

Pembroke Home Owners Association
Board of Directors Meeting Minutes
March 16, 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 February 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 Nicole Smith. The February board minutes were approved.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for February 2019. Financial statements have been attached for review and acceptance by the Board of Directors. A little more than 2/3 of the residents have paid the annual assessments. All changes from last month have been incorporated. Chris did the taxes for the HOA. Bookkeeping by Blanche has done the audit. Chris will send to Liz for the HOA records. Chris wanted to address the questions/issues with Paypal. There have been issues with Paypal fees (residents not realizing the fee that Paypal assesses). Chris proposes the collection process start on May 10 since the special assessments are due on 30 April. We charge for the certified mail, postage, paper and fine plus the assessment. Chris made a motion to start the collection process after the special assessments are due on April 30th 2019. The proposed date to start collections is May 10, 2019. Jeskisa seconded the motion. Motion carried.
 - Motion to Approve / Deny the Treasurer’s Report. Nicole made a motion to approve the February treasurer report. The motion was seconded by Jesika Zellner. All approved and the motion carried.

- **Action Items**

- **Movement of bank account-** - Two different options were presented via email – Cedar Point Federal Credit Union and Old Line Bank. Cedar Point has an extensive fee structure. We also looked at Old Line Bank. We need to call to ask specific questions.
- **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.
- **A RFP's for Ponds and Common Areas:** We need to prepare RFP's – discussion regarding separate RFP's, who to contact, etc. Our contract ends in December so we need to develop the Request for Proposal for maintenance (both pond and lawn- which includes common areas and snow for the coming year). We will be reaching out to companies to get RFPs for the pond maintenance. We need all quotes by October.
- **Middelgate Pond Repairs:** We have had no response from any engineers after several attempts. We need to determine whether to just move forward with obtaining quotes for final repair of this pond. We have 2 quotes and there is a large difference between the 2. Chris made a motion to go with the lowest bid, technically acceptable. Jesika Zellner seconded. The present board members voted in favor. Motion carried.

- **Committee Reports**

- **ARC:** Update regarding review of ponds with repair contractor and maintenance contractor after recent weather. On the main pond, the water is not going all the way into the sand filter. We have a contract in place to repair this issue. Rich will direct the contractor to complete the repairs as soon as possible, preferably within 30 days (dependent upon the weather). The developer responded to our request regarding repair of the Haverford pond. Rich had emailed him about the deed and transfer of the pond. The developer said he will look into what needs to be addressed.
- **Social:** Do we have a volunteer to run the Easter egg hunt this year? Yes, Katy Turgeon is taking the lead. They put a poll on the Pembroke Neighborhood site and April 13th showed the most interest. It will most likely be later in the afternoon. Liz has given them the information to get a donation from Texas Roadhouse for Easter Eggs. Katy asked how many kids attended last year. Does anyone have those numbers? Along with that they asked about getting the Tot Lot mulched before the event. Jesika had responded that it is budgeted and contracted, but the exact timing will depend on weather and the contractor's schedule.
- **Newsletter:** This has already been distributed on MailChimp and posted on the boards.

- **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:** April 6, 2019, 10am; Lexington Park Library Longfellow Room

- **Adjourn:** A motion was made by Nicole to adjourn the meeting. It was seconded by Chris S. 11:06am.