POPLAR CREEK ESTATES HOMEOWNERS' ASSOCIATION
BOARD MEETING

Date: August 11, 2025
Time: 7pm-9pm
Location: Cummings Residence

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

Guest: Jesse Moore

Approval of Minutes	July minutes were approved by the board
Lighting Jesse Moore	• Entrance lighting is good– challenge when landscapers snap wires • Budget $70-$90 each for light replacements as needed • Budget $70-$80 each for timers (timers need covers) • Suggestion to upgrade irrigation with "rain sensor controller" to avoid watering when it has rained. Budget - $100-200 each • Jesse to investigate WiFi access to control rain sensor controller. • Kay noted: cost of irrigation (Jan-July was $600)
Financials Kay Crouch	• Send budget items ASAP for 2026 • Planning on ACE gift cards to welcome residents increasing from $10 to $25. • Yard of the Month ACE gift cards remain at $10. Issued from May to Sept (2 homes per month) • Holiday gift cards at $10 each for best mailbox, door and yard • Reporting Kailey's tree company was paid twice – Win to follow up with Kailey's to reimburse HOA for $3600. Attorney advised failure to pay may result in legal action. • Likely increase in dues due to rising costs of lawncare and other items
Southwest Lawn Win Shiers	• In preparation for 2026 budget, Christine requested additional details on Southwest Contract. Clarification needed on "optional items from Cindy Furman *Ornamental tree care (Crepe Myrtles), hand weed eating beds • Vickie will confirm with Southwest that beds will have ANNUALS and not perennials.

Communication Jennifer Donnals	• Jennifer will be leaving the board after the November HOA meeting. • Christine Ragan noted Jennifer's contribution to the board and residents through her communications (website, newsletter, Facebook) • Christine advised of the need to fill her vacancy ASAP
Covenant Violations Policy	• Proposal for policy reviewed along with ARC letter Kiersten Phipps developed. Dianne and Kiersten will meet to combine language of a policy alongside the letter template. Plan is to circulate policy for comments via email, received recommended edits and potentially adopt the policy on covenant violations. Of note there are 40 letters issued with ARC concerns and resident responses are pending.
Grounds Win Shiers Sam Schroeder	• Tree work is scheduled the week of August 18th – removal of trees, branches in designated areas • Win requested additional support in monitoring Grounds due to high increase in issues with lawncare and tree management. Sam will provide additional support per Win's advisement • Win is addressing issue of abandoned mower in common area off Collinswood & pile of branches.
ARC Kiersten Phipps	• Addressing issues re: yard care, trailers and cars on streets, etc • Shared ARC letter to address covenant violations • Requested volunteers to help with holiday lighting and decorations
Community Events	• Food Truck planned for August 20th – Elliston Place Soda Shop • October 4th – Food Truck Block Party and Yard Sale – (11-2pm) Riley Knight and Vicki Cummings are coordinating
Welcome & Entrances Vicki Cummings	• Yard of the Month: 6644 Autumnwood Drive and 7136 Forest Oaks Blvd • Vicki requested a message board for the Collinswood Entrance – she will be gathering info on the cost of board + letters and installation information (Christine requested a proposal for this request from Vicki) • NDOT form needs to be completed for HOA reimbursement on flowers/shrubs displaced during sidewalk construction (Dianne K)
HOA Resident Annual Meeting	• November 10th at Harpeth Valley Elementary School in the cafeteria
Next Meeting Topics	• Finalize 2026 budget • Review Policy and Letter Templates for Covenant Violations • Confirm holiday decoration helpers for entrances • Creating a new email account for ARC requests • Recruiting new board members

NEXT MEETING DATE: September 8th