

**Pembroke Homeowners Association Board of Directors
Agenda Mar 16th, 2025, 7:00 p.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
	Richard Ibanez	HOA BOD – ARC Chairman
X	Tyler Duncan	HOA BOD- Member at Large
X	Sarah Fallin	HOA BOD- Member at Large
		Homeowner
		Homeowner

Call to Order: Lewis Collier called the meeting to order at 7:00. Time moved due to availability of BOD members.

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

Secretary's Report:

- The President attached a copy of the February 2025, Board of Directors meeting minutes for the Board's review and acceptance. The Minutes, once approved, will be posted on the website for homeowners' viewing and placed in the corporate record book (Pembroke HOA SharePoint site).
 - Tyler Duncan moves, Jonathan Friscia seconded, motion unanimously approved.
- Record email vote.
 - None.
- Need to get latest (2023, 2024) approved minutes on website. Maybe some older ones as well.

Treasurer Report:

- It is board policy to review the reconciled financial statements for the HOA. Treasurer presented financial reports covering January and February 2025 for approval.
 - \$332,000 balance, \$51,000 in dues came in.
 - Expenses include \$30 in computer, \$700 bookkeeping, \$2,000+ for legal, \$64 for storage unit, \$5k for snow removal and mowing

- Lewis has paper copy of insurance bill to send over
- Jonathan Friscia moves, Tyler Duncan seconded, motion unanimously approved.

ARC Chair Report:

- Deposition for fence lawsuit postponed due to possible settlement, settlement was proposed and close to finalization. Lewis Collier taking comments from BOD members. Need to talk more to the lawyers about the portion that impacts if the property sells. Want to update ACGs & CCRs about circumventing the CCRs and legal fees responsibility.
- Pool letter status: sent, but nothing back. Will send certified letters to both addresses on file
- DR Horton lot 39 is asking about an odd fence placement. Resolved as buyers went another direction.

General Items:

- Open Board member positions – Secretary
 1. Sarah Fallin may switch to Secretary, pending access to documents and division of duties with board members
- Landscaping
 - i. Guy Landscaping has started caring for HOA landscaping issues
 1. Has been performing snow removal for mailboxes and sidewalk near Colby and tot lot.
 2. Will start mowing when weather dictates.
 3. Will start pond maintenance in spring as needed
 - 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.
 4. Was asked for a quote to clear bus stop corners but no response has been received.
- 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.
- Jillian Grace Pond fence
 - i. Lewis to work with fence company when weather conditions improve to complete that effort.
- 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.
 - ii. JF to find an electrician.
- Plan to vote on fee interest policy next month
- **Additional Items for Discussion –**
 - Comcast status
 - Talked to county, Rick Farr, highway administration
 - Roads still have humps

- Waiting until it's warmer to take care of it
 - Richard asked about switching from Microsoft to Google since SPO is a pain on Apple products
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
 - **NTR**

Next Meeting Date & Location: 10:00 am 19 April, 2025; Virtual

Motion to Adjourn – Jonathan Friscia moves, Sarah Fallin seconded, meeting adjourned at 7:35.