

Pembroke Home Owners Association  
Board of Directors Meeting Minutes  
February 9, 2019| 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

- Call to Order** – President Rich Zellner called the meeting to order at 10:08am. We have a quorum of the board present.
- Motion to Approve / Deny the Agenda** – A motion was made by Nicole Smith to Approve, motion was seconded by Chris Steingrube. Motion carried and the agenda for this meeting was approved.
- Secretary's Report**
  - The Secretary attached a copy of the January 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 - A motion was made by Jesika Zellner to approve, it was seconded by James Shattles. The January board minutes were approved.
- Treasurer Report**
  - It is board policy to review the reconciled financial statements for January 2019. Financial statements have been attached for review and acceptance by the Board of Directors. More than half of the families that have not paid the assessment. Chris advised that this is typical. Two accounts in collections were paid off. Rich asked that we put something next to the Middlegate pond repair to indicate that it is TBD since we do not know how much that cost will be.
  - Motion to Approve / Deny the Treasurer's Report. Jesika made a motion to approve the January treasurer report. The motion was seconded by all and the motion carried.
- Action Items**
  - NFCU- Navy Federal Credit Union** - Nicole was going to call to see if we can get a basic business account. Chris had already explored a business account. Having a NFCU account has to benefit the DOD and since all members of the HOA do not work for the military. There is Cedar Pointe Credit Union. Nicole will call around to see what are other options are for business banking.

- **Read-only Access to Quickbooks:** Chris will delete the secretary account and send it to Liz's other email so she can get in to view.
- **Annual meeting minutes:** We can post the draft of the minutes. Jesika made a motion to Chris seconded.
- **Committee Reports**
  - **ARC:** Update regarding Middlegate pond and status of Haverford pond turnover (James and Rich). Rich talked to Stephanie Mohr, the County inspector. She said those two ponds are ours – Jillian Grace (it was turned over in 2017) and Haverford Ct are ours. We need to send it to John Parlett addressing the issue with Haverford. It was deeded to us and was inspected on the same day. The pond received a grade of 7 which means it needs repairs (probably a few hundred dollars). Rich still needs to get the pond checklist. James will reach out to Luke Page (one of the county inspectors) to see if he can get the prior inspection reports for all the ponds before they were turned over to us.
  - **ARC violations** – James will start this up back again. There is a home in the neighborhood with no landscaping. We need to look into the CC&Rs about this on what are the directives for landscaping.
  - **Middlegate pond** – Rich sent emails to engineers. Bob Taylor is the local one that worked with Middlegate repair and the one in Waldorf who engineered the pond did respond with no additional assistance on the need for re-engineering. We need to get quotes for cost estimates to fix the pond. James will take the action to track down these quotes.
  - **Lawncare** – Rich talked to Leroy about Middlegate and remove some costs between that and the Pond at the end of Pembroke (sinkhole repair). The cost was close to \$10,000. Once the Middlegate pond is fixed, he will readjust the billing. It includes planting trees.
  - **Pressure washing of the entrance and tot lot**– Leroy will do in the spring and this was previously voted on to do in a prior BOD meeting.
  - **Tot Lot** – This is already in the contract with Leroy and he will do it in the spring.
  - **Social:** Easter egg hunt – Liz sent an Mail Chimp email out today asking for volunteers to chair and work the event. Also Liz reached out to Texas Roadhouse for plastic eggs. They do this every year for non-profits. Katie and Ryan Turgeon volunteered to help. Kelly Thurber also volunteered. Liz will reach back to Katie and Ryan. Jesika has the Eater Bunny costume. Liz will reach back to Kelly Turber.
  - **Newsletter:** Nicole has it drafted. Nicole will put in there about the Metcom insurance (that we are not affiliated). Payment plans, late fees information. Pressure washing your home. Landscaping. Library Special Assessment date. due February 15<sup>th</sup>.
- **Additional Items for Discussion-** No additional items.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** March 16, 2019, 10am; Lexington Park Library Longfellow Room
- **Adjourn:** A motion was made by Chris to adjourn the meeting. It was seconded by James Shattles 11:06am.