

Pembroke Homeowners Association Board of Directors
Minutes July 19, 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
	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	Ginamarie Demilio	Homeowner
X	Matthew Stearns	Homeowner

Call to Order: Lewis Collier called the meeting to order at 10:01

Motion to Approve / Deny the Agenda: T. Duncan moves, D. Wadsworth seconded, motion unanimously.

Secretary's Report:

- o June minutes. T. Duncan motioned, S. Fallin seconded. Motion unanimously.
- Need to get latest (2023, 2024) approved minutes on website. Maybe some older ones as well.
 - o S. Fallin uploaded minutes from 2025, working to get 2024 minutes. Host only allows 15 docs for minutes up at a time
 - o Post the current agenda and last three years of minutes under separate headings, if older things are requested we can provide them via email
 - o Have someone interested in joining the board as member at large, would need to move S. Fallin to secretary but is not able to manage sending violation notices

Treasurer Report:

- It is board policy to review the reconciled financial statements for the HOA. D. Wadsworth presented the treasurer's report. No collections activities have begun. S. Fallin motioned to approve. R. Ibanez seconded. Motion passed unanimously.

ARC Chair Report:

- Several requests for fences

- No resolution on properties with refuse and abandoned vehicles with final notification letters. They all accepted certified mail with signature required. Board will follow up with documentation and lawyer for next steps.

General Items:

- Open Board member positions – Secretary
 - i. Put something up on the website and make flier to hang up on the bulletin boards
 - ii. Will assemble nominating committee in August
 - iii. Will have a working session to plan annual meeting
- Landscaping: drainage issues on the new houses with backyards bordering Willows Road. Raise issue to DR Horton. M. Stearns having a call with them.
- Street lights
 - i. D. Wadsworth received some information previously, working session needed
 - ii. Action for board: review information sent by D. Wadsworth
 - iii. S. Fallin to send out scheduling link to determine availability for working sessions
- Crime concerns:
 - i. No updates on recent car break ins
 - ii. No updates on neighborhood watch
 - iii. R. Ibanez to contact sheriff's office for patrols and/or paying for off duty officer potential
- Board of Appeals Wetlands variance for townhouses
 - i. Comments submitted on behalf of board
 - ii. L. Collier provided comments at board meeting
 - iii. Board of Appeals voted to allow the variance
- Ponds
 - i. Working session held to discuss inspection report and finances of repairs
 1. Middlegate pond
 - ii. 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. No updates
 - iii. Jillian Grace Pond fence
- 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.
- **Additional Items for Discussion**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
 - Ginamarie Demilio: Made improvements to board on Colby
 - Matthew Stearns: new section on rowan knight has manhole covers popping up. Will that be repaved?
 - Yes, developer has responsibility when building is complete and to complete sidewalk

Next Meeting Date & Location: 10:00 am 16 August, 2025; Virtual

Motion to Adjourn – R. Ibanez moves, S. Fallin seconded, meeting adjourned at 10:59