

Pembroke Home Owners Association  
 Regular Board Meeting Minutes  
 October 17, 2016 | Lexington Park Library

**1. CALL TO ORDER**

The meeting was called to order by the President, at 6:04 p.m. A quorum of directors was established.

Directors present:

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

**2. SECRETARY'S REPORT**

Karen MacRae presented the minutes from the September 19, 2016 Board of Directors meeting. A motion was made Treasurer to approve the minutes. Seconded, carried unanimously.

**3. TREASURER'S REPORT**

The financial report for September 19, 2016 was presented by Treasurer, Chris Steingrube. The report was accepted by President, Ron O'Malley. Vote to approve, Motion made by the ARC Chair, to approve the Treasurer's report. Seconded, carried unanimously.

The lady that did the audit wanted to show me a more efficient way to do it. I will go on my next Friday off. Treasurer asked that a non-recurring bill be sent to the board via email asking for approval to pay.

**4. COMMITTEE REPORTS**

Social – Halloween flyer is done. It will be placed on the Website. The judges will go through the neighborhood at dusk on the 29th

We have volunteers to help to judge the Halloween contest.

**OLD BUSINESS**

**Playground Equipment and Signs**

Playground equipment has been received. No ETA when it will be replaced.

**Tot Lot Erosion** – ARC chair got a copy of the pictures of the erosion at the tot lot, he does not see a lot of erosion. However, the President and the ARC Chair will take a look at it again in the near future.

**Bulletin Boards.** Bulletin Boards still working

## 5. NEW BUSINESS

### **Lawn Maintenance**

The president was asked for our budget by a bidder and wanted to know if we could do that. We cannot give the amount we are willing to pay.

**Pond Inspections** – The ponds should have been cut by now. When they cut the top they need to blow the clippings the other way not in the pond. The one pond that needs a cap replaced can be handled very easily. We just need to find out which one it is, measure the pvc pipe and buy the cap which is available at Lowes. The grass at the ponds should be cut no lower than 4 inches. We have to get the debris out. They should be cut 1-2 times a year but we can cut more often than that.

We need to pull the saplings that are near the rocks.

### **Traffic issues/speeding**

The ARC chair contacted a person who works for St. Mary's county for roads. We as an HOA has no authority to attempt to control traffic in any way. If we put something up signs, tape, etc., the county and the police will take them down. It includes everything that is not put up by the county or the state. We cannot control road traffic.

We have engineering, enforcement, and education. This is how they use to control issues. We asked for another engineering traffic study after the first of the year. We cannot put rumble strips, tape, paint.

We can have an education program, the only thing that we can do is to continually call the police when we see speeders in the neighborhood. This needs to be put in the newsletter for the neighborhood knowledge.

### **Forms**

There are 2 forms that we need to fill out to keep us in compliance with state/federal law.

Records Retention Schedule and Conflict of Interest forms.

Email: Treasurer made a motion to increase Treasurer, Secretary, President email storage.

We need to investigate the cost of cloud storage for the board.

### **Open Forum**

**Motion to go into Executive Session by ARC Chair, motion passed unanimously.**

### **EXECUTIVE SESSION**

**Board members discussed this month's violations.**

**NEXT MEETING**

The next regular board meeting The Pembroke Home Owners Association will be on November 21, 2016 at 6:00 p.m. at the Library.

**6. ADJOURN**

A motion was made by the Treasurer to adjourn the meeting at 7:15 p.m. Seconded, carried unanimously.

*Karen MacRae*

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Approved: Karen MacRae, Secretary  
Pembroke Homeowners Association