

Pembroke Home Owners Association
Board of Directors Meeting Minutes
September 8, 2018| 10:00 a.m.| Lexington Park Library

- Attendees:

Present	Name	Title
√	Rich Zellner	HOA BOD - President
√	Nicole Smith	HOA BOD – Vice President
√	Christopher Steingrube	HOA BOD – Treasurer
√	Liz Kessel	HOA BOD – Secretary
√	James Shattles	HOA BOD – ARC Chairman
√	Jesika Zellner	HOA BOD- Member at Large
		Homeowner

- **Call to Order** – the meeting was called to order at 10:07 am by Rich Zellner
- **Motion to Approve / Deny the Agenda** – Jesika Zellner made a motion to approve the agenda. The motion was seconded by Nicole Smith. The September agenda was approved.
- **Secretary’s Report**
 - The Secretary attached a copy of the August 18, 2018, Board of Directors meeting minutes for the Board’s review and acceptance. The Minutes, once approved, will be posted on the website for homeowners’ viewing and placed in the corporate record book. Liz Kessel bought stamps and turned in the receipt to Chris Steingrube for reimbursement.
 - Motion to Approve / Deny the previous Minutes – Nicole made a motion to approve the minutes. Chris Steingrube seconded the motion. The August minutes are approved.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for August. Financial statements have been attached for review and acceptance by the Board of Director’s. Chris Steingrube reviewed the report and discussed the property change fees. James Shattles asked about the Common area grass cutting amount. Chris will investigate.
 - Motion to Approve / Deny the Treasurer’s Report – Nicole made a motion to approve the report. The motion was seconded by all. The Treasurer’s report was approved.
- **Action Items** – Preparation for the annual meeting; complete budget, complete Proxy forms, and plan when to mail notices; Ensure everyone on track with PowerPoint. Chris Steingrube will send Liz and Jesika the Excel of the homeowner’s names, addresses and emails. No proxy is required since there are no items to be voted on. The letters need to be mailed by September 21st.
- **Committee Reports**

- **ARC:** Ponds – hiring for repairs and discussion re: payment (James Shattles and Rich Zellner). James discussed the quote for the ponds. The new quote is \$85,675. Jesika made a motion to set the special assessment at the contractor's quote. The motion was seconded by the board. The company will start in 6 weeks (early November). Solar lights for the front would be \$20 each. The existing lights keep shorting out due to ants – this has been an ongoing problem.
 - **Social:** KONA Ice was a great idea – what else can we come up with? (Jesika Zellner). The board discussed having food trucks come out during Halloween and using this as a possible fundraiser to help supplement the rising costs.
 - **Newsletter:** All items are due to the VP by today (Nicole Smith). The newsletter was reviewed prior to the meeting and Jeskia had printed copies for Nicole to post to the boards in the neighborhood. Need to wait until the meeting notices go out since the newsletter mentions the special assessment.
 - **Additional Items for Discussion** – Chris brought up that we should codify the verbiage for when the board can order work to be done on homeowner's property (high grass). Also for the resale certification costs.
 - **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
 - **Next Meeting Date:** BOD working meeting- Oct. 18th at 6pm. Annual HOA Meeting on October 27, 2018 at 10:00 a.m.
- Location** Lexington Park Library, Room A
- **Adjourn** Chris made a motion to adjourn and it was seconded by Jeskia at 11:10am