

Pembroke Home Owners Association  
Regular Board Meeting Minutes  
March 21,2017 | 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       |
| Paul Mills       | Member at Large |

Absent:

|                    |                 |
|--------------------|-----------------|
| Daniel DeStephanis | ARC Chair       |
| Cam Ferguson       | Member at Large |

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.

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

Motion by Sarah Peddicord, VP 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 March 21, 2017 Board of Directors meeting.

Secretary made a motion to approve the Secretary’s Report. Treasurer Chris Steingrube seconded the motion, Secretary’s report approved

3. **TREASURER’S REPORT**

The financial report dated March 21, 2017 was presented by Treasurer, Chris Steingrube.

Budget Amendment #1 was discussed and submitted for approval.

The chair will entertain a motion to approve the Treasurer's Report. Motion made by Treasurer, Chris Steingrube to approve the Treasurers' Report, seconded by Paul Mills, Member at large

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

#### 4. COMMITTEE REPORTS

##### SOCIAL COMMITTEE

Discussion was held about the community yard sale.

##### UNRESOLVED BUSINESS

##### BULLETIN BOARD POLICY

Tabled until the April Meeting

##### TOT LOT TRASH CAN

A discussion was held about the trash can at the tot lot. Secretary will call both trash companies to get pricing for trash service for the tot lot.

##### SPRING NEWSLETTER

Newsletter will be emailed out the 1<sup>st</sup> of April.

##### AMENDMENT TO LAWN CONTRACT

A discussion was held.

The contract amendment is being finalized and will be signed by the end of the month

#### 5. NEW BUSINESS

##### Remove Board Member

A discussion was held.

Motion was held to remove the ARC Chair as he has not attended any board meetings since being elected to office. The CC&R's state that a board member be removed if they have not attended 3 board meetings in a row.

Secretary, Karen MacRae made a motion to remove Daniel DeStephanis from the position of ARC Chairman, Treasurer, Chris Steingrube seconded. One board member abstained. Other board members present voted AYE.

## 6. Discussions

### **Discussion was held on the Pond Updates**

Motion made to pay Two Brothers Lawn Care for the remaining balances for the pond cleanup and for the erosion control by Secretary, Karen MacRae, motion seconded by Paul Mills, Member at large. Motion carried.

Signs for the Ponds – need to be paid for out of the Reserve. Motion made by Karen MacRae, Secretary to buy the signs. Motion seconded by Chris Steingrube, motion carried.

**Installation of Bulletin Boards Discussion** – A motion was made by Karen MacRae secretary to table the discussion to the April meeting. Motion was seconded by Sarah Peddicord. Motion carried.

### **Installation of Crazy Climber \$400.00**

Motion made by Karen MacRae, that we pay for the installation of the crazy climber by Karen MacRae and \$25.00 to have the gate fixed. Motion seconded by Chris Steingrube, Treasurer. Motion carried.

### **Collections**

A discussion was held regarding collections.

### **Resolutions**

A discussion was held about increasing the interest rate for late payments

A discussion was held about a Collection Policy Resolution.

## 7. President's Remarks

## 8. Open Forum

A question was asked about a chained up dog in a back yard in an unfenced yard. Please Contact St. Mary's County Animal Control as the board cannot get involved with issues like that.

## 9. Items of interest to the board.

**NEXT MEETING**

The next regular board meeting The Pembroke Home Owners Association will be on April 17, 2017 at 6:00 p.m. at the Library.

**10. ADJOURN**

Treasurer made at motion to adjourn at 7:15 pm, Member at large seconded. Motion carried.

*Karen MacRae*

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Approved: Karen MacRae, Secretary  
Pembroke Homeowners Association

APPROVED

## 15 March working meeting

1. Easter status/progress & Discussion
2. Newsletter Status/progress & Discussion Due to Secretary by 10PM 20 March
3. Pond Maintenance Discussion.
4. Installation of new Message boards and Rock wall discussion
5. Discussion to Pay invoice for pond erosion control (\$ from reserve)
6. Discussion to pay for clean out and repair of ponds (\$from reserve)
7. Discussion for Lawn contract should have an amendment added. (Karen)
8. As per CCR's we need to inform title companies when owner sent to collections
9. Discussion was held for next year's assessments needs to include fee's if paying using Pay Pal or Credit Card
10. Discussion was held regarding late fee's and interest increase
11. Discussion was held on illegal fence
12. Discussion was held on the cost and the signs needed for the ponds to get into compliance with the State's mandates. We also need to purchase a sign for the tot lot
13. Discussion was held on a budget amendment.

**Email Votes**

On March 24<sup>th</sup>, a motion was made via email by the Secretary, Karen MacRae to approve the budget amendment.

The treasurer, Chris Steingrube seconded it, 4 yes votes 1 non response.

APPROVED