

Pembroke Home Owners Association
Annual Board Meeting Minutes
September 28, 2019 | Lexington Park Library

1. CALL TO ORDER

The meeting was called to order by President, Rich Zellner at 10:05 am. A quorum of directors was established. A motion was made by Nicole Smith to approve the 2019 Annual Meeting Agenda. The motion was seconded by Chris Steingrube. The motion carried. Jesika Zellner made a motion to approve the 2018 Annual meeting minutes. The motion was seconded by Nicole and approved by all. The HOA Board is recording the meeting today in order to capture accurate meeting minutes.

Directors present:

Rich Zellner	President
Nicole Eskridge Smith	Vice President
Liz Kessel	Secretary
Chris Steingrube	Treasurer
Vacant	ARC Chairman
Jesika Zellner	Member at Large
Sarah Peddicord	2 nd Member at Large

2. PROOF OF MEETING

Meeting notice was mailed out via USPS August 18, 2019, posted to the Pembroke Information Boards, and placed on the Pembroke Homeowners' Association Web Site www.pembrookehoa.org on August 20, 2019.

3. INTRODUCTION OF BOARD MEMBERS

Rich Zellner introduced the members of the board.

4. BOARD REPORTS

President's report:

Property: The two new homes in the front of the neighborhood are in our HOA. There are two builders- Integrity Builders and Windward Group. Although our understanding is that the neighborhood may only utilize cluster mailboxes, the way in which mail is delivered is by the post office. The HOA has nothing to do with that.

Rich Z. shared pictures of the Middlegate pond. Last year, Metcom came in and repaired the area in the pond around the manhole. Since then, we have been working with a contractor and engineers to assess what needs to be done to complete the repairs to the pond. We are currently awaiting the engineering quote/recommendations.

Pond turnover- Since last year we have acquired a new pond behind Haverford Ct. It needed minor repairs that were addressed with the developer.

Lawn Maintenance/Snow Removal- We issued a RFP (Request for Proposal) in July for bids. While the RFP included pond cuts only twice per year, we requested pricing for additional cuts to the ponds, if needed. The board voted to approve a proposal, effective January 2020.

Mailboxes – In the past, they were being used to post things and this resulted in damage to the mailboxes. The Information Kiosks/Boards were placed at each mailbox location for this reason. Please do not put anything on the mailboxes as you can be subject to fines.

We always need volunteers for assisting the Board with various functions. Thanks to those who organized the Easter Egg hunt, volunteered to judge holiday decorations, and engaging with Santa and the BDVFD for a neighborhood visit.

Board accomplishments-

- Tot lot maintenance- fence repairs, tree/shrub cutting, pressure washing
- Police presence on Halloween (there are a large amount of kids that come through)
- Neighborhood visit from Santa (huge thanks to Santa and the BDVFD)
- Easter Egg hunt (community organized)
- Sprinkler maintenance (winterization, repairs, etc)
- Answer homeowner questions

Social media- Facebook is not an association page, and not an official communication for the HOA board. There are legal considerations. Please send questions via email to the board. We have a website www.pembrookehoa.org where you may locate documents such as meeting minutes, upcoming meeting detail, and governing documents. There are items we do not post to our website, such as the budget. One reason we do not publicly share this information is that there have been instances where fraudsters were soliciting information via email to the Treasurer and requesting the HOA send them money.

Treasurer’s Report

Chris introduced himself to the homeowners. Explained that we have 310 properties and no new home additions to the neighborhood. There is one home that is under contract getting ready for closing. He has been in touch with the new homeowners.

Monthly Treasurer report- Period ending 31 August 2019. Assessments, property change fee, fines and late fees, ARC violations, 2018 and prior funds, collection income and postage recoup. Misc. uncategorized income were some fees the bank was erroneously charging us that were recouped. Reserve/capital improvement funds- nothing in here yet. Social events (Easter eggs), Halloween decorating contests, Christmas decorating (we haven’t spent any money to date on these). Admin costs- merchant services, Quick books, bank fees, postage, paper and envelopes. Credit card payments are given 3% cost added to it because that amount is passed on to us from the merchant bank. Unfortunately, we have to pass that onto homeowners that pay via credit card so we can collect the full amount. This is required by State law.

Unspent money goes into next year’s budget. Any specific questions on the budget can be reviewed with the board, as we do not post exact budget dollars on the website.

Comparison of HOA fees in our Community to similar communities. Our fees are relatively low in comparison with the same amenities and home size. Hiring of a management company would be an a-la-carte situation. The idea was explored several years ago and it was determined this would likely result in \$600 additional per homeowner each year.

Dues – Late fees will be assessed if amounts are not paid in full by the due date. February 1st is the due date for the annual dues. The Treasurer will work with any homeowners on payment plans; however, the amounts must be paid off by the due dates or the account will go to collections. Chris reviewed the collections schedule.

	Old Company	New Company
Collections Fee (to HOA)	\$175	\$175
Collections Agent 1 st Letter	\$250	\$250
Collections Agent 2 nd Letter	\$500	\$250
Collections Agent Pre Lien Notice	\$750	\$150
Collections Agent Lien Notice	\$1500	\$150 + filing costs (~\$60)

Payments can be made via credit card and Paypal. We do not have a contract with Paypal and they assess a percentage of any payment made. Both credit cards and Paypal require

additional money to cover fees charged by them. Although they are subject to change, as a courtesy, Chris provides the amount on the invoices.

Operational budget- utilities, grass cutting, scheduled maintenance.

2020 budget- was mailed to all homeowners. The board voted and approved to have Bookkeeping by Blanche manage the invoicing and assessment collection portion of the Treasurer duties due to Chris Steingrube resigning his position as Treasurer. Volunteers were solicited from the neighborhood; however, no one volunteered to fill the position.

ARC Chair's Report: (In the absence of an ARC chair Rich presented)

Common issues: Boats, trailers, recreational vehicles are not permitted without specific approval.

Pressure washing- Please keep your home free of mildew. There are many homes in need of pressure washing. It is the homeowner's responsibility to keep your home in good condition.

ARC requests – We do have 30 days to process an ARC request.

Rule enforcements - We do not report violations on the community as a whole. Everyone should be aware of the rules and covenants of the HOA. We are consistent in the way we assess fines.

Board Actions-

Continuous efforts on pond repair maintenance and
Research regarding pond ownership and available options for transfer.
Award contract for common area and pond maintenance

A motion was made by Jesika that we elect Tyler Duncan to the Board. It was seconded by Nicole. Motion carried.

A motion was made by Chris to elect Sarah Peddicord to the board. It was seconded by Jesika. Motion carried.

Questions-

Homeowner- During the last wind storm the wind blew the roof off his neighbor's shed. He had emailed the ARC before and nothing was done about it. We asked that he please email the bod@pembrookehoa.org

Homeowner- overcrowding on the buses. The HOA cannot do anything about the buses. This is an issue that needs to be addressed with Transportation.

Homeowner- Area in the front of Colby that was cut. This area is a Forest Conservation area. We can mow and remove dead species, but we are not able to take down trees. When the area was deemed as Forest Conservation, a plan should have been created and filed with the County. According to research and correspondence with the County, there are no specific plans that are able to be located.. The community has the option to buy this area and treat it however they wish; however, the Board determined that a purchase of the area will not be pursued at this time. We intend to maintain the area as Forest Conservation by leaving all live trees and mowing high grasses in accordance with the same schedule as for the ponds.

5. OLD BUSINESS

None

6. NEW BUSINESS/

NEXT MEETING

The next regular board meeting The Pembroke Home Owners Association will be on November 4th in the Longfellow room in the Library.

7. ADJOURN

A motion was made by the Nicole Smith to adjourn the meeting at 11:33 a.m. Seconded by Jesika Zellner, carried unanimously.

Recorded by: Liz Kessel, Secretary
Pembroke Homeowners Association