

Poplar Heights Recreation Association  
Special Shareholders' Meeting  
July 30, 2013

A special shareholders' meeting was held on July 30, 2013 at 7:30 pm in the cafeteria of Shreveewood Elementary School. PHRA Board President Hunt Shipman called the meeting to order at 7:35. A quorum was present based on those in attendance and proxies submitted.

Shipman welcomed those in attendance and gave an overview of the purpose of the meeting, which was to authorize the board to contract for the construction of a pavilion at the PHRA property at a cost not to exceed \$160,000. He gave background on the board's efforts over the last few years to interview and select a landscape architect to develop a master plan for the PHRA property and described the implementation of the plan thus far. Barbara Mayer, PHRA Board Vice President was introduced to discuss the project being presented to the shareholders for approval. There were several questions posed from those in attendance, including questions about the siting of the structure, cost, and future plans for additional projects.

There being no further questions, those who had not already cast a ballot were given the opportunity to do so and the registrar was asked to count those ballots and the proxies submitted. The final vote was 155 in favor, 8 opposed and 6 proxies were deemed invalid due to failure to follow the proxy instructions. Those shareholders will be contacted to inform them of their voided proxy.

There being no further business, the meeting was adjourned at 8:20 pm.

Poplar Heights Recreation Association  
Board of Directors Meeting  
July 30, 2013

The board of directors of the Poplar Heights Recreation Association met on July 30, 2013, after the special shareholders' meeting which was held earlier in the evening. Board President Hunt Shipman called the meeting to order at 8:30. The following members were present, which constituted a quorum: Hunt Shipman, Barb Mayer, Lee Slivinski, Chris Cook, Neal Scherer, Owen Eldridge, Tim Boatwright, and John Grossmann.

The first item of business was the appointment of board members to fill the vacant board positions. The floor was opened for nominations. Hunt Shipman nominated Lisa Ferguson and Chris Fedora. There being no further nominations, a unanimous vote was held appointing them to terms expiring at the annual association meeting.

Hunt Shipman reported that the Association's attorney had reviewed and made recommendations for revising the employment contracts utilized for employees and vendors at PHRA. Additional discussions need to be held and a final contract boilerplate will be provided to the board for review prior to utilizing the new format for 2014.

Discussion was held about the deterioration of some picnic tables and benches and the need to replace them. Owen Eldridge agreed to assist.

Shipman reported that the Association's insurer had increased the association's premium by \$6,371 based on an audit of our facility and finances. The board requested Treasurer Lee Slivinski to appeal the rate increase and audit.

Shipman reported on minor landscape management projects completed by Eddy DeLeon around the property.

Discussion was held on the replacement of the footbridge accessing the Association's property from Poplar Drive. Shipman has spoken with engineers at Walter Phillips, which has performed engineering services for the Association in the past. They recommended a prefabricated bridge manufacturer. Shipman contacted that company and 2 others. Of those who responded, their installed cost is approximately \$1000 per foot of bridge span. The span over Tripps Run is approximately 25-30 feet. Board members expressed concern about the potential cost and instructed Shipman to explore having the contractor selected for the pavilion project to also complete the bridge.

The three bids for the pavilion project were presented. Lack of responsiveness to questions from one of the bidders led the board to exclude their bid from further consideration. In addition, this bid was the highest received. Discussion was held about the other two bids. Both were comparable in price and both bidders were responsive to questions as they developed their proposals. The consensus was to select Sierra Homes based on their experience in constructing a similar structure for another neighborhood swim and tennis club. Hunt Shipman moved to select Sierra Builders. Barb Mayer offered a second to the motion, which was approved unanimously. Chris Cook volunteered to serve as the board liaison with the contractor as the project progresses.

The minutes from the May 28, 2013 board meeting were presented for approval. Chris Cook moved to accept the minutes as presented. Hunt Shipman offered a second to the motion which was approved unanimously.

There being no further business, the meeting adjourned at 9:25 pm.