

# Pembroke Home Owners Association Board of Directors Meeting Minutes January 12, 2019| 10:00 a.m.| Lexington Park Library

- Attendees:

Present	Name	Title
√	Rich Zellner	HOA BOD - President
√	Nicole Eskridge Smith	HOA BOD – Vice President
√	Christopher Steingrube	HOA BOD – Treasurer
√	Liz Kessel	HOA BOD – Secretary
	James Shattles	HOA BOD – ARC Chairman
√	Jesika Zellner	HOA BOD- Member at Large
	Jeremey Solomon	Homeowner
	Steve Austin	Homeowner
	Maryanne Austin	Homeowner

- Call to Order** – President Rich Zellner called the meeting to order at 10:09am. We have a quorum of the board present.
- Motion to Approve / Deny the Agenda** – A motion was made by Nicole Eskridge to Approve, motion was seconded by Jesika Zellner. Motion carried and the agenda for this meeting was approved.
- Secretary's Report**
  - The Secretary attached a copy of the November 17, 2018, 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.
  - Motion to Approve / Deny the previous Minutes - A motion was made by Chris Steingrube to approve, it was seconded by Nicole Eskridge. The November board minutes were approved.
- Treasurer Report**
  - It is board policy to review the reconciled financial statements for November and December 2018. Financial statements have been attached for review and acceptance by the Board of Directors. We have 27 families that have paid the assessment, 29 have paid the annual dues. We have 1 property change pending. Chris has paid the electric bill, water bill and other reoccurring bills. Chris is moving money from checking into the money market account. The November and December reports need to be approved.
  - Motion to Approve / Deny the Treasurer's Report. Nicole made a motion to approve the November treasurer report. The motion was seconded by all and the motion carried. Jesika

made a motion to approve the December treasurer report. The motion was seconded by all and the motion carried.

- Chris made a motion to use only the assessment portion toward our bills to pay off the normal reoccurring bills. The special assessment will go into the capital improvement fund to pay for the emergency repairs. The motion was seconded by Jesika and passed.

## • Action Items

- **Read-only Access to Quickbooks:** As previously discussed, Chris needs to share the Quickbooks access (read only). Who will have the access? Chirs advised that Liz has access. Nicole asked for access
- **Navy Federal Credit Union:** As previously discussed and voted on, Liz and Chris need to schedule a time to switch the accounts over to NFCU. Jesika has the letter to change the bank accounts to Navy Federal. It is in the minutes to change that account.
- **Roles:** Does anyone on the Board have a desire to revise the roles for 2019? No one expressed the desire to change roles.
- **Revenue:** Discussion regarding revenue not derived from dues (i.e. – collections fees, late fees, resale cert fees, etc.) and their inclusion directly to the reserve fund (Chris). A neighborhood homeowner and Chris have been discussing writing up a document outlining all the homeowners that own businesses to give to new homeowners. This has just been started. Nicole advised that there is a Pembroke in Business page on Facebook that can help in this effort.

## • Committee Reports

- **ARC:** Update regarding Middlegate pond and status of Haverford pond turnover (James and Rich). Rich talked to Stephanie Mohr, the County inspector. She referred us to her supervisor-Buckler. We do not get a result of an inspection. The developer does not have to notify us. There is a process and checklist. There is a contractor that comes out every 3 years and they will be coming out this year in March/April. We asked about engineers and again contacted the person with the company that Metcom and the county used for the initial Middlegate repair. James has called the company several times in the past with no response. We have the inspection report from the last inspection in 2016. Rich will call the County again about the turnover checklist. Rich will be talking to the lawn care company about the repairs that were completed at Pembroke and Middlegate ponds. Pressure washing will not occur until the spring. We discussed the contractor's repairs that were made to three ponds and the potential causes. Pond 3 is at the end of Pershing. Pond 2 is at the beginning of Pembroke near the tot lot. Pond 1 is at the end of Pembroke St in the cul de sac.
- **Our lawn contacts end this year.** Rich will confirm the date it ends. We will put this on the March agenda.
- **A sidewalk in the back of the neighborhood is being eroded.** (Carmarthen Drive) Jesika called the county to come and fix it.
- **Social:** Do we want to start considering an Easter egg hunt this year? If so, perhaps consider requesting donations of plastic eggs and candy? (Jesika) Should we ask for donations of plastic

eggs. Rich will check the storage shed. Need to ask for someone to chair it. Chris will reach out to a homeowner that has volunteered to assist the Board in such areas.

- **Newsletter:** Nicole has been doing a great job with this – need to start thinking of ideas for the first quarter newsletter. Nicole has the spring one drafted. Need ARC updates in there and move the pressure washing to the spring. Also want to put in updates to the ponds. It will go out in March so Nicole needs inputs by mid February.
- **Treasurer:** Verbal update as to approximate percentage of payments received to date (through January 11<sup>th</sup>) See Treasurer report.
- **Additional Items for Discussion-** Liz to post the update from the pond repair contractor and pictures to the Pembroke Website. Nicole brought up approving the minutes from the last annual meeting in the next BOD. Liz will add an action item to discuss at the next BOD meeting.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Steve Austin-** Why was the insurance adjuster not called? It specifically stated in our insurance policy that land movement is not covered. Grass clippings that may have caused the problem that was brought up at the annual meeting was speculation. Were the 2 ponds put back to its original configuration after the repairs? What are we doing about to prevent further failures? We have a maintenance contract. It has to be brought back to the original as built plans. In order to do reconstructing or reinforcement we have to have engineers re-engineer it. Has it been investigated or found that the engineers that built the ponds been found out of compliance or responsible for other pond failures? Steve will take this and investigate. Do we know what needs to be done to prevent further pond repairs? We have a maintenance contract. Would like to have a checklist from the county inspectors on the items that will be inspected (action item).
- **Jeremy Solomon** – Retention ponds are an issue from Baltimore down to St Mary's county. Have you looked at joining up with these different groups of HOAs to work together to go to Metcom? No we have not done any investigation with other HOAs. It is really the developer that contracted out the ponds to be built to St Mary's county specifications. Jesika plans to draft a letter to our local delegate Brian Crosby about the ponds. Jeremy thanked the board for all the work being done by the board.
- **Next Meeting Date & Location:** February 9, 2019; Lexington Park Library Longfellow Room
- **Adjourn:** A motion was made by Jesika to adjourn the meeting. It was seconded by Nicole Eskridge 11:14am.