

MINUTES FROM PEMBROOKE HOA BOARD OF DIRECTORS MEETING, 15 JANUARY, 2015

Meeting called to order at 1800.

Present: Chris Steingrube, Ron O'Malley, John Carmonne, Nick Kessel, Patrick MacRae. Sonal Stachowski was out sick.

Chris presented treasurer report

No returned mail so far for dues invoices

Audit performed with DeAnn Antolik. HOA finances for CY2014 look good with no discrepancies.

Cleaned up Quicken database (names/addresses etc.).

Motion was made to appoint Patrick MacRae as ARC Chair. Motion was seconded and passed unanimously.

Nick

Nick made motion to define HOA Board roles for each position. Roles are not currently defined anywhere and should be codified. Chris suggested each member work out a list of duties for discussion at next meeting. Motion was made and an action was created for each member holding a position to list their duties prior to next BOD meeting. At that time duty lists will be reviewed, and any areas not assigned or that have overlap by two or more board members will be addressed at that time.

Identified Board seats for 2015: Ron- President. John- Vice President, Chris- Treasurer, Nick- Secretary, Patrick- ARC, Sonal- At-Large (Maintenance/PR???). Need to discuss w/Sonal her exact role at earliest availability.

Concerns brought up in recent emails to the board:

- Who salts by PO Boxes when icy? Discussed AORs for board members: Nick Pembroke, Chris Middlegate, John end of Colby, Patrick- Colby/Shelton. Chris to ensure salt/ice-melt is purchased.
- Question regarding presence of trees along Shelton by utility boxes? This was a county mandate to the developer to put in trees along Shelton. Does this apply to rest of the neighborhood? Not sure about root interference.
- Bus stops. Need to petition the county to add stops on Middlegate. Work at general meeting.

Blackstone issue: Nick contacted Broad Creek neighborhood. Carissa Bruno, President of the Broad Creek HOA, was supposed to be at tonight's meeting but called in sick. In talking with her prior to the meeting, their neighborhood has no issues with Blackstone, no dues increase. Will reschedule for next meeting. Need to make sure we have lots of questions when that happens.

Ron

Phase 6 is slated to be 125 townhomes on border with Abberly Crest. Do these fit our covenant? Most likely not. Developer has not presented Phase 6 to HOA yet. Any plans which do not meet our covenant will require legal action if the developer plans to go forward with a non-conforming design.

We can close out our current neighborhood soon. Ron to find out date from Ed. Need to figure out developer's timeline for Phase 5 (19 single family homes behind Phase 2) and also Phase 6.

Need to research procedures for closing out the neighborhood and establish timeline.

Fence needs to be power washed. Landscapers? Ron to find out.

Burned out lightbulbs on front gate... Nick to replace bulbs. Need to revisit reworking the landscaping sometime in the next year or two.

Need to think about ideas for open areas that already exist or will exist as part of future phases. Playground and basketball courts have been suggested.

Patrick

ARC rules... Nick needs to update pool rules prior to submission.

Need common spot for ARC violation viewing. Google drive is solution.

Have Dave Smith get Patrick access to Google Drive. (Nick for action)

Need to find out actual costs of retention pond components from Parlatt (Chris and Patrick) so an appropriate reserve goal can be established. Patrick is thinking ~\$200k in a conservative estimate.

Chris

Agenda for upcoming general meeting: Sales pitch for HOA Management companies, bus routes. Open Discussion.

Next general meeting will be to register votes on the options discussed in the previous meeting- no further new discussion at that time.

Meeting Dates set for: 15 March, 29 March, and 04 April. All are Sunday dates from 1300 to 1500 in the big meeting room at the Library.

Need mailer sent out ASAP.

Acceptable proxy vote examples: returned proxy form from mailer, picture of signed proxy form, scanned copy of signed form.

Patrick

Who is doing newsletter? Nick will take it up for action. Post on HOA website.

Should we have advertiser spots on HOA website? "Yes." Will explore with David Smith regarding options on website.

Adjourned at 7:17