

Pembroke Home Owners Association
Regular Board Meeting Minutes
June 19, 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
Karen MacRae	Secretary
Chris Steingrube	Treasurer
Paul Mills	ARC Chair
John Carmonne	Member at Large

Absent:

Sarah Peddicord – Vice President
Cam Ferguson – Member at large

President’s Remarks:

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

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

2. SECRETARY’S REPORT

Secretary, Karen MacRae presented the minutes from the May 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 May 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

SUMMER SOCIAL – Recommend we cancel

Motion by Chris Steingrube to cancel the summer social. A discussion was held.

Motion amended by Chris Steingrube, Treasurer, I move we cancel any outflow of cash on the summer social. If we can still have it without spending any money. Motion seconded by Karen MacRae, Secretary. Motion passed.

UNRESOLVED BUSINESS

5. NEW BUSINESS

6. Discussions

Location of Bulletin boards.

Illegal Fence – The President has been in touch with our lawyer. A discussion was held on the illegal fence. Motion by Paul Mills, ARC Chairman to have the Lawyer to file a quiet title on 20676 Tenby Dr. Motion seconded by Chris Steingrube. Motion passed.

Facebook

If you are on the HOA Facebook group, you are there as a homeowner not as a board member. The official way to contact the board is to email the board.

Budget Meeting/Planning

A discussion was held. Chris will email the board with the date.

Mail Issues

Notification to homeowners, if there are issues with their mail to email the secretary. We are going to start tracking issues.

A discussion was held.

Jetski's

Homeowner asked that the fine be abated. They no longer own the jet skis. They purchased a boat and were informed that they need to contact the board to let them know it will be coming in 48 hours before. No motion made. Dies on the floor and the fine stands.

Storing equipment on Common Areas

There is a portable basketball hoop stored on the common area. The homeowner will be send a letter asking them to move the basketball hoop.

Walking in the middle of the street

A discussion was held.

Grass in backyard over 3 feet tall

A discussion was held. A letter will be sent to the homeowner.

Ponds not turned over to the HOA

A discussion was held.

Boats without Board Approval in the neighborhood.

Boats have been brought in without BOD/ARC approval. A homeowner brought his boat in without approval. His truck was hooked up to the boat in his driveway. This homeowner has had numerous contacts with the board in the prior years for the same thing.

Motion made by Chris Steingrube, Treasurer to fine the homeowner \$50.00 for being in violation of the CC&R's. Motion seconded by Karen MacRae, Secretary. Motion passed.

Another homeowner brought his boat in without prior authorization from the HOA. The specific road was blocked with both boats. We are required to keep the roads clear for firetrucks and ambulances to get through.

Chris Steingrube, Treasurer made a motion to fine the homeowner \$50.00 for being in violation of the CC&R's. The homeowner previously received a fine late summer last year for the same thing. Motion seconded by Karen MacRae, Secretary. Motion passed.

Pass Cost of letters onto Property Owner after first mailing

Chris Steingrube treasurer, made a motion that after the first mailing of invoices/letters to the homeowner that the cost of mailing be added to the homeowner's invoice. Motion seconded by John Carmonne, member at large. A discussion was held. Motion passed.

How much to transfer from savings to CD

A discussion was held. Chris Steingrube made a motion not to transfer any moneys into the CD for now. Motion died.

Backyard Pools

A discussion was held.

Ballots/proxies

A discussion was held.

Add 3.5% to transaction for taking payment via Credit Card.

We are required per the Maryland's Homeowners Association Act to charge homeowner's for the fee's to use credit cards to pay HOA Assessments.

Chris Steingrube, Treasurer made a motion that we charge homeowner's who use a credit card 3.5% to pay HOA assessments. Motion seconded by John Carmonne, Member at large. Motion carries.

Increase Sales Certificate charge to \$250.00 each

Chris Steingrube made a motion that we increase the resale certification charge from \$100.00 to \$250.00. Motion seconded by Paul Mills, Arc Chair. A discussion was held. Motion carries.

Paypal Fee's

Karen MacRae, Secretary made a motion that we pass along the PayPal fees of 2.9% plus a fee of .30 cents to the homeowners when using PayPal to pay their HOA assessments. Motion seconded by Chris Steingrube, treasurer. Motion carries.

7. President's Remarks

The president has no problem with making motions during discussion items.

8. Open Forum

9. Items of interest to the board.

(Karen MacRae, Secretary) Daily charges for violations, we need to revisit that issue with a daily charge of \$5.95. I will find out what needs to be done and provide an update to the board.

Fertilizing the Entrance (John Carmonne, Member at large)
The Board can purchase the fertilizer and put down.

(Karen MacRae, Secretary) Homeowner's putting down fertilizer at the pond on Middlegate without approval of the board. The board can get in trouble if the fertilizer drains into the ponds. This needs to be passed on to the homeowners.

Communication is the key. Everyone needs to check email at least every day.

NEXT MEETING

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

10. ADJOURN

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

Karen MacRae

Approved: Karen MacRae, Secretary
Pembroke Homeowners Association