

# Pembroke Home Owners Association

## Regular Board Meeting Minutes

May 8, 2017 | The MacRae's House

### 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 (Called in)
Karen MacRae	Secretary
Chris Steingrube	Treasurer
Paul Mills	ARC Chair
John Carmonne	Member at Large

Absent:

Cam Ferguson – Member at large

President's Remarks:

Is there anything that someone needs to add to the agenda? None

Motion by Chris Steingrube, Treasurer to accept the agenda as presented. seconded by Karen MacRae, Secretary. Motion passed unanimously.

### 2. **SECRETARY'S REPORT**

Secretary, Karen MacRae presented the minutes from the April 17, 2017 Board of Directors meeting.

Treasurer, Chris Steingrube made a motion to approve the Secretary's Report. ARC Chairman Paul Mills, seconded the motion. Motion passed unanimously Secretary's report approved

### 3. **TREASURER'S REPORT**

The financial report dated April 17, 2017 was presented by Treasurer, Chris Steingrube.

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 ARC Chairman, Paul Mills,

A discussion was held.

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

#### 4. COMMITTEE REPORTS

**SOCIAL COMMITTEE** - would like to broaden the scope of the summer social. Still in the planning stage

#### UNRESOLVED BUSINESS

#### 5. NEW BUSINESS

#### 6. Discussions

##### **Location of Bulletin boards.**

A discussion was held. Waiting for a date for MIS Utility to come out.

**Illegal Fence** - A discussion was held on the illegal fence. Letters have been sent both certified and regular mail. Certified letters have not been picked up as of the date of meeting. The president was given him permission to contact the boards Attorney.

##### **What preparation do we need to do to keep our nonprofit status?**

A discussion was held.

##### **Satisfaction of collection agency**

A discussion was held.

#### 7. President's Remarks

Coordination of effort, we are not consistent with how often we check our email. We are not talking to the board before running off and doing something without asking. Big problems go to the president.

**8. Open Forum**

**9. Items of interest to the board.**

Motion made by Treasurer Chris Steingrube to allow Paul to power wash the fence at the tot lot, seconded by Member at Large, John Carmonne. Motion carried.

**NEXT MEETING**

The next regular board meeting The Pembroke Home Owners Association will be on June 19, 2017 at 6:00 p.m.

**10. ADJOURN**

Chris Steingrube, treasurer made at motion to adjourn at 7:50 pm, John Carmonne, member at large seconded the motion, 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