

## Pembroke Homeowners Association Board of Directors Agenda April 18th, 2025, 10:00 a.m. | Virtual Meeting (email bod@pembrokehoa.org for details if planning to attend)

### Attendees:

Present	Name	Title
	Lewis Collier	HOA BOD - President
X	Jonathan Friscia	HOA BOD – Vice President
X	Daniel Wadsworth	HOA BOD – Treasurer
	Vacant	HOA BOD – Secretary
X	Richard Ibanez	HOA BOD – ARC Chairman
X	Tyler Duncan	HOA BOD- Member at Large
	Sarah Fallin	HOA BOD- Member at Large
X	Neil McLaughlin	Homeowner
X	Daniel DeMilio	Homeowner

**Call to Order:** Meeting called to order at 10:02 a.m.

**Motion to Approve / Deny the Agenda:** \_\_\_\_ moves, \_\_\_\_ seconded, motion unanimously.

### Secretary's Report:

- The President attached a copy of the March 2025, 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 (Pembroke HOA SharePoint site).
  - \_\_\_\_ moves, \_\_\_\_ seconded, motion unanimously approved.
- Record email vote.
  - Vote to accept the settlement for the litigation regarding the fence was 4 votes in favor, 1 against, 1 abstained
- Need to get latest (2023, 2024) approved minutes on website. Maybe some older ones as well.
  - S. Fallin unable to log into public website with credentials provided
  - Treasurer Report:
    - 131k in checking
    - 50k in saving
    - 250k in CD
    - Money is tracking as it should.
    - We will approve the treasurers report for April in May.
    - Dan to send out an email vote for the new interest policy.

## **ARC Chair Report:**

- No issues
- Couple requests came through
- Some notices went out regarding yard violations and debris that was left in driveway
- Discussions regarding chickens to see if something we need to allow. John is taking action to call county regarding validity and if we need to allow it.
- Discussion regarding signage for picking up dog poop
  - i. Just a friendly reminder may be the best option in the newsletter
  - ii. Look into signage cost for review.
- John to create newsletter and get it out to board to review on 4/26.

## **General Items:**

- Open Board member positions – Secretary
  - Landscaping
    - i. Guy Landscaping has started caring for HOA landscaping issues
      - 1. Has been performing snow removal for mailboxes and sidewalk near Colby and tot lot.
      - 2. Stared mowing this month
      - 3. Will start pond maintenance in spring as needed
        - a. Suggest we get them to do a pond check when weather is appropriate, before mowing, to clear out fence growth and look for other issues before ethe grass grows and covers it up.
      - 4. Was asked for a quote to clear bus stop corners but no response has been received.
  - Middlegate pond
    - i. Stormwater Management (SWM) engineering team has done core samples and has completed preliminary engineering effort.
      - 1. SWM has questions for the engineering company. Once they get answers, SWM will get us an estimate.
      - 2. Still waiting on estimate
        - a. Tyler will continue to reach out to Adam for updates.
  - Jillian Grace Pond fence
    - i. Lewis to work with fence company when weather conditions improve to complete that effort.
  - Entrance lights at the front of neighborhood
    - i. GFI keeps tripping. A deeper debug session will be performed as soon as time and weather permits.
  - Welch Way trees
    - i. Homeowner inquired about removal of dead trees on HOA property
- **Additional Items for Discussion –**
  - **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
    - Daniel DeMilio
    - \$13.99 per sign on Amazon. Concern regarding the forest preservation area, bought home in 2022,
    - Concerns with the pooling of water in forest retention area.

- Homeowner is saying it is the responsibility of the HOA to maintain forest retention area.
- Homeowner asking for the HOA to assess and take action to clear out the and maintain the forest retention area behind the home.
- Homeowner to send official to board for review

**Next Meeting Date & Location:** 10:00 am 17 May, 2025; Virtual

**Motion to Adjourn** – Tyler Duncan moves, Richard Ibanez seconded, meeting adjourned at 10:28.