

Pembroke Home Owners Association
Regular Board Meeting Minutes
June 16, 2018 | Lexington Park Library

1. CALL TO ORDER

The meeting was called to order by the President, at 10:05 am. A quorum of directors was established.

Directors present:

Rich Zellner	President
Nicole Smith	Vice President
Liz Kessel	Secretary
Chris Steingrube	Treasurer
James Shattles	ARC Chair
Jesika Zellner	Member at large

Homeowner: Axel Sanchez

2. MOTION TO APPROVE THE AGENDA

Motion to Approve the Agenda by James Shattles, ARC, 2nd by Chris Steingrube, Treasurer. Liz Kessel is officially Secretary.

3. SECRETARY'S REPORT

Liz Kessel is officially Secretary, as per approved minutes. The website has been rebuilt and all the minutes from 2017-2015 that were available is on the website. 2018 agendas and minutes are uploaded including the May minutes.

Rich would like more than 1 person to update stuff. We need to back up our mail again and Jesika will get with Karen to turn the email off and Liz will get it turned back on through Go Daddy.

4. TREASURER'S REPORT

The financial report was presented by Treasurer, Chris Steingrube.

Motion made by James Shattles, ARC to approve the Treasurers' Report, 2nd by Jesika Zellner, Member-At-Large. Motion carried.

A discussion was held.

5. COMMITTEE REPORTS

ARC - A discussion was held regarding the ponds. The sinkhole is getting progressively worse. James met with the county inspector last week and reviewed the pond at the end of Pembroke as well as the other ponds. Potential causes for the failure were discussed, as were the inspector's notes regarding other ponds within the community. Ponds are up for inspection again next year, so we are actively moving to get everything repaired. The limited funds and potential costs were discussed. However, until we obtain quotes, we will not know the exact costs and how to move forward. The inspector provided some points of contact and we have already voted to get quotes for repairs. James is going to start calling to set appointments for quotes with the companies.

6. UNRESOLVED BUSINESS

We are moving forward with the quote for ponds.

7. NEW BUSINESS

8. Discussions

We would like to start a quarterly newsletter. Chris will send Jesika the updated email addresses for mail chimp. It hasn't been updated in a year and a half.

BOD roles- Nicole is helping Chris with the budget and newsletter, Jesika can help Liz with whatever she needs

Budget- will discuss for approval in our September Board meeting. Other than a potential work session to go over the slides for the annual meeting, we will not hold a formal board meeting in October. We voted to schedule the annual meeting at the library on October 27, 2018, at 10 a.m., depending on the availability of library rooms. The agenda for the annual meeting needs to be posted a month in advance.

Nicole inquired about the- continued need for external cloud storage. The Board will research this further.

September meeting 9/8/18 10am

9. President's Remarks

10. Open Forum

Axel Sanchez came to introduce himself to the board.

11. Items of interest to the board.

NEXT MEETING

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

12. ADJOURN

Meeting adjourned at 10:55 a.m.

Submitted: Liz Kessel, Secretary
Pembroke Homeowners Association