

## POA RECORDS REQUEST 0002: Census Committee Records

**To: Jill Philmon / Big Canoe General Manager**

**Cc: The POA Board**

### **THE FOLLOWING REQUEST IS MADE PURSUANT TO:**

Big Canoe Policies and Related Procedures; Procedure 156.2 (POA Member Access to Records)

**BACKGROUND:** The August Big Canoe 2018 Budget Based Ops Plan, Section 3.6 states,

*“Staff met with Mr. Plikaytis on August 8. Questions will be reviewed with census starting the beginning of October and results at Annual meeting”*

Reference document may be found here: [http://www.bigcanoepoa.org/getmedia/dc57dab3-00ec-4af5-b478-58eb20f0c663/2018\\_Budget\\_Based\\_Ops\\_Plan\\_8\\_16\\_18\\_\(2\).aspx](http://www.bigcanoepoa.org/getmedia/dc57dab3-00ec-4af5-b478-58eb20f0c663/2018_Budget_Based_Ops_Plan_8_16_18_(2).aspx)

### **PURPOSE OF REQUEST:**

My wife and I have started the “Big Canoe Young Family Project”. We have a facebook group with 36 members so far - <https://www.facebook.com/groups/BigCanoeYoungFamilyProject/>  
And we have started designing the temporary interface of a website – [www.BigCanoe.life](http://www.BigCanoe.life)

We are gathering historical and current information regarding young families, children and young adults in order to better understand and assist in organizing community events for young families. We further wish to review all information regarding the 2018 Census to see if there are areas for improvement we could suggest in regards to Young Family demographics in the community.

### **DEFINITIONS AS USED IN THE FOLLOWING REQUESTS:**

"Young Family" or "Young Families" means any property owner family unit that contains a child aged 18 or younger. This should include extended family that are permanent residents, i.e. grandchildren under the roof of their grandparents. This should further include any long term rentor family units with children 18 or younger, and that have lived here a year+, or that have an amenity membership, or that have a filed lease at the gates.

### **REQUEST TO REVIEW AND COPY THE FOLLOWING DOCUMENTS:**

1. Any documents related to the draft and/or development of the 2018 Census. Should include any drafts , notes, suggestions, memos, guidance, parameters, or references to, or of, Questionnaires that have already been submitted, or are under development.
2. Any documents that provide information compiled or updated within the past 3 years (starting Jan 1 2015) related to head counts or breakdowns of Permanent Resident Young Families, demographics of Children under the age of 18, Part time resident young families, and any and all demographically related information regarding the children of the community. This should

include any Final Reports issued. In example, but not exclusively to, in the 2015 Census found here... [http://bigcanoepoa.org/getmedia/8dc62e99-fdf8-4c37-8aac-6486fda3ba6a/Big\\_Canoe\\_Census\\_2015.aspx](http://bigcanoepoa.org/getmedia/8dc62e99-fdf8-4c37-8aac-6486fda3ba6a/Big_Canoe_Census_2015.aspx) any Executive, final, summary or other reports. Also any document showing the exact questions used. This should include any notes, comments, observations, or conclusions.

3. Copies of any and all documents or communications (to include emails, memos, notes, proposals, reports, guidance, parameters, texts or other similar document items) between staff/employees and/or board and/or any committees or committee members (to include Board and GM Committees) and Brian Plikaytis in regards to instructions, guidelines, updates, memos or ideas regarding the 2015 and 2018 Census.
4. Copies of any and all documents or communications (to include emails, memos, notes, proposals, reports, texts or other similar document items) between staff/employees and/or board and/or any committees or committee members (to include Board and GM Committees) in regards to instructions, guidelines, updates, memos or ideas regarding the 2018 Census.
5. Any and all documents related to or generated by the Census Committee, including any documents showing members on the committee, any charter, minutes of meeting, meeting schedules or notices, all communications between committee members (to include emails, memos, notes, proposals, reports, guidance, parameters, texts or other similar document items) regarding the 2018 Census, etc..

**SPECIAL INSTRUCTIONS:**

I request that where possible, records that are available in electronic format be compiled onto a Thumb Drive, CD, or other Electronic Storage Media for pickup by myself. Where electronic records are not available, I request that inspection occur at a location that maintains adequate equipment necessary to making copies of records.

Please provide flexible scheduling for when I may expect to be able to review and copy the requested records. If there is a cost associated with Records Copying, please itemize and submit via return email so that payment may be tendered at the time of record inspection and copying.

I am requesting that this be made available within the time allotted by Big Canoe Policies and Related Procedures.

Sincerely,  
- david hopkins

\_\_\_\_\_ date \_\_\_\_\_

10887 Big Canoe; Big Canoe, GA 30143 / Owner Lot # 4002

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