

## Pembroke Home Owners Association

**APPROVED**

## Regular Board Meeting Minutes

July 18, 2016 | Lexington Park Library

**1. CALL TO ORDER**

The meeting was called to order by Vice President, John Carmonne at 6:00 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
Social Coordinator	Julie Slade

Residents attending: Sarah Petticord

**2. SECRETARY'S REPORT**

Karen MacRae presented the minutes from the June 20, 2016 Board of Directors meeting. A motion was made by Vice President John Carmonne to approve the minutes. Seconded, carried unanimously.

**3. TREASURER'S REPORT**

The financial report for June 20, 2016 was presented by Treasurer, Chris Steingrube. The report was accepted by President, Ron O'Malley. Vote to approve, Motion made by the President, Ron O' Malley to approve the Treasurer's report. Seconded, carried unanimously.

**4. COMMITTEE REPORTS**

Social – BBQ moving forward. We will be spending \$1,100.00 to cover food, drinks, entertainment (dunk tank) tables, chairs, bouncy house. We will be purchasing 2 pop up tents for the association to use during social functions. 47 Adults and 28 children RSVP'd.

**5. OLD BUSINESS**

**Playground Equipment and Signs.** They no longer make the rock wall. We will be purchasing the Crazy Climber. The cost is \$704.00 including shipping. The cost does not cover installation. We will need someone to install it. Previously it was approved for the board to spend \$3,000.00 for this project. Motion to amend cost from \$3,000 to \$704.00. Motion by change cost to \$704.00 from

\$3,000 by President, Ron O'Malley. Seconded, motion carried unanimously. The sign will be ordered after the Crazy Climber is installed.

**Tot Lot Erosion** – Need to get contact information from Sonal. John is to send the pictures to John. He will bring Patrick the thumb drive.

**Mailboxes and Bulletin Boards.** Mailboxes on Shelton and on Colby look good. We have received zero coordination from the Post Office. The contractor has tried to contact them as well to no avail. We put notices on FB no one responded or said anything even though we knew we were not going to reach all of the households. We asked residents to wait 24 hours. One box was moved as per the Facebook post. People have forced the boxes open. FB was meant as a means to inform the neighbors and it has become a complaint department rather than what it was intended for.

We need to get rid of the Facebook page, or let a resident take it over. The board either needs to stop being in control of the page or it needs to go away. We have a webpage which the residents can use to find out what is going on. If you look at the legal ramifications of having a fb page, we are sitting ourselves up for a lawsuit. Discussion was held whether to keep Facebook page or not. It needs to be broadcast only or it needs to go away.

Ron O'Malley made a motion to remove board as controllers of the fb page and change the name to Pembroke Community. We need to find someone to take over the page. Motion seconded. 3 votes to 2. Motion carried.

Motion by Chris that we send out a mailing to the residents explaining the mailbox painting issue. Motion seconded and passed.

**Bulletin Boards:** We need to purchase them and put them up. Cost of the boards are \$1,200.00 a piece, anytime we spend over \$5,000 we are required to get 5 bids. If you spend over \$1,000 you need to get three bids. We cannot sole source. Chris to get a packet together for the next board meeting.

**Lawn Contract and Snow Contract** has not been put out to bid. Lawn Contract starts in March 2017. Snow Contract to start winter of 2016-2017 2-year contract with option to extend for 1 year, and open to cancel contract for non-compliance

**Arc Revised rules** are stamped, dated and on the website. They are password protected so no one can change them.

**Conservation Area** (Snakeville) at Entrance of Community. Recommended to give our proposal to purchase to the lawyer, have him write up a contract. Get it rezoned and mow it down. If it costs more than \$10,000 to buy it, it has to be voted on at the annual meeting.

**Collections:** We need to send the physical address to them in the future.

## 6. NEW BUSINESS

**Revenue (Reserve) Fund.** What do we need to have in the reserve fund? If you look back at the financials the treasurer gave us we have \$100,000.00 Once money is placed in the Revenue fund, we cannot take it out and not pay it back. If there is something that needs to be fixed like a pond we do not have to pay the money back. There are companies that specialize in Reserve Fund Studies, the cost is \$6,000. We are not going to do that. The recommended amount is 25% of the dues should go into the Revenue Fund.

At the annual meeting we need to present the budget and show why we are building the reserve fund to the required level.

**Access Issue to the common Area.** We have a resident who has put up a fence across the pathway to a common area which is never used. Unfortunately, we have had a resident complain about the fence. We need to send a letter to the resident who has blocked the path to take the portion of the fence down and open it up.

**Checking Account additions and Deletions.** We need to remove Ed Ball, Nick Kessel and Liz Kessel from the checking account. We need to add the Secretary to the checking account. Motion made by Patrick MacRae, seconded, passed unanimously.

**Solicitation in the neighborhood.** Black signs will be purchased with wire message. One to put on each side of the entrance when you come in. The signs will say no soliciting, with approved by Pembroke HOA in small print. The signs will be 18x24 inches. We need to post the signs in order to keep the furniture trucks, the meat trucks in the neighborhood. We will post on the website that it does not include the boy scouts, high school candy sales, girl scouts. Motion made by Chris to order the signs, motion seconded, passed unanimously.

**Privacy issues** when a mailing is sent out via email, we need to make sure that everyone's email address is bcc'd. We need to bcc all of the residents. Motion made to send out a postcard size mailing to the entire neighborhood requesting to update email address.

**FHA and VA loans** all have a requirement that no more than 15% of homeowners can be more than 60 days late on HOA assessments.

We need to vote to pay the bills before, rather than after. Recurring bills it is going to be hard to approve bills prior to paying. Can we make a motion where we pay recurring bills? Motion made by Ron for recurring bills to be paid first and vote during the board meeting. Voting will be done via email.

We also need an audit yearly.

**EXECUTIVE SESSION SUMMARY**

The Board met in Executive Session July 20, 2016 at 7:10 pm and took the following action:

1. 2 Fines for Continued Violations

**NEXT MEETING**

The next regular board meeting The Pembroke Home Owners Association will be on August 15, 2016 at 6:00 p.m. at the Library.

**7. ADJOURN**

A motion was made by Ronald O'Malley to adjourn the meeting at 7:20 p.m. Seconded, carried unanimously.

*Karen MacRae*

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Approved: Karen MacRae, Secretary  
Pembroke Homeowners Association