

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

• Attendees:

Present	Name	Title
X	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
X	Sarah Fallin	HOA BOD- Member at Large
X	Jamaries Kilgore	Homeowner
x	Neil McLaughlin	Homeowner

Call to Order: Lewis Collier called the meeting to order at 10:01 a.m.

Motion to Approve / Deny the Agenda: Jonathan Friscia moved, Tyler Duncan seconded, motion unanimously approved.

Secretary's Report:

- The President attached a copy of the May and November 2024, 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).
 - o Jonathan Friscia moved, Tyler Duncan seconded, motion unanimously approved.
- Record email vote.
 - o Email vote in Dec 2024 to appoint Sarah Fallin to the BOD as a member at large was unanimously approved.
- Need to get latest (2023, 2024) approved minutes on website. Maybe some older ones as well.

Treasurer Report:

- It is board policy to review the reconciled financial statements for the HOA. Treasurer presented financial reports covering calendar year 2024 for approval.

Daniel Wadsworth stated: \$127,000 came in during annual assessments, handed out \$110,000 in expenses last year. Have \$272,249 in accounts not counting Paypal. Added about \$26,000 over last year to reserves which is needed for pond repairs. May put us in the clear with this year's dues coming in

Lewis Collier stated: We don't know the proposal for what the new contractors are proposing

Sarah Fallin: asked for brief summary of the nature of pond repairs

Daniel Wadsworth: Middlegate Pond engineering assessment showed a failure in the slope. We don't have cost or quotes yet

Daniel Wadsworth: a fair amount of homeowners opted to use Zelle which saves homeowners fees with Paypal

Jamaries Kilgore, homeowner in attendance asked about the new five year law

Lewis Collier: we did that last year

Daniel Wadsworth: there is a point in the budget where we have accounted for the cost of a reserve study. Every year we put aside about \$2,700 toward that. The last time we did it last year

Jamaries Kilgore: we are in line with the study requirements?

Daniel Wadsworth: we are more than funded. It does not account for the rough estimate we have for this pond repair and we will have to work to building up to this point.

- o Jonathan Friscia moved to approve the Treasurer's Report, Tyler Duncan seconded, motion unanimously approved.

ARC Chair Report:

- Richard Ibanez: three fence appeals approved. Car on Shelton was addressed with the homeowner

Discussion about a pool being up without a fence, getting a letter out

General Items:

- Open Board member positions – Secretary
 - i. Email blast and Facebook page post for volunteers netted
 - 1. Sarah Fallin, who was voted onto the board via email vote in Dec 2024.
 - 2. Matt Stearns expressed interest.
- 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.
 - a. Discussion regarding concern about pile up of snow from plows around mailboxes not being cleared
 - b. Concern about pile up of snow from plows blocking bus stops. Can ask landscaping company for a quote for bus stop corners. Sarah Fallin will call St. Mary's County Public Schools for list of corners.
 - c. Jamaries Kilgore suggested putting out mass communication to remind owners of their snow removal responsibilities would resolve many problems.
 - i. Lewis Collier: we put out a blast about getting cars off the street but forgot to talk about sidewalks
 - 2. Will start mowing when weather dictates.
 - 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 the grass grows and covers it up.
- Middlegate pond
 - i. Stormwater Management (SWM) engineering team has done core samples and has completed preliminary engineering effort.
 - 1. Discussion? **None**
- Jillian Grace Pond fence
 - i. Lewis to work with fence company when weather conditions improve to complete that effort. **None**
- 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.
Jonathan Friscia: they had to go under ground, requires more in depth troubleshooting Board to explore other electricians
- Interest policy for late dues
 - i. Daniel Wadsworth: current policy states it is compounded interest. Attorney is under the impression that is not able to be liened. Only simple interest is something we can lien on. Recommends removing compounding and remaining simple interest.
 - ii. Lewis Collier: could keep track of what is able to be liened and not. Lienable is dues, interest on dues, and legal fees. Treasurer should update interest policy and get it approved with the lawyer so we can vote on it next month and file it with the county, change the interest statement
- **Additional Items for Discussion –**
 - **Fence Appeal by Kilgore, 20937 Rowan Knight Drive**
 - Board looked at original request, submitted an approved version that was different from what was requested and homeowner would like to appeal the decision
 - Question about adjourning, but it must be held in an open meeting
 - Neil McLaughlin is a neighbor in attendance
 - Jamaries Kilgore: HOA approved original yellow proposal with changes, changes in green. Measurements are to scale but do not take into account curvature. Appeal to move fence eight feet forward from current fence and 12 feet from front of house which will give 900 sq feet on one side and eight feet forward on the other side and eight feet from front of the house on the other side. This would make it so the fence is bumped out from the neighbor's fences by eight feet on one side and nine feet on the other side. It does not violate the documented priority exceptions such as no gas lines, no egress windows are closed by a fence, there are no curves or arcs as the fences meet at a 90 degree angle
 - Tyler Duncan: this proposal would not line up with the fences on the other side? Jamaries Kilgore confirmed this is correct
 - Question that the original fence was already an exception

- o Discussion about odd-shaped lots and fences needing to be at the back of the house
- o Jamaries Kilgore: Willows Road is at the back of the house, want to be very mindful in how we use the sides of the house to put safe play areas for the children to be away from cars
- o Richard Ibanez: motion to table it to discuss in closed session
- o Clarified moving discussion will not further delay/impact construction timeline
- o Jonathan Friscia seconded. Motion to discuss in closed session unanimously approved.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
 - o Jamaries Kilgore: consider relaxing fence guidelines since state law states all new homes to be electrical. Lewis Collier: agree, but very difficult to change our CCRs. Jonathan Friscia: there is no law, some counties have it on that they have to be electrical
 - o Neil McLaughlin introduced himself, thanked board members for serving

Next Meeting Date & Location: 10:00 am 15 February, 2025; Virtual

Motion to Adjourn – _____ moves, _____ seconded, meeting adjourned at _____.