

Pembroke Home Owners Association
Board of Directors Meeting Minutes
November 17, 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
√	Sarah Peddicord	Homeowner

- Call to Order** – the meeting was called to order at 10:05 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 November agenda was approved.
- Secretary’s Report**
 - The Secretary attached a copy of the September 8, 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.
 - Motion to Approve / Deny the previous Minutes – Jesika made a motion to approve the minutes. Chris Steingrube seconded the motion. The September minutes are approved.
- Treasurer Report**
 - It is board policy to review the reconciled financial statements for September and October. Financial statements have been attached for review and acceptance by the Board of Directors. Chris Steingrube reviewed the report and discussed the breakout of Pond Grass Cutting from Common Area Grass Cutting. There is no longer a Certificate of Deposit as it was closed to the money market account. Also of note, the October budget does not reflect the METCOM emergent repair of the pond at Middlegate for which the HOA was responsible. The November budget will show this amount and the number of homes will be revised to reflect the actual of 309 versus 310 as shown.
 - Motion to Approve / Deny the Treasurer’s Report – Jesika made a motion to approve the September report. Nicole seconded the motion. Chris made a motion to approve the October report, seconded by Jesika. Both motions were approved by all. The Treasurer’s reports were approved.

- **Action Items**

- **Annual Meeting Follow-up:** There was a suggestion by a homeowner at the annual meeting that we should pursue 75% of homeowners' approval to revise the By-laws so that the Board may not adjust dues by 10% each year. The suggestion was that the Board should then implement into the By-laws that the Board may only increase dues with a 75% approval from homeowners' each year. The homeowner wanted this to be part of the HOA's minutes. Therefore, the President, Rich Zellner, made the motion on behalf of the homeowner. The Board discussed the expense of reaching out to the community via certified mail and return postage, along with the potential likelihood of a 75% or greater response from the Community. Additionally, the Board discussed how this would tie the hands of future Boards and would likely lead to special assessments in the future if the ability to increase annual dues was impacted. There was no second and the motion died.
- **Annual Meeting Follow-up:** Obtain quotes from Engineers to review/inspect all ponds. We have placed calls to several of the engineers that were referred to us. However, none have returned our calls. We will continue to follow up so that we may move forward with the remaining repairs to the Middlegate pond.
- **Annual Meeting Follow-up:** Obtain report from contractor(s) hired to repair the ponds to ensure the cause of failure for each pond was erosion as initially suspected (so that we may review whether insurance might be applicable in any case). We intend to request this information from the contractor. However, whether or not they will be able to confirm a specific cause will be up to them. We will request this type of detail from any engineers that inspect/review the Middlegate pond.
- **2019 Budget:** This was on the agenda – however, it was completed prior to the annual meeting.

- **Committee Reports**

- **ARC:** James was unable to attend the meeting. However, Rich indicated that the contracted pond repairs are now scheduled to begin around the end of November. The contractor is delayed because of all the recent rain putting him behind on his previous job.
- **Social:** Our Santa volunteer is reaching out to the fire department and Chris will work with him to get a date so that we may notify the Community of the date and time planned for Santa to come through.
- **Newsletter:** The Winter newsletter will go out sometime in December.

- **Additional Items for Discussion**

- The budget includes small amounts for Halloween and Christmas decoration contests. However, because of the pond repairs, the Board determined it would be inappropriate to include these items. Chris made a motion to no longer include these amounts on the budget. The motion was seconded by Nicole. All approved. The Christmas and Halloween budget amounts will be moved to the reserve/capital improvement.
- In prior Board meetings, it was voted that we would powerwash the front entrance and tot lot fencing. We obtained quotes and reviewed them as they came in. Jesika made a motion to

hire the lowest cost technically acceptable contractor. Chris seconded the motion. All approved. Rich will reach out to the contractor to power wash.

- There was a discussion regarding the emergency repair costs at the Middlegate pond. The amounts for these repairs totaled \$8,930.41. Because we have not yet billed the special assessment and we are aware there will be additional expenses in repairing the Middlegate pond and possible additional expenses for additional dirt in the other ponds given the recent rains, the Board discussed revising the special assessment amount to include these emergency repair fees. We will need to prepare a letter to notify the Community of the increase. Chris made a motion to increase the special assessment to \$306.17 (to cover the initial quoted amount for 3 ponds and the emergency repairs for the Middlegate pond) and prepare a letter regarding the increase. Jesika seconded. All approved and the motion carries. The special assessment will be \$306.17. In order to save money on postage, the notice of the revised special assessment amount will be sent with the invoice for the annual dues and the special assessment.
- Rich spoke regarding the front lights at the signage. We have replaced the outlet and the box also needs to be replaced. He will take care of this as we voted to complete the repairs at a prior Board meeting. However, there appears to be an issue with the lights. They will come on, but then receive an error message. He will troubleshoot and see if it can be repaired. However, we may have to revisit the issues of the lights not functioning.
- There was a request at the annual meeting to add a map to the HOA website showing the areas owned by the HOA. We have a very large map with areas highlighted that we can make available at monthly Board meetings if requested. We determined that we will not spend HOA funds to scan this large map for use on the website. However, we will provide a link to the GIS website where any interested party can click on specific properties and see the information regarding the property owner, including the Pembroke HOA.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
 - Sarah Peddicord was present and discussed her experience with the ponds, her awareness of the difficulties in getting local companies/engineers/professionals to return calls, and concerns that homeowners may not be aware that while the special assessment includes the entire quoted amount, it is expected that there will be additional costs for which the reserve fund might need to be used.
- **Next Meeting Date:** January 12, 2019 at 10:00 a.m.
Location Lexington Park Library, Room A
- **Adjourn** Chris made a motion to adjourn and it was seconded by Nicole with all approving at 11:10 a.m.

SPECIAL NOTE: The Board does not meet in the month of December. However, on December 12, 2018, the Board received the invoice from McKenzie Contracting for the repair of three ponds. Because we are awaiting the repairs to the Middlegate pond and the final invoices for the three initial ponds exceeded the estimate by approximately 30%, the Board voted via email to increase the Special Assessment amount in order to cover

the cost of pond repairs to date. The motion to revise the Special Assessment to \$421.54 was made by Chris Steingrube, Treasurer. It was seconded by Jesika Zellner, Member-at-Large. Board members then voted in favor and the motion carried.

Approved