

Pembroke Home Owners Association

Regular Board Meeting Minutes

May 23, 2016 | Lexington Park Library

1. Call to Order

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

Directors present:

Ron O'Malley	President	Absent
John Carmonne	Vice President	
Karen MacRae	Secretary	
Chris Steingrube	Treasurer	
Sonal Stachowski	Member at Large	
Patrick MacRae	ARC Chairman	

2. Secretary's Report

Karen MacRae presented the minutes from the March 23, 2016 Board of Directors meeting. A motion was made by Sonal Stachowski to approve the minutes. Seconded, carried unanimously.

3. Treasurer's Report

The financial report for April 2016 was presented by Treasurer, Chris Steingrube. The report was accepted by Vice President, John Carmmone. 2nd late notice went out May 5th. Processed 27 resale certs. Of those 4 have turned into actual sales. No CC&R's were sent out.

4. Committee Reports

None

5. Old Business

Playground Equipment and Sign. John has contacted the company who installed it originally. They will be submitted a new quote.

Erosion Issue at Tot Lot, John to send Sonal the pictures

Mailboxes 1-5 are in bad shape, mailboxes 6 to 22 are in ok shape. Bulletin boards need to be installed at the same time that we paint the mailboxes. We do not own the land on Shelton.

Bulletin boards cost \$400.00

Motion for \$150.00 fine for destroying or posting a flyer on a mailbox (after painting) to be added to the ARC guidelines. Sonal seconded. Motion passed.

It was suggested that this information be in the next newsletter to incorporate the additions to the ARC Guidelines.

We need to mail the next newsletter to all residents rather than emailing in order to ensure that we get the news out.

We are going to need 5 bulletin boards. Chris to give Sonal a catalog.

Facebook Page, Keep or delete? FB is a way to keep the neighborhood informed about what is going on in the development.

If anyone complains/gripes we need to say please email the board at bod@pembrookehoa.org. Should be the common response that board members should give.

Create a Pembroke HOA profile for board members rather than individual board members commenting.

Karen will take over the handling of facebook and create a HOA profile on Facebook. Any time someone complains we need to log on as the board and state to contact the board via the email.

Turn on monitoring for facebook posts.

6. **New Business**

New Board Member. We do not need to replace Nick. Create a social committee to help the board. Have them as a non-voting position. For people to see if they want to be on the board. A motion was made by Patrick that we ask Julie Slade to be the events coordinator for Pembroke. Motion seconded by John, motion passed and carried.

7. **Next Meeting**

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

8. **Adjourn**

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

Karen MacRae

Approved: Karen MacRae, Secretary
Pembroke Homeowners Association

**Pembroke HOA
Balance Sheet
As of May 16, 2016**

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
PNC Certificate of Deposit	25,112.97
PNC Checking	55,528.31
PNC Money Market Account	75,112.50
	<u>\$</u>
Total Bank Accounts	155,753.78
Accounts Receivable	
Accounts Receivable	0.00
Other Current Asset	0.00
	<u>\$</u>
Total Accounts Receivable	0.00
Other current assets	
Petty Cash	122.75
Undeposited Funds	0.00
	<u>\$</u>
Total Other current assets	122.75
	<u>\$</u>
Total Current Assets	155,876.53
	<u>\$</u>
TOTAL ASSETS	155,876.53
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Bal Equity	36,676.23
Unrestricted Net Assets	79,869.90
Net Income	39,330.40
	<u>\$</u>
Total Equity	155,876.53
	<u>\$</u>
TOTAL LIABILITIES AND EQUITY	155,876.53

Pembroke HOA
Check Detail
 March 15 - May 16, 2016

	Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
PNC Checking	04/09/2016	Check	1303	Extra Space Storage			-63.00
							63.00
	04/14/2016	Expense		Intuit Quickbooks Online			-39.95
					Quickbooks Online		39.95
	04/29/2016	Check	Online	Lawn Cuts Plus, LLC	invoice 2479		-2,062.00
							2,062.00
	05/09/2016	Check	1304	Extra Space Storage			-63.00
							63.00
	05/14/2016	Expense		Intuit Quickbooks Online			-39.95
					Quickbooks Online		39.95

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