

Pembroke Home Owners Association
Board of Directors Meeting Minutes
August 18, 2018 | 10:00 a.m. | Lexington Park Library

- Board members present: Rich Zellner, Nicole Smith, Liz Kessel, James Shattles, Christopher Steingrube
- Homeowners present: Sarah Peddicord
- **Call to Order-** The meeting was called to order at 10:01 am by Rich Zellner. A motion was made by James Shattles to approve the minutes from the July 21st board meeting. The motion was seconded by all the board. The motion carried.
- **Approve the Agenda-** A motion was made by James Shattles to approve the agenda. The motion was seconded by all the board. The motion carried.
- **Secretary's Report**
 - The Secretary attached a copy of the July 21, 2018, Board of Directors meeting minutes for your review and acceptance by the president on behalf of the board. Since they were approved in a prior motion, they will be posted on the website for homeowners' viewing and placed in the corporate record book.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for July 2018. Financial statements (attached) for your review and acceptance by the president on behalf of the board. A motion was made by Nicole Smith to approve the Treasurer's report. The remaining board members seconded the motion. The motion carried. Chris will give Liz the 2019 proposed budget to include in the notice to homeowners for the annual meeting.
- **Action Items**
 - Approve July Minutes - Completed
 - Approve Treasurer's Report - Completed
- **Committee Reports**
 - **ARC** ARC Chairman – The violations noted that there are several homeowners leaving their grass clippings on the road and they wash into the stormwater drains and then into the ponds which causes damage to the ponds and additional maintenance. James has met with 6 contractors to get quotes on the ponds. He has received 1 quote and is waiting on a second quote. The first quote is substantial and will deplete our reserve funds.
 - **Social** – Kona Ice was suggested due to we have had no callback from Brusters. Liz will contact Kona Ice.
- **Old Business**
- **New Business**
- **Discussion Items**

- Quarterly Newsletter Topics – Nicole Smith – needs input by end of August and it will be posted on the HOA website and on the boards on September 15th.
- Schedule Work Session to discuss and prepare presentation for annual meeting. The board will meet August 23rd at 6:30pm at the Zellner's
- Ponds Update – James Shattles- notes were given above in the ARC section
- **Items of Interest to the Board**
- **Open Forum** (3 min allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location – September 8, 2018, 10 AM, Lexington Park Library, Long Fellow Room**
- **Adjourn** at 11 am