x1" on Trailwood Drive	4 tons	\$620.00
or patch hole \$100 20'x3'x2"	1 ton	\$165.00
Sealcoating from beginning of Tree Line Drive to intersection of Summer Cove Road		
3,657'x14' 51,198 SF		\$6,145.00
Crack sealing 600 LF		\$300.00
SUBTOTAL LABOR TOTAL		\$12,125.00

The POA will be spending a large amount of money on road repair and it will be inconvenient to those living on Tree Line Drive, in particular. No vehicles or traffic will be allowed on Tree Line Drive for 24 hours. Those roads affected will be Tree Line Drive, intersection of Summer Cove, The Hills Lane, complete repaving near the pump house, and a section of Trailwood Drive. Sealer will be applied to Tree Line Drive and the life expectancy of Tree Line Drive will increase by five or more years because it acts as a protection against wear, weather, etc.

There are several residents on Tree Line Drive that have Gators, Rangers, and/or golf carts and have offered to taxi folks from their homes off road to their vehicles. Bill Towhey has offered to let neighbors park on his vacant lot for the off-the-road 24-hour period.

Luke Lukoski suggested spending \$15,000 a year to repave a section of a road and continue this repaving over the next few years instead of putting \$15,000 in the reserve account. The Board felt this was certainly an idea to research.

No further action taken.

c. Signs

On May 2, 2018 the Board approved installing traffic and informational signs. The Board approved these signs with a cost not to exceed \$1000 for the entire project as follow:

- 2 Yield signs were installed at Barefoot Trail, Summer Cove, and Hills Lane intersections
- A Stop sign was installed at the Rockwood and Hills Lane intersections
- An Informational sign (private roads/property) at the entrance
- 25 MPH speed limit sign was installed on Hills Lane
- 2 additional Stop signs--one on Tree Line Drive where it intersects with Barefoot Trail and another on the SE corner of Rockwood and Hills Lane.

The signs were installed by QG resident/volunteers Luke Lukowski, Mike Otero, and Wendell Caver. Thanks guys!!!!!! You did a great job!!!!!!

NOTE: Luke is using his garage to store the extra poles and materials left over from the installation of the signs. If additional signs need to be installed in the future, no purchase will be needed.

No further action taken.

d. Turning Lane at Subdivision Entrance

Everett Moore has made numerous telephone calls to the DOT making inquiries into installing a turning lane into the subdivision. For example, if traffic is proceeding West bound on Hwy. 515 to Blue Ridge, traffic needs to travel an additional mile West to a turn lane, make a U-turn and travel East up a mile to enter Summer Cove into Queens Gap Subdivision. The Georgia DOT has denied this request in the past, stating that a turning lane at the Queens Gap Subdivision entrance is in too close proximity to Queens Gap Connector.

The median across from Queens Gap Subdivision has become a cut through to the subdivision. The Georgia DOT has installed metal rods to stop the cut through situation, but this has caused another problem in that traffic will move

down a short distance trying to avoid the 2 mile U-turn. Also, the cut through is very dangerous to the driver and traffic going East/West on Highway 515.

The Georgia DOT gave the following points on this issue:

- Sue Ann Decker, the district traffic engineer, estimated \$10,000 for the impact study
- Georgia DOT District Engineer stated it would require a U-turn near the end of the eastbound deceleration lane for the entrance in to Queens Gap Subdivision.
- Distance from B&W Ranch Road is not believed to be a factor.

Billy Toups suggested meeting with Lamar Paris, Union County Commissioner, to solicit his help. Everett asked the Board if he should continue to pursue this matter. The Board agreed.

No further action taken.

VI. Comments and Questions

Mike Otero suggested changing the gate codes more frequently and to continue to keep the gate closed 24-hours 7 days a week for security reasons.

No further action taken.

Carol Davis suggested that the Board require from a potential house builder a written submission to be approved by the Board in an effort to prevent problems in the future. See the following proposal:

Proposal for Addendum to POA Policy

Currently we just have to submit your blueprint plan for your home, to be approved according to size restrictions, siding, roofing materials etc.

Proposal:

1. Submit blueprint for approval according to specs.
2. Submit name of builder, references, certification, and ratings.
3. Submit written proposal by builder of start time from ground breaking, to estimated completion time within 1-3 months variance.
4. Regarding log home builds- major delays could be caused by using general construction crew without proper knowledge, expertise or proven track record of log home specifications and protocol.
5. Have approval on all facets of home construction from the POA prior to ground breaking including proposal from the builder on form supplied.

No further action taken.

VII. Adjournment

No further comments or questions, Billy Towhey made a motion to adjourn and Mike Otero seconded the Motion at 5:30 p.m.

Motion passed

AFFIRMED AND APPROVING MINUTES
QUEENS GAP PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 4, 2018

CERTIFIED TRUE COPY OF THE EXTRACT OF THE MINUTES OF THE HILLS AT QUEENS GAP PROPERTY OWNERS ASSOCIATION BOARD MEETING HELD ON SATURDAY, **AUGUST 4, 2018, 4:00 PM**, AT THE UNITED COMMUNITY BANK, 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 Otero, Member at Large

Cathy Powell, Member at Large

Gary "Luke" Lukoski, Member at Large

Signed this _____ day of _____, 2018.