

Pembroke Home Owners Association
Regular Board Meeting Minutes
August 21, 2017 | Lexington Park Library

1. CALL TO ORDER

The meeting was called to order by the President, at 6:05 p.m. A quorum of directors was established.

Directors present:

Patrick MacRae	President
Karen MacRae	Secretary
Chris Steingrube	Treasurer
Paul Mills	ARC Chair
Sarah Peddicord	Vice President - Call in
Cam Ferguson	Member at Large

Absent:

John Carmonne – 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, Paul Mills, ARC Chair, Treasurer. Motion passed unanimously.

2. SECRETARY’S REPORT

Secretary, Karen MacRae presented the minutes from the July Board of Directors meeting.

2 corrections made. Paul Mills, ARC Chair made a motion to approve the Secretary’s Report. Chris Steingrube , seconded the motion. Motion passed unanimously Secretary’s report approved

3. TREASURER’S REPORT

The financial report was presented by Treasurer, Chris Steingrube.

The chair will entertain a motion to approve the Treasurer's Report. A discussion was held. 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**
UNRESOLVED BUSINESS

5. **NEW BUSINESS**

6. **Discussions**

Fines Discussion – A discussion was held.

Daily Fines – Motion made by Secretary Karen MacRae, that the board start fining a \$5.00 daily fine after 10 days after the 3rd letter. A discussion was held. Motion amended by Secretary, Karen MacRae A 1st notice of violation letter sent to homeowner, 0 fine, homeowner required to pay the \$7.00 administrative fee, Motion seconded by Paul Mills, ARC Chair. More discussion. Motion was amended by Secretary, Karen MacRae to After the 4th letter (including 1st notice of violation) a daily fine will start accruing after 10 days of \$5.00 a day until the violation is resolved. A discussion was held. Motion carries.

Update on illegal fence (Patrick)

Nothing has changed. The case has been filed. A discussion was held. The homeowner has been served the court papers.

Land Turnover (Patrick)

All of the land has been turned over to the HOA except for the pond on Haverford. A discussion was held.

Dry Run for Annual Meeting (Chris)

Dry Run scheduled for October 16, (regular meeting day) Motion made by Chris Steingrube, Treasurer that we table all business until November's meeting to do the dry run for the Annual Meeting. Motion seconded by Paul Mills, Arc Chair. A discussion was held. Motion carries.

Yearly Audit (Chris)

I would like to do the yearly Independent audit just prior to the Annual Board Meeting.

Election Voting Procedures (Sarah Peddicord VP)

A motion was made by Sarah Peddicord, VP will make a paddle or something for each household to hold to ensure one vote per household. Motion seconded by Cam Ferguson, Member at large. Motion carries. 1 no vote

Reserve Study (Sarah Peddicord, VP) would like the reserve study moved to now instead of next fiscal year. discussion died.

Fine – A motion was made by Paul Mills, ARC Chair to fine the homeowner \$100.00 + administrative fee. Homeowner is given 10 business days to pay. If not paid within 10 days a daily charge of \$5.00 a day until violation is fixed. Motion seconded by Chris Steingrube, Treasurer. Motion carries.

7. President’s Remarks

President needs to go back to the contractor who cuts the grass and ask some questions. President will be resigning from the board effective December 31, 2017.

8. Open Forum

9. Items of interest to the board.

NEXT MEETING

The next regular board meeting of The Pembroke Home Owners’ Association will be on September 18, 2017 at 6:00 p.m.

10. ADJOURN

Meeting adjourned at 7:45 pm

Karen MacRae

Approved: Karen MacRae, Secretary
Pembroke Homeowners Association