

Pembroke Homeowners Association Board of Directors  
 Minutes November 15, 2025, 10:00 a.m. | Virtual Meeting  
 (email bod@pembrookehoa.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
X	Sarah Fallin	HOA BOD – Secretary
X	Richard Ibanez	HOA BOD – ARC Chairman
X	Tyler Duncan	HOA BOD- Member at Large
	Vacant	HOA BOD- Member at Large
X	Zachery Farrell	Homeowner
X	Neil McLaughlin	Homeowner
X	Frankie Riffle	Homeowner
X	Gina DeMilio	Homeowner
X	Zakkiyya and James Cunningham	Homeowner

**Call to Order:** L. Collier called the meeting to order at 10:01

**Motion to Approve / Deny the Agenda:** T. Duncan moves, D. Wadsworth seconded, motion unanimously passed.

**Election of 2026 Officers:** R. Ibanez motioned, S. Fallin seconded, motion unanimously passed

L. Collier has talked with J. McBride and M. Stearns who are not able to be present and are aware of their duties. Some candidates introduced themselves

- President – Lewis Collier
- Vice-President – Zachery Farrell
- Secretary – Sarah Fallin
- Treasurer - Joy McBride
- ARC Chairman – Matt Stearns

**Election of 2026 BOD members at large:** S. Fallin made a motion for N. McLaughlin and F. Riffle. R. Ibanez seconded. Motion unanimously passed. Discussion: S. Fallin will ensure D. Sprouse and C. Steingrube are connected for volunteer efforts due to their interest

- 2 Members at Large
  - Neil McLaughlin
  - Douglas Sprouse
  - Chris Steingrube
  - Frankie Riffle

This is a transition period and new officers will officially take over in the January meeting.

**Secretary's Report:**

- September minutes. T. Duncan motioned, R. Ibanez seconded. Motion unanimously.
  - For annual meeting minutes, need to check into the process
- Website update
  - Hid annual meeting registration from main navigation, continuing to update meeting minutes

**Treasurer Report:**

- It is board policy to review the reconciled financial statements for the HOA.
- D. Wadsworth presented the treasurer's report.
- R. Ibanez motioned to approve. T. Duncan seconded. Motion passed unanimously.

**ARC Chair Report:**

- Several fence requests

**General Items:**

- Landscaping: Follow up on drainage issues on the new houses with backyards bordering Willows Road. Raise issue to DR Horton
  - i. Z. Cunningham: has similar issues on Kylie Addison that they raised individually before they moved in and put in a warranty request. Have individual homeowners been encouraged to put in warranty requests? L. Collier: any time someone asks about grading with the builder, he says to contact the builder. We don't have a way to encourage people. Homeowners should also talk with the county since Horton is building additional homes and the county knows Horton is not providing good service
  - ii. Can board write a letter to the county? S. Fallin will draft something up but needs homeowners in this section to send details of experiences
  - iii. N. McLaughlin: the lawns were already watered then it rains so it's too saturated. The Rowan Knight/Kylie Addison gutter is broken or too high and not matching the storm drains
  - iv. L. Collier: Horton said paving will occur in the spring
- Front entrance
  - i. Z. Farrell: bushes overgrowing the front sign
  - ii. L. Collier: landscaping company puts mulch down twice a year and there's so much mulch that it needs to be dug out. Landscaping company is also having someone look at the lights. New board will need to look at redoing the front entrance. The light issue will involve digging up and new cable

- Bulletin boards: homeowner concern and follow up
  - i. Will do an email blast calling for installation volunteers and some earlier concerns mentioned in the meeting
  - ii. May have to wait until spring for work to be done
- L. Collier to reach out about clean out zone under power lines and all construction buffers removed.
  - i. Landscaping company looking at this to add to normal rotation starting next spring, looking for rest of construction remnants to be removed
- LED light conversion.
  - i. Lewis sent in agreement to SMECO; awaiting update from SMECO.
  - ii. SMECO will swap for LED.
  - iii. LED will be more expensive
  - iv. D. Wadsworth – heard some are not working and don't know if they have called it in
  - v. SMECO may not still use the old style any more
  - vi. Z. Farrell: what about solar lights? Can send info. Need to explore more
  - vii. Include call for volunteers for a lighting assessment committee
- Crime concerns: Updates/follow ups.
- Ponds
  - i. A 10/9 vote on Middlegate pond repairs was called but did not receive enough votes to carry forward, additional discussion needed to move forward
  - ii. Tenby
- Annual meeting:
  - i. Management company inquiry updates
  - ii. Community events and liability
    - 1. Followed up with our POC, still need more direct answers on coverage level
- **Additional Items for Discussion**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
  - o Z. Cunningham: event liability, want to follow up on request for board support on the winter social private event. Can any decision be made on any financial support or in kind donations, include the winter social in the email blast
    - L. Collier Need to defer to the future board
    - We have misc/general services line – why can't we use that?
    - Board can purchase supplies or donate funds to the consulting firm run by Z. Cunningham
    - Her firm is hosting because she has event insurance just in case
    - Her intention is not for profit but for morale

**Next Meeting Date & Location:** Meeting at 10:00 am on 17 January 2026

**Motion to Adjourn** – T. Duncan moves, S. Fallin seconded, Motion passed unanimously. Meeting adjourned at 11:48 am