POPLAR CREEK ESTATES HOMEOWNERS' ASSOCIATION
BOARD MEETING

Date: December 8, 2025
Time: 7pm-8:30 pm
Location: Cummings Residence

Members Attending: Christine Ragan, Vickie Cummings, Kay Crouch, Sam Schroeder, Dianne Killebrew, Win Shiers, Dr Joel Bunkowske, Kiersten Phipps

Guest: Jesse Moore

The meeting opened with approval of the minutes from the October board meeting (edit received from Christine Ragan). Board members also received minutes from the November Annual HOA meeting.

Signage Discussion	The meeting opened with discussions around yard signage. Jesse Moore shared his perspective from serving on Poplar Creek HOA boards in the past. After much discussion re: signage and HOA Covenants, **Joel Bunkowske will revise Covenant's signage section and send it to board members for review before the January 12th meeting.**
Roles & Responsibilities	Christine Ragan reviewed roles/responsibilities of board members for 2026. • Christine Ragan – HOA Board President • Kay Crouch – Treasurer, Welcome New Residents, Yard of the Month, Holiday Awards for Mailbox, Yard and Door Décor. • Vickie Cummings – Flowers at Entrances, Message Boards, Egg Hunt, Yard Sale Coordination, Contact w/ Southwest re: Flowers • Jennifer Donnals – Communication (website, newsletter, Facebook) • Joel Bunkowske – Covenants • Win Shiers – Tree Management • Sam Schroeder – Grounds, Irrigation and Lighting (main contact with Southwest lawncare company) • Kiersten Phipps – Architectual Review • Dianne Killebrew – Minutes, Safety, Flock Security, Special Projects
Old Business Follow-up	• Common Area Map – Still searching for a common area map that clearly defines property lines. Goal is placement of correct map on HOA website. Property line confirmation is needed before fences are built or replaced. • Message Board at Collins/Collinswood entrance – Christine noted the message signs at both entrances must have the same message. • Vickie Cummings will research price, where to purchase, electrical needs and cost of installation. **To be presented at January meeting**.

	• Dianne Killebrew reported Metro has yet to respond on the Landscape Replacement claim submitted in September. She will follow up and **report at the January meeting.** • Christine Ragan requested suggestions for HOA survey (which is planned for the fall of 2026). • Members discussed the need for a "No Solicitation" sign that matches at both entrances. • Kay Crouch provided update on Holiday lighting project. Garland, lights and bows installed at both entrances. New storage bins purchased for supplies (old lights, bins, garland, wreaths were discarded). • Dianne Killebrew will **present at next meeting** info on cost of new storage cabinets and/or renting space at storage facility on corner of Collins/Learning Lane.
Financials Kay Crouch	• Flock payment made for 2026 • Former HOA President continues to be billed for Constant Contact – Kay to follow up to resolve (coordinate info with Jennifer Donnals).
Grounds Win Shiers Sam Schroeder	• Defining common areas is a priority. Win recommends a professional survey that is needed w/ placement of stakes to clearly define the HOA's responsibility for ground maintenance. **Estimate needed for survey.** • Discussion re: drainage issues on Collinswood. Recommendation to address concerns as complaints arise. • Christine Ragan discussed need for brick masonry work at both entrances – **she will investigate both cost and individual to repair**. This will require using reserve funds to repair – due to cost.
ARC Kiersten Phipps	• Guidelines/procedures for Covenant violations is pending – **will present at January meeting** • Request to **add mailbox vendor info to the website ASAP**.
Safety/Security Dianne Killebrew	• Metro has not responded to our Landscape Replacement claim submitted in September. Contact is Javier Zayas (Metro Dept of Law). She will follow up and **report at the January meeting.** • January 11th is the next community meeting at the Metro Precinct on Charlotte. MNPD discusses crime statistics, suggestions to prevent crime, etc.
Holiday Décor Kay Crouch	• Board members should complete their voting by December 21st for: best mailbox, yard and door décor. Submit to Kay. Winners receive sign in yard and $20 gift card from ACE.

Next Meeting: January 12, 2026

Location: Cummings Residence