

Pembroke Home Owners Association

Regular Board Meeting Minutes

November 21, 2017 | Lexington Park Library

1. **CALL TO ORDER**

The meeting was called to order by the President, at 6:03 p.m. A quorum of directors was established.

Directors present:

Patrick MacRae	President
Karen MacRae	Secretary
Chris Steingrube	Treasurer
John Carmonne	Member at large

Absent: Sarah Peddicord

Homeowner's Present: Rich and Jesika Zellner, Nicole Eskridge

President's Remarks:

2. **SECRETARY'S REPORT**

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

Treasurer, Chris Steingrube, made a motion to accept the Secretary's Report as Presented. Member at Large, John Carmonne 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 Member at Large John Carmonne to approve the Treasurers' Report, seconded by Karen MacRae, Secretary

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

Reconfirm the increase in dues to \$220.00 for Fiscal Year 2018. A motion was made by Chris Steingrube, Treasurer to increase Pembroke HOA’s homeowner dues to \$220.00 for Fiscal Year 2018. Seconded by John Carmonne, Motion passed.

Motion made to remove Sarah Peddicord, Vice President from her position and from the Board which can be done according to the by-laws by Karen MacRae, Secretary, Seconded by Chris Steingrube, Treasurer. A discussion was held. Motion passed.

6. Discussions

2nd Member at Large Position. Keep or not fill the position? A discussion was held.

Agreement to serve and confidentially statements were handed out by the President for new board members to sign as well as the URL for the Open Meetings Class held on line which is required for new board members to take.

Motion made by Chris Steingrube, Treasurer for the following positions, seconded by Karen MacRae, Secretary. A discussion was held. Motion carries.

Board Members Positions for 2018

- President – Rich Zellner
- Vice President – Nicole Eskridge
- Treasurer – Chris Steingrube
- Secretary – Karen MacRae
- ARC – James Shattles
- Member at Large – Jesika Zellner

7. President’s Remarks

Money was put into the budget for a Reserve Study and it needs to be voted on. A motion was made by Chris Steingrube, Treasurer to award the contract to Reserve Advisors for the sum of \$2,600.00. Seconded by Karen MacRae, Secretary. A discussion was held. Motion passed.

\$2,000 was put into the budget to cut the trees around the ponds. We need to get this done before they grow bigger and cost more money. Karen MacRae, Secretary made a motion that we hire Two Brothers to take the trees down. Motion seconded by Chris Steingrube, Treasurer. A discussion was held. Motion carries.

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 January 8, 2018 at 6:00 p.m.

10. ADJOURN

Meeting adjourned at 7:01 pm

Approved: Karen MacRae, Secretary
Pembroke Homeowners Association