

Pembroke Home Owners Association
Regular Board Meeting Minutes
March 17, 2018 | Lexington Park Library

1. CALL TO ORDER

The meeting was called to order by the President, at 12:15 pm. A quorum of directors was established.

Directors present:

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| Rich Zellner | President |
| Nicole Smith | Vice President |
| Karen MacRae | Secretary |
| Chris Steingrube | Treasurer |
| James Shattles | ARC Chair |
| Jesika Zellner | Member at large |

Homeowner: Patrick MacRae

2. MOTION TO APPROVE THE AGENDA

Motion to Approve the Agenda by Nicole Smith, Vice President, 2nd by Chris Steingrube, Treasurer

3. SECRETARY'S REPORT

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

James Shattles, ARC , made a motion to accept the Secretary's Report as Amended. 2nd by Chris Steingrube, Treasurer. Motion passed unanimously Secretary's report approved.

4. TREASURER'S REPORT

The financial report was presented by Treasurer, Chris Steingrube.

Motion made by Karen MacRae, Secretary to approve the Treasurers' Report, 2nd by James Shattles, ARC

A discussion was held.

Reserve Study – Copies of the Reserve Study was passed out to the board members by Secretary Karen MacRae. A discussion was held.

A motion was made by Jesika Zellner, Member at Large to bring the ponds into state compliance. The motion was 2nd by Chris Steingrube. A discussion was held. Motion Carries.

The Contractor Two Brothers is willing to take monthly payments for the repair of the ponds. A motion was made by Chris Steingrube to pay the contract amount in equal monthly payments. 2nd by James Shattles, ARC. A discussion was held. Motion carries.

James Shattles made a motion to move the monthly meetings from the 3rd Monday of the month to the 3rd Saturday of the month. The motion was 2nd by Jesika Zeller. A discussion was held. Motion carries, 1 nay vote.

Chris Steingrube, Treasurer made a motion that we move our bank from PNC to Navy Federal. James Shattles, ARC 2nd the motion. A discussion was held. Motion Carries. Chris and Karen to go to Navy Federal and move accounts.

5. COMMITTEE REPORTS

ARC - A discussion was held.

Easter Egg Hunt – will be held March 31st at 11 am in the common area. .

6. UNRESOLVED BUSINESS

7. NEW BUSINESS

8. Discussions

9. President's Remarks

10. Open Forum

11. Items of interest to the board.

NEXT MEETING

The next regular board meeting of The Pembroke Home Owners' Association will be on April 21, 2018 at 10:00 a.m.

12. ADJOURN

Meeting adjourned at 1:20 p.m.

Karen MacRae

Approved: Karen MacRae, Secretary
Pembroke Homeowners Association