POPLAR CREEK ESTATES BOARD MEETING

DATE: August 10,2026 TIME: 7:00 PM – 9:00 PM
LOCATION: Ragan Residence MINUTES: Dianne Killebrew

Attending: Christine Ragan, Kay Crouch, Sam Schroeder, Jennifer Donnals, Win Shiers, Jesse Moore, Dianne Killebrew

Guest: Angel Ragan

Christine Ragan opened the meeting with review of the June minutes. The board voted to approve minutes as presented.

Approval of New Board Member	Christine Ragan requested approval of Jesse Moore to join the HOA Board. The board unanimously approved the motion to approve Jesse Moore. He will be serving out a 2-year term for Vicki Cummings (who relocated). Jesse's primary focus will be on Grounds/Trees.
Old Business	• Jennifer Donnals confirmed the mailbox information has been updated on the HOA website • Sam Schroeder and Jesse Moore will coordinate with residents at 6704 Autumnwood re: planting of 2 Green Giant trees this fall (these replace ice storm damaged tree). Contact Southwest for purchase of trees and planting. • Jesse Moore reports the lights at the Old Harding entrance have been repaired. Additionally, he reports that the light wiring by the Collinswood wall on the school side needs to be buried to prevent damage by landscape company • Christine Ragan reported the following reassignment of duties for board members: *Win Shiers– Treasurer *Kay Crouch – Welcome Committee, Yard of the Month, Garage Sale, Holiday Décor *Dianne Killebrew – Secretary, Security and ARC Support *Kiersten Phipps – ARC *Sam Schroeder – Grounds, Liaison with Southwest *Jesse Moore – Grounds (Trees) *Jennifer Donnals – Communications (Facebook, Website)
Finances Kay Crouch	• The transfer of information re: finances has been completed with Win Shiers. He will track and report on finances in future meetings. • Following the ice storm clean up - $78,953 remains in our reserve account (as CD's). $48,157 was spent on tree clean up from the ice storm. • Jesse Moore recommends new control boxes at entrances for lighting. These use "predictive technology" which makes lighting more cost effective. • Board members are asked to submit cost projections for 2027 to Win Shiers. • Consult Charlie Tygard for estimated 2027 costs for insurance & utilities.

	• Discussion to recover the loss of funds in the HOA reserve account by a 1-year assessment of HOA increased dues.
Grounds/Trees Jesse Moore	• Win Shiers and Jesse Moore are completing transition of Grounds/Tree Management responsibilities. Jesse will report moving forward. • Policy recommendation re: tree management – "if a tree is damaged in the common area that is NOT mowed, the tree will be cut down and the downed tree will be left in the common area." • 509 Autumnwood – tree clean up needed – resident paying for ½ of cost – tree company should issue separate bill for resident and HOA. • For 2027 budget – it was noted to include price of outdoor signage for the Collinswood entrance and a new outdoor shed for storage of decorations.
Grounds/ Southwest Sam Schroeder	• Southwest contract includes hand weeding of beds at entrances 4 x/year. • If a new vendor is preferred for 2027 – the current vendor requires a 30-day notice of cancellation. • Common areas – per contract – are currently mowed every 2 weeks. • Kiersten Phipps is planting flowers at both entrances – thank you! • Board approved trimming of Holly Trees - $2750 • Recommendation from board to get a bid for Southwest's 2027 services to include: *Trim shrubs and crepe myrtles *Hand weeding flower beds 30 x/year *Ask what we need to do differently to improve look and cost effectiveness of common areas and flower beds at the entrances
ARC Christine Ragan for Kiersten Phipps	• Christine Ragan will coordinate a meeting with Kiersten, Dianne and Kay to review overall status of compliance letters issued and yard complaints from neighbors. The goal is to clarify ARC chair and support roles. • It's noted the board is overwhelmed with neighbor comments re: property appearances in the community. There's an impact on property values and overall appeal of neighborhood. • Recommendation to prioritize the focus of ARC work as follows: upkeep of landscaping, structural home issues (shutters, falling gutters) and construction requests.
Security Dianne Killebrew	• Flock camera – at the Old Harding Entrance – is missing. A police report has been filed and replacement cost from Flock is pending. • Resident recommendation - reposition sign at Collins Rd/Collinswood entrance (25 MPH) for better visual by drivers – HUB Nashville request submitted. • Resident submitted application to NDOT re: implementing speed control measures in neighborhood • Submitted to HUB Nashville requests for streetlight repairs (12 lights need replacement bulbs)

Welcome & More Kay Crouch	• Welcome visits completed/planned for 7 new homeowners • 812 Kenwick is the Yard of the Month • Planning for holiday decorations. • Spring Egg Hunt – removal from 2027 budget – as many community egg hunts are available.
Newsletter Jennifer Donnals	• Info to include in upcoming newsletter: *Google work in neighborhood and explanation of different color lines on streets *Next food truck date *Fall yard sale – October 3rd (Kay is coordinating) • Jesse Moore to assist with info to residents re: maintaining home values (landscaping, exterior repairs, etc), covenants, and non-compliance fines.
New Business for Sept 14th Meeting Christine Ragan	• ARC report on compliance/notifications/fees • Increase in dues and assessment from ice storm/trees • Nominations for empty board position

Next Meeting: September 14, 2026

Time: 7:00 pm

Location: Phipps Residence