

POPLAR CREEK ESTATES HOMEOWNERS' ASSOCIATION

**Annual Members Meeting - DRAFT
Meeting Minutes – November 16, 2017**

President: Bill Arth			Meeting Site: Harpeth Valley Elementary, Cafeteria			
Board	P	George Anderjack	P	Tim Fields	P	Steve Nathan
Attendance:	P	Bill Arth	P	Riley Knight	P	Mark Plumlee
	P	Diane Comer	P	Jesse Moore		
PCE Homeowner Quorum: Yes						

AGENDA	DISCUSSION	ACTION	PROCEEDINGS
Call to Order		X	Bill Arth called the meeting to order at 6:35 pm, welcomed attending homeowners, reviewed the agenda, and thanked the Board, who introduced themselves. Bill also explained that three or four board vacancies would be available to fill during the meeting and encouraged attendees to consider service.
Quorum Call		X	A quorum was present.
Approval of December Minutes		X	Minutes of the November 2017 annual meeting were approved without objection. Motion: Riley Knight/John Comer
Report from Business Office	X		Elizabeth Campbell of Accurate Tax (HOA contractor for bookkeeping and business office) explained that electronic payment would soon be available to homeowners for payment of annual assessments, including through an ACH debit or credit card (3% fee reported for the latter). Information will be sent by email and post to homeowners to solicit sign-ups. Those wishing to pay by mail will still be able to do so.
Grounds Committee Report	X		Time Fields & Jesse Moore led discussion of the year's work in refurbishing the entrance walls and installing new lighting at both entrances (detailed report distributed and attached). Tim also discussed the upcoming need to reinforce the North wall near the Collins Road entrance, which risks crumbling into the nearby stream. Finally, the Board and attendees discussed at length the work involved in landscaping as well as the need to seek alternative bids for the service. The Board noted that these bids drove the \$10 increase in the annual assessment, which will allow the Board to move beyond the lowest bidder. Three bids were received.
Architectural Review Committee	X		Riley Knight described the basic process of the ARC and encouraged homeowners to contact the ARC <i>before</i> committing to any changes to the exterior of their homes. He further explained that the vast majority of requests put before the ARC are accepted without need for adjustment. Finally, he added that the letters to homeowners have been revised and improved
Social/Welcoming Committee Report			Bill Arth described several functions of this committee on behalf of the chair, Diane Comer. Committee members welcome new homeowners to the neighborhood, distribute yards of the month and holiday decoration awards, and host social events. This year the board hosted a successful egg hunt in the spring and block party in the fall. Bill noted that members of the Board differ about the budget for these events and asked attendees for comments or concerns. No concerns were offered.

Covenants & Restrictions Committee			Steve Nathan reviewed the process of revising the Covenants and Restrictions that began in 2014, including two information-gathering meetings held in August 2017. A meeting to be held January 6, 2018 was also announced and Steve explained that the process would likely continue throughout 2018.
Treasurer's Report		X	Mark Plumlee reported on the 2017 budget (attached) and presented the 2018 budget of \$63,880, which included a \$10 increase in the annual assessment to a new rate of \$170 per household. The cause for the increase was explained by the need to explore other bidders for landscaping and to update expectations for those bids. While it is not necessary for the membership to approve the budget, a vote was held and approved without objection. Motion: Bill Arth/Bob Neal
Election of Board Members		X	John Alexander (3), Tim Fields (3), Cate Wilson (3), and Mark Plumlee (2) were elected to serve three- and two-year terms, respectively.
Other Business	X		Other topics discussed at the meeting included the following: <ul style="list-style-type: none"> • George Anderjack made an appeal to homeowners to drive more slowly and more safely. • Jesse Moore mentioned the idea that the HOA could contract for additional, timely brush pick-ups if there was support for it. Discussion included a reminder to homeowners to place brush out within the stated time range.
Adjournment		X	With all business being addressed, the meeting was adjourned.
Attachments			<ul style="list-style-type: none"> • Report of the Grounds Committee, Tim Fields • 2018 Projected Operating Budget, Mark Plumlee

Poplar Creek Estates HOA

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