

**Poplar Creek Estates
HOA Board Notes
12/16/19, 6:30pm**

Attendees: Joel Bunkowske, Cate Stricklin, Terry Scott, Brian Donlon, Charlie Tygard, Wayne Plump, Steve Dunn, Jason Sparks, John Alexander, Jacob Boone

President – John Alexander
Treasurer – Charlie Tygard
Secretary – Jason Sparks

2020 Committees

ARC – Brian, Wayne*
Communications – Jason*
Covenants – Joel*, Terry
Finance – John, Charlie*
Grounds – Brian*, Jacob
Security – Steve*
Social – Terry*, Jacob

*denotes Committee Chair

Reports/Discussion

President (John): Committee appointments, 2020 board meeting dates

Jacob Boone will join the Grounds/Social committee.
Jason Sparks will be the Secretary/Communications

Motion: John motioned to select the 3rd Monday of the month, no objections. Motion passed.

Treasurer (Charlie): Charlie distributed the current financial report. Charlie has completed the transfer of data from Accurate Tax into Quick books. It is anticipated that the HOA will end the year with \$9K in Operating Cash and \$49K in CDs. The board discussed the year-end mailing that included an email address collection and dues statement.

Motion: Steve moved to raise the transfer fee from \$200 to \$250, Jacob seconded. Passed without opposition.

ARC (Wayne): A homeowner put up a fence (wood and metal) that doesn't meet our covenants and was disapproved by ARC (Forrest Oaks Ct North). Another homeowner put up a fence that was disapproved by ARC as metal fences aren't allowed per the current covenants (Forrest Oaks Ct North). We will send a letter that will allow 90 days to remove the disallowed fences.

Communication (Cate): Newsletter to be sent the week of 12/16, send in your reports by Wednesday **12/19 at 5pm**. Approve draft annual meeting minutes so that they can be added to the website and included in the newsletter.

Discussed the duties of the Secretary:

- Contact List maintenance in Constant Contact (updating from website)
- Website updates
- Board meeting agenda and notes
- Next Door posts
- Quarterly newsletter
- Annual meeting minutes
- Announcements via Constant Contact

Covenants (Joel): Plans to put the procedure together for the covenants vote in 2020. Joel will propose a schedule for the January meeting. The board discussed the process for voting.

Grounds (Brian): LSI \$12.5K is the bid for the drainage issue 6856 Collinswood. Jacob will get an additional bid. Brian has started obtaining the permit. Discussed the message boards and that John will continue to update the boards.

Security (Steve): Discussed the need for formalized plans about what we are doing for the Flock cameras including: which board members have access, who to contact. Steve sent an email community contact at the West precinct. President, Security Committee Chair and the Secretary will have access to the Flock data. Will send homeowners to metro and then we will release the video to metro as those reports comes in.

Social (Terry): Holiday decorations awards will be awarded this week.

Action Items

#	WHO	WHAT	WHEN
1	Jason	Add to website the video about Flock, add the process for Flock reporting to the website.	
2	Cate	Put Charlie on the web hosting email notifications and Jason on the contact list.	

Calendar of Board Meetings – to be determined

Location: tbd

When: 3rd Monday of each month

Suggested Annual Meeting Date – ??