

Pembroke Home Owners Association

APPROVED

Regular Board Meeting Minutes

February 27,2017 | Lexington Park Library

1. CALL TO ORDER

The meeting was called to order by the President, at 6:00 p.m. A quorum of directors was established.

Directors present:

Patrick MacRae	President
Sarah Peddicord	Vice President
Karen MacRae	Secretary
Chris Steingrube	Treasurer
Cam Ferguson	Member at Large
Paul Mills	Member at Large

Absent:

Daniel DeStephanis ARC Chair

President's Remarks:

Before I ask for approval of the agenda I would like to point out that adding things at the last minute to the agenda is fine if it is important. However, it does not give the rest of the board members any idea of what is going to be talked about.

Is there anything that someone needs to add to the agenda?

It was requested by the Vice President to remove the agenda item, investigate possible unpaid assessments for 2014-2015 and add it to next month's agenda item. Objections were raised and the item remained on the agenda.

Motion by Cam Ferguson, Member at Large to accept the agenda presented. seconded by Chris Steingrube, Treasurer. Motion passed unanimously.

2. SECRETARY'S REPORT

Secretary, Karen MacRae presented the minutes from the January 23, 2016 Board of Directors meeting. There is a very detailed secretary's report you will not be getting that in the future as it is not according to Robert's Rules of Order.

Treasurer made the motion to approve the Secretary's Report. Vice President, Sarah Peddicord seconded the motion, Secretary's report approved

3. TREASURER'S REPORT

The financial report dated January 23, 2017 was presented by Treasurer, Chris Steingrube.

Treasurer has an appointment to get the taxes done for 2016.

Discussion was held about paying 2016 bills in 2017. It was determined that the President and the Treasurer will have a meeting to discuss.

The chair will entertain a motion to approve the Treasurer's Report. Motion made by Secretary, Karen MacRae to approve the Treasurers' Report, seconded by Treasurer, Chris Steingrube.

All those in favor of accepting the treasurer's report say Aye. Motion passed unanimously.

4. COMMITTEE REPORTS

SOCIAL COMMITTEE - NO REPORT

UNRESOLVED BUSINESS

RECORDS RETENTION POLICY

A discussion was held regarding the wording of the retention policy for electronic records.

Motion to accept the records the records retention policy by Treasurer, Chris Steingrube, seconded by Member at Large, Cam Ferguson. Motion passed unanimously.

CONFLICT OF INTEREST POLICY

A discussion was held regarding the Conflict of Interest Policy.

A motion was made by Treasurer Chris Steingrube to accept the Conflict of Interest Policy, second by Member at large Cam Ferguson. Motion passed unanimously.

CLIMATE CONTROLLED STORAGE

Vice President made a motion to downsize from our current 5x5 climate controlled storage to a 4x4 non climate controlled storage as well as prepay in advance for a year. Motion failed.

Motion Amended to 4x4 climate controlled. Motion seconded by Member at large Paul Mills.

A discussion was held.

Motion defeated.

A motion was held via email at a later time to prepay the storage for one year. Motion passed.

NEWSLETTER

The newsletter will be mailed out in April. Each board member has the opportunity to write an article if you want to. The Secretary needs your inputs by March 20th close of business. The treasurer will help edit the newsletter.

Moving Bus Stops

A motion was made by the Treasurer to move all of the bus stops to the area by the pond on Middlegate. Seconded by Member at Large, Cam Ferguson.

A discussion was held.

Motion passed 2 yes votes, 2 no votes and 1 non vote (according to Roberts Rules of Order a non-vote counts as a yes vote during a board meeting).

5. NEW BUSINESS

Lawn Maintenance – Addendum to Lawn Contract Need to add an area on the pond on Middlegate and a area of a pond on Colby.

A Motion made by the Secretary to add an area of the pond on Middlegate and an area of the pond on Colby to have the grass cut by the current lawn contractor. The motion was seconded by Treasurer Chris Steingrube.

A discussion was held.

Motion amended to include a dollar amount to the amendment of \$600.00. If the cost is more than that the Secretary will come back to the board with the correct dollar amount.

Motion carries

Investigate possible unpaid assessments for 2014-2015

A motion was made by the Vice President to find out for years 2014-2016 assessments that were not paid by board members. Motion failed

A motion was made by the Secretary that any motions that fail must wait a minimum of 6(six months) before being reintroduced. Motion seconded by Treasurer, Chris Steingrube. Motion carries.

A motion was made by Member at large, during the 2014 Annual Meeting approval was received and implemented by the homeowners excusing board of directors from HOA dues payments. The updated bylaws were not filed with the county until 2016, there being no intent by previous board members to avoid payment of HOA dues.

Motion seconded by Treasurer, Chris Steingrube.

The motion was made and passed not to pursue any remedy of former board members.

6. Discussions

Discussion was held on the Pond Updates

Discussion was held on updates for the BOD Calendar (Working document)

Discussion was held on where the money is coming from for the purchase of the email accounts and cloud storage.

Discussion was held on the Minutes for October Annual Meeting

7. President's Remarks

It has come to my attention that people have stated that we are not following proper procedure in the date that late fees are assessed for assessments. Dues are due and payable within 30 days. This discussion is an old board item. We 've had several previous discussions with the previous board. The board decided to assess on the 1st of January, due the 1st of February and assess late fee's the 1st of March.

If you are 1 year and 60 days past due they will be sent to collections.

Members who miss three consecutive meetings and or do not perform the duties of their jobs may be removed from the board according to the CC&R's

Easter Egg Hunt

We need to do the hunt on April 8th. We had 4 gold eggs with \$5.00 each. We have \$200.00 budgeted. Chris will take on purchasing the items needed.

8. Open Forum

9. Items of interest to the board.

Please read your email.

A discussion was held regarding ARC Rules and guidelines and Monthly drive through.

NEXT MEETING

The next regular board meeting The Pembroke Home Owners Association will be on March 21, 2017 at 6:00 p.m. at the Library.

10. ADJOURN

Treasurer made at motion to adjourn at 7:50 pm, Member at large seconded. Motion carried.

Karen MacRae

Approved: Karen MacRae, Secretary
Pembroke Homeowners Association