

# Pembroke Home Owners Association

## Regular Board Meeting Minutes

September 19, 2016 | Lexington Park Library

**APPROVED**

### 1. CALL TO ORDER

The meeting was called to order by Vice President, John Carmonne at 6:04 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 Chair - Absent

Residents attending: Sarah Petticord, Randall Casto

**Presentation by PNC Bank:** Suggestions for the Board to Consider:

2. How we are handling the invoicing of the HOA Dues
  - a. Product called Cash Flow insite, add in to online banking. Allows to do invoicing, payables, syncs with QuickBooks.
  - b. Invoices can add merchant account to invoices sent out. Payment link to members, they can be paid via cc, direct debit.
  - c. Cost is 15.00 for invoicing, 15 for payables, 12.00 for syncing. It is ala cart so we can choose receivables not payables.
  - d. Base module has unlimited data storage. It is a cloud based system and no cost for that.
  - e. For those people that we do not have emails addresses, they can print and mail out the invoice and it is a \$1.00 per page.

There are different controls you can set up in the program. The program only syncs one way. There is a 90-day free trial. Members would not have to provide account information to us and we would not have to provide an account number to our vendors. If we are using online bill pay now, it shows our account number. If we use Insite, to pay our bills, insite hides our account numbers so this provides another layer of security for the board and for the members of the HOA.

We are no longer paying monthly service charges on our account. The bank changed our account type to a preferred account taking into consideration of the monies that we have on deposit with the bank.

Credit Card vs. Debit card. Visa has liability if there is a fraud that occurs, with the debit card our cash in our account is frozen. There is a cash back rewards card that is recommended. Which will maybe help pay for a social function for the neighborhood.

There is a program called Payment express that other people can pay the HOA dues. There is a .80 cent charge per use as well as the credit card fee.

### 3. **SECRETARY'S REPORT**

Karen MacRae presented the minutes from the August 15, 2016 Board of Directors meeting. A motion was made by the Vice President to approve the minutes. Seconded, carried unanimously.

### 4. **TREASURER'S REPORT**

The financial report for August 15, 2016 was presented by Treasurer, Chris Steingrube. The report was accepted by President, Ron O'Malley. Vote to approve, Motion made by the Vice-President, to approve the Treasurer's report. Seconded, carried unanimously.

### 5. **COMMITTEE REPORTS**

Social – Next function is a car show and chili cook off. More details to come as we get closer to the date.

Halloween decorating contest and Christmas decorating contest

### 6. **OLD BUSINESS**

#### **Playground Equipment and Signs**

No movement the equipment has been ordered but not received. Will order the sign when the equipment has been received

**Tot Lot Erosion** – Need to retake pictures. John will take pictures

**Bulletin Boards.** Bulletin Boards still working

A working meeting was scheduled for Monday, October 3th at 6:30 pm at the MacRae's house

Conservation Area – Attorney's office has been asked to provide guidance for the purchasing of the conservation area. We are going to decide first if it is even viable to do. This is going to cost about \$10,000.

### 7. **NEW BUSINESS**

#### **Lawn Maintenance**

We do not have to have the same company for both the fertilizing and the mowing.

**Fence on Willows** to be put in by the developer – since KHOV has left, we need to get on top of who the new builder is. The fence that the developer is planning to put up is not a privacy fence, it is a stockade fence.

**Snow Removal**

We need to get someone on contract to do that. The company needs to be insured and if they have employee's they have to have workman's comp.

**Pond Inspections** – Initial inspection, the inspectors will be back in February.

Erosion issue's – Every pond we looked at the grass is higher than the fence. Can we have it mowed more than that? We need to find out if we can.

Saplings need to be cut down around the ponds.

Repair broken cap on monitoring well. – President will call the developer to see who he uses for repairs.

Budget for 2017, We have \$10,000 budgeted for social activities. We need to discuss the money to be spent for social activities.

**Assessment increase** – When we get to \$250,000 in the revenue fund can we lower the cost of the dues? Yes, we can. The reserve fund is for anything that is going to break.

Treasurer made a motion to increase dues 10%, motion passed.

KHOV leaving – construction trailer. They are planning on leaving the landscaping the last time I talked to the construction superintendent. Secretary will call to find out.

Audit of Homeowner's Association books – We need it done in time for the General Meeting which is October 8<sup>th</sup>. We are required to do every year.

Halloween Traffic Control - They will be coming out from 5 to 9 (or until traffic dies)

MailChimp mailing – for board members needed 201 email addresses, out of those 14 bounced, 1 unsubscribed and only 108 opened the email.

**Open Forum**

Minutes were not reflected accurately during the time that the homeowner spoke. The board approved them as they were.

**EXECUTIVE SESSION**

A home owner asked that his fine be rescinded. The board voted that the fine stands.

**NEXT MEETING**

The next regular board meeting The Pembroke Home Owners Association will be on September 19, 2016 at 6:00 p.m. at the Library.

**8. ADJOURN**

A motion was made by the Treasurer to adjourn the meeting at 7:45 p.m. Seconded, carried unanimously.

Working meeting minutes October 3, 2016

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

2017 Budget – Motion made to approve the Budget, Seconded, motion passed unanimously.

Discussion about lowering the dollar amount for past due HOA Assessments going to collections. Motion made to change the dollar amount from \$500.00 to overdue 1 year, 60 days no matter what the dollar amount is. Seconded, motion passed unanimously.

Discussion about Annual Meeting presentations, slides. Secretary still needs slides from a couple of board members.

Meeting adjourned 8 p.m.

*Karen MacRae*

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Approved: Karen MacRae, Secretary  
Pembroke Homeowners Association