

## Pembroke Home Owners Association

**APPROVED**

## Regular Board Meeting Minutes

November 21, 2016 | Lexington Park Library

**1. CALL TO ORDER**

The meeting was called to order by the Vice President, 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 – Call in
Patrick MacRae	ARC Chair

Also present were Sarah Peddicord, Daniel DeStephanis and Paul Mills new board members effective January 1, 2017

**2. SECRETARY'S REPORT**

Karen MacRae presented the minutes from the October 17, 2016 Board of Directors meeting. A motion was made ARC Chair to approve the minutes. Seconded, carried unanimously.

**3. TREASURER'S REPORT**

The financial report dated October 11th, 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.

Question: Have we provided a resale package to the house on Pembroke? Yes

Sprinkler Maintenance which package did we choose? We chose the option 3. The company needs to send a new invoice for option 3

**4. COMMITTEE REPORTS**

Social – Currently working on Santa Claus coming to the neighborhood. We are trying to get the fire truck to come out.

Chili Cookoff/Car Show not prepared to do it. Trying to do on the same day as the other festivities.

Paul Mills offered to help if needed.

## **OLD BUSINESS**

### **Playground Equipment and Signs**

Playground equipment has been received. No ETA when it will be replaced. We need to hire someone to do the install. Paul and Ron offered to help to install. We need a generator to help with the installation. Daniel said he had a generator we can use.

Tot Lot Sign – Still needs to be ordered.

**Tot Lot Erosion** – Stakes will be put in the ground to monitor the erosion. However, the President and the ARC Chair will take a look at it again in the near future.

**Tot Lot Fence Washing** - Need permission to have the fence power washed. In needs to be done right before Spring.

**Bulletin Boards.** Bulletin Boards The credit card that we have is in another person's name. I have contacted the bank to get a new credit card.

Can you call the company and ask them if they can take a purchase order number? Once we receive the bulletin boards who is going to install them? We are going to put them in storage and then hire a fence company to put them in.

In order to get a credit card it has to be in the approved minutes that it has been approved. The other thing they will not put it in Pembroke HOA (I am not sure) you have to give the bank your social security number (the person who is going to be using the credit card) they want the last 4 digits of your social security number to run a credit check.

Motion made by President to get a PNC Rewards Credit Card. 4 votes yet, 1 abstain.

## **5. NEW BUSINESS**

### **New Builder for Phase 5 only**

Email was received from the developer regarding Phase 5. I have copied the entire email into the meeting minutes. *"The construction of Phase 5 will extend Rowan Knight Drive, from its current terminus in Phase 2, to Meadow Creek Drive near Abberly Crest Apartments.*

*Please note that all required construction to develop this property is now the responsibility of the new owner, Windward Land Development, LLC. Pembroke, LLC has no further responsibility for this phase of Pembroke".*

### **New Email Package**

The President, Treasurer and Secretary are required to keep copies of emails. We are constantly running out of space. After discussion a motion was made by the Treasurer to

purchase a new email package from Godaddy after the 1<sup>st</sup> of the year. Vice President seconded, motion passed

Cloud Storage for the board. After discussion it was determined that we purchase cloud storage from Open Drive after the first of the year. President wanted to research company so was tabled until the need meeting.

New Board Members

Historically the board has used a person who has been on the board for more than a year for president.

Positions Open:

President

Vice President

ARC Chair

Member at Large

After discussion it was agreed that the following would serve in the positions:

President: Patrick MacRae

Vice President: Sarah Peddicord

ARC Chairman: Daniel DeStephanis

Member at Large: Cam Ferguson and Paul Mills

## **Open Forum**

**Motion to go into Executive Session at 7:15 PM by President, motion passed unanimously.**

**Motion to return to Open Session by President, motion passed unanimously**

## **EXECUTIVE SESSION**

**Lawn Maintenance contract was awarded to Two Brothers Lawn Care.**

**Returned to Open Meeting at 7:40 PM**

## **NEXT MEETING**

The next regular board meeting The Pembroke Home Owners Association will be on January 23, 2017 at 6:00 p.m. at the Library.

## **6. ADJOURN**

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

*Karen MacRae*

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Approved: Karen MacRae, Secretary  
Pembroke Homeowners Association