

Pembroke Home Owners Association

Regular Board Meeting Minutes

May 19, 2018 10 am | Lexington Park Library

1. CALL TO ORDER

The meeting was called to order by the President, at 10:00 am. A quorum of directors was established.

Directors present:

Rich Zellner	President
Chris Steingrube	Treasurer
Karen MacRae	Secretary
James Shattles	ARC Chair
Jesika Zellner	Member at Large

Absent: Nicole Smith, Vice President

Guests: Sarah Peddicord

2. MOTION TO APPROVE THE AGENDA

James Shattles made a motion to Approve the Agenda, Seconded by Chris Steingrube Treasurer, Motion carries

3. SECRETARY'S REPORT

James Shattles made a motion to Approve the April 21 Minutes, Seconded by Chris Steingrube Treasurer, Motion carries.

4. TREASURER'S REPORT

The financial report was presented by Treasurer, Chris Steingrube.

We expect to begin the process of switching account to Navy Federal soon.

Jesika Zellner, Member at Large, made a motion to approve the Treasurer's Report, James Shattles, ARC Chairman seconded the motion to approve the treasurers report. Motion carries.

5. COMMITTEE REPORTS

ARC – Motion by James, to have Two Brothers provide a Plan of Action for the pond repairs, along with a Schedule. 2nd by Jesika Zellner, Member at Large. Motion carries.

6. UNRESOLVED BUSINESS

An update regarding the gate repairs to the playground – the gate cannot be repaired through the method initially discussed. However, the gates are working properly. The ARC Chairman and President will work to reach out regarding quotes for pressure washing of the tot lot fence.

7. NEW BUSINESS

8. Discussions

- Re-mulch the Tot Lot – much of the mulch seems to run to one corner. We will rake for now and revisit in the Spring
- Secretary Volunteer – Karen MacRae resigned from her role as Secretary effective April 21, 2018. Liz Kessel volunteered to serve as the Secretary. A motion to approve Liz Kessel as Secretary was made by Chris Steingrube, Treasurer. James Shattles seconded the motion. Motion carries.
- HOA website and a volunteer to take over the site – the .org site was being administered by the former Secretary. An email vote was made for the Board to take over the site. The motion was made by Jesika Zellner and seconded by James Shattles. Motion carries.
- 2019 Budget and Due Dates – this will be revisited at the May meeting
- HOA Hard Drive – the HOA decided not to purchase the external hard drive, but to save the data to the cloud, scrub the hard drive, and return to the former Secretary
- Public Relations – utilization of Mailchimp for outreach

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 June 16, 2018 at 10:00 a.m.

12. ADJOURN

Motion to adjourn by Chris Steingrube, Treasurer. Motion seconded by James Shattles, ARC Chairman. Meeting adjourned at 10:50 a.m.

Rich Zellner Digitally signed by Rich Zellner
Date: 2018.06.13 07:39:56
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Approved: Rich Zellner, President
Pembroke Homeowners Association