

Pembroke Homeowners Association Board of Directors
Minutes May 17th, 2025, 10:00 a.m.| Virtual Meeting
(email bod@pembrokehoa.org for details if planning to attend)

- Attendees:

Present	Name	Title
X	Lewis Collier	HOA BOD - President
X	Jonathan Friscia	HOA BOD – Vice President
X	Daniel Wadsworth	HOA BOD – Treasurer
	Vacant	HOA BOD – Secretary
X	Richard Ibanez	HOA BOD – ARC Chairman
X	Tyler Duncan	HOA BOD- Member at Large
X	Sarah Fallin	HOA BOD- Member at Large
X	Daniel DeMilio	Homeowner
		Homeowner

Call to Order: Lewis Collier called the meeting to order at 10:00.

Motion to Approve / Deny the Agenda: J. Friscia moves, S. Fallin seconded, motion unanimously.

Secretary's Report:

- Will approve April and May minutes in June meeting
 - Online vote was recorded for interest policy
- Need to get latest (2023, 2024) approved minutes on website. Maybe some older ones as well.
 - S. Fallin unable to log into public website with credentials provided
 - Need to know which email was registered with the website to do a password reset to ensure we don't get logged out
 - S. Fallin will continue to take for action, do password reset, but after D. Wadsworth provides updated credentials

Treasurer Report:

- It is board policy to review the reconciled financial statements for the HOA. Treasurer presented financial reports covering January and March 2025 for approval.
- Emailed to board on Friday:
 - The cd at edward jones matured and we made \$7,684.80 in interest. This was reinvested into a 3 month CD at 4.25%

- o Edward Jones current value - \$157,665.96
- o PNC checking current value- \$137,295.29
- o PNC Savings current value \$50,007.24
- o T. Duncan moves, J. Friscia seconded, motion unanimously approved.

ARC Chair Report:

- Reorganized sharepoint to have ARC in the same spots and archived old items
- Six ARC violations in the last month with once a week status updates by drive by. Two were resolved and one out of those six got a certified letter. To date no progress to rectify the issue. Did a follow up on another for a second notice. Dan submitted a fine against that homeowner as this went on for quite some time. The certified letter may need a lien since it's such an old violation
- Two homes on Pembroke that have violations, may need email blast to cut grass
 - i. Knee-high is neglect. Understand some want self-seeding. Drove by the two homes and talked to the neighbors to get an indication if someone is living in those homes. In one the homeowner was not there in quite some time. On the list it is a name and no email address. You can mail something to them but if they haven't been around
- If homes/vehicles are vacant, what do we do as a BOD to ensure that is addressed?
 - i. In previous years would send out a vehicle. It is an inoperable vehicle if there's no tags or expired tags. That is called out in the CC&Rs (in reference to van on Pembroke)
 - ii. If home is vacant, can put a lien but need to follow the chain/do certified letter
- Mold off sides of houses

General Items:

- Open Board member positions – Secretary
- Landscaping
 - i. Guy Landscaping has started caring for HOA landscaping issues
 - a. Suggest we get them to do a pond check when weather is appropriate, before mowing, to clear out fence growth and look for other issues before the grass grows and covers it up.
 - 2. Was asked for a quote to clear bus stop corners of snow but no response has been received.
 - 3. J. Friscia notes landscaping going well on rowan knight
 - 4. R. Ibanez: is the lawn with the "mohawk lawn" part of an easement and if so can we add it to landscape list? Will follow up
 - 5. J. Friscia: no streetlights on new section, DR Horton has no plans to. Would have to talk to SMECO
 - a. SMECO previously installed them but HOA rents the streetlights
 - b. Have a map of where they are installed
 - c. D. Friscia got info from SMECO about upgrading to LED
 - d. D. DeMilio: can we install streetlights across entire neighborhood?
 - i. They are throughout. Don't recall how they were decided.
 - ii. Action: look at what lights are there and find out process to get more
 - iii. D. Wadsworth: 20 lights in neighborhood and we pay \$320 in electric bills monthly for those

- 6. Crime concerns: trail cams at neighborhood entrance
 - a. D. Demilio: neighborhood watch on Facebook or night security guard
- 7. More than \$10k for an improvement must go to the homeowners
- Middlegate pond
 - i. Stormwater Management (SWM) engineering team has done core samples and has completed preliminary engineering effort.
 - 1. SWM has questions for the engineering company. Once they get answers, SWM will get us an estimate.
 - 2. T. Duncan: owner of the company on vacation. Acknowledged they are making progress but not specifics
 - 3.
- Jillian Grace Pond fence
 - i. L. Collier to work with fence company when weather conditions improve to complete that effort.
 - ii. They're reworking the quote to include the poles at the bottom of the fence so wildlife can get in and out of the pond and the purpose is to keep humans from dumping trash
- Entrance lights at the front of neighborhood
 - i. GFI keeps tripping. A deeper debug session will be performed as soon as time and weather permits.
- Tree issue in retention area in work, estimate happening in the next few days
- Comcast smoothed over humps in the roads
- **Additional Items for Discussion –**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
 - o D. DeMilio: asked about the forest preservation issue behind his house, provided board with info from the county and wanted status.
 - BOD sent to the lawyer to deal with the county, have not heard back

Next Meeting Date & Location: 10:00 am 21 June, 2025; Virtual

Motion to Adjourn – R. Ibanez moves, S. Fallin seconded, meeting adjourned at 10:46.