

Pembroke Home Owners Association
Regular Board Meeting Minutes
June 20, 2016 | Lexington Park Library

1. Call to Order

The meeting was called to order by President Ronald O'Malley at 6:05 p.m. A quorum of directors was established.

Directors present:

Ron O'Malley	President
John Carmonne	Vice President
Karen MacRae	Secretary
Chris Steingrube	Treasurer
Patrick MacRae	ARC Chairman

Residents attending: Sarah Petticord and Mr. and Mrs. Jostes

2. Secretary's Report

Karen MacRae presented the minutes from the May 23, 2016 Board of Directors meeting. A motion was made by Ron O'Malley to approve the minutes. Seconded, carried unanimously.

3. Treasurer's Report

The financial report for May 23, 2016 was presented by Treasurer, Chris Steingrube. The report was accepted by President, Ron O'Malley.

4. Committee Reports

Social – BBQ moving forward. Motion made and carried to get a bigger bounce house instead of the one that we used last year. The Dunk Tank is reserved as well. Invincible Entertainment will be providing the music. Relay for Life will not be attending this year. We need to contact the boy scouts, cub scouts, brownies to see if they can help.

ARC Report – Board Members need to respond to email messages from the board. It makes it tough to do our jobs if people do not reply. If you send out an email put in the subject line action needed or use the words, I need a vote in the subject line.

ARC Chairman is declining to extend his position for another year. ARC is willing to stay on the ARC committee but will not be the Chairman. No fines were sent out this month.

Signs were bought for the HOA, a sign for Community Yard Sale, Easter Hunt and HOA dues.

5. Old Business

Playground Equipment and Signs. Waiting for written quote. The current rock wall is not manufactured so we are having to purchase another type. We will need to lay more mulch down as the new model is bigger.

Tot Lot Erosion – Need to get contact information from Sonal.

Mailboxes and Bulletin Boards. Karen waiting for quote, once that is received after the board approves it we will move forward in Painting. Need to contact Local Post Master to determine if we can stencil on the back no posting of handbills. Bulletin board, we need to still determine the type that we are going to buy. Treasurer to email part of a catalog which sells bulletin boards.

School Buses (move stops further into the neighborhood) John to contact Sonal to do turnover of project.

Collection Agency update, a contract was signed with a collection agency to collect the past due HOA assessments.

- Forms need to be filled out

- Invoices need to be sent to the agency

- Need Budget for 2016

Ron O'Malley was reaffirmed as Board President. A motion was made that we reaffirm Ron as President of Pembroke HOA, Motion seconded, votes were unanimous. Motion carried.

John Carmonne was reaffirmed as Vice President. Motion made that we reaffirm John as Vice President of Pembroke HOA, motion seconded, votes were unanimous. Motion carried

Lawn Contract, the board only 1 bid that was complete. The other company was not bonded. President will send the bid to Secretary for completion of the bid.

Architectural Rules Changes. Arc Chair, I mailed out copies of the draft arc changes a week ago and have had no responses. I added the \$150.00 fine for posting handbills on the mailboxes and deleted one sentence which was discussed at the last board meeting. The newsletter cannot go out until the ARC rules are approved, so we can notify residents in writing.

Extended coverage for Directors from State Farm Insurance was denied. State Farm has changed their rules. We have to be 75% completed before we can purchase the extended coverage from State Farm.

6. New Business

Strip of land down Colby behind the fences on Colby. The HOA owns the land, it is not currently being mowed. President will contact the lawn company and inform them that they need to mow it as well.

Email Renewal for the Board's Email Accounts. The email account is up for renewal in July. The cost is 129.00 per year.

Snow Removal Contract for 2016. Secretary will start getting quotes for Snow removal for winter 2016/2017. Will revisit next board meeting.

Brewster's truck will be coming out sometime in August date TBD. Resident's will pay for their own ice cream. Information will be placed on the FB page and the HOA's website.

Seasonal Approval for Recreational Vehicles. Discussion was held. It is part of the CC&R's and we have to vote for it in the Annual General Meeting in order to change them. CC&R's state no boats, no RV's and no trailers and Recreational Vehicles without specific permission from the board. They need to submit an ARC Request in order to store their recreational vehicles in their driveways, stating the beginning time and the ending time. Discussion closed, no motion, no changes.

Summer Newsletters will be mailed out instead of sending email as some residents do not have email. There are changes to the HOA ARC Rules we need to make sure that every homeowner gets one.

7. Next Meeting

The next regular board meeting The Pembroke Home Owners Association will be on July 18, 2016 at 6:00 p.m. at the Library.

8. Adjourn

A motion was made by Ronald O'Malley to adjourn the meeting at 7:30 p.m. Seconded, carried unanimously.

Karen MacRae

Approved: Karen MacRae, Secretary
Pembroke Homeowners Association