

# Pembroke Home Owners Association Board of Directors Meeting Minutes April 6, 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
		Homeowner

- Call to Order**

- Motion to Approve / Deny the Agenda** - Nicole made a motion to approve the Agenda, Chris seconded; Agenda Approved.

- Secretary's Report**

- The Secretary attached a copy of the March 16, 2019, 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 – James made a motion to approve the Minutes, Jesika seconded; Minutes Approved.

- Treasurer Report**

- It is board policy to review the reconciled financial statements for March 2019. Financial statements have been attached for review and acceptance by the Board of Directors.
- Motion to Approve / Deny the Treasurer's Report – Chris made a motion to approve the Treasurer's Report, James seconded; Treasurer's Report approved.

- Action Items**

- Movement of Bank Account:** Have we been able to discuss our questions regarding fee structure and/or merchant services fees with Old Line Bank and Cedar Point Federal Credit Union? (Board discussion and review)
  - No reduction of fees will be realized so the Board determined that we will remain with PMC Bank, as opposed to switching banks.
- RFP's for Ponds and Common Areas:** We need to prepare RFP's – prior draft RFP's have been emailed to the Board members. We need to work on these for the next meeting and come with some ideas of who to contact, etc. Note that all contractors engaged by the HOA must be licensed, bonded, and insured. (Board discussion)

- Multiple RFPs are being worked for grass cutting, pond maintenance, snow removal and herbicide. BOD Working meetings may be needed in May and June to finalize RFPs and to review vendor responses once received.
- **Middlegate Pond Repairs:** We have a draft contract. Awaiting the copies of licensure and insurance before moving forward with the contract. The contractor is able to arrange for the services of a structural engineer and will include these costs in the contract. (Board discussion)
  - Rich to contact vendor to arrange date to begin repair work.
- **Pond Maintenance** - Rich / James to contact Two Brothers about the pond maintenance work and complete a walkthrough to verify completion.
- **Collections Milestones:** Discussion regarding the collections process and milestones (Chris)
  - Chris will be sending out notification for accounts that are being sent to collections for non-payment of HOA Dues and /or Special Assessment on May 1, 2019. We expect the letters to be delivered by May 5<sup>th</sup>. Accounts will be turned over to collections on May 10, 2019.
  - Members from the HOA will be at the Lexington Park Library, Longfellow Room on 4/25/19, 6-7PM, to accept Special Assessment payment. Jesika to send out Mail Chimp to Homeowners as a reminder.
- **Latches on Playground Gates:** Broken again – discussion regarding options for repair or potential other replacement (Board) – Rich / Chris to attempt repair.
- **Phone Number for the HOA?** The HOA members held a discussion and all agreed that a phone number is not needed or desired at this time.
- **Common Area Maintenance** – Nicole made a motion that the Board obtain Weed & Feed and spread on the entrance and common areas as soon as possible. Jesika seconded the motion, all in favor; motion carries.
- **Committee Reports**
  - **ARC:** Any updates? (James) - Fines for ARC violations are in progress. James will work with Chris and Liz to process and send the letters to homeowners.
  - **Social:** Do we want to consider organizing a summer potluck/picnic in the common area? No costs to the HOA – just a sign-up kind of thing where everyone gets together for socialization. Maybe getting some folks to volunteer to provide music, tables, games for the kids (frisbees, soccer, etc.)? Everyone can bring their own lawn/camping chair. Maybe in late June? (Jesika)
    - An “End of Summer” picnic to occur in the September timeframe was agreed upon. This would not be sponsored by the HOA, but would simply a community event.
  - **Newsletter:** Nicole to begin preparing the Summer Newsletter.
- **Additional Items for Discussion** – No additional topics for discussion.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** May 18, 2019; Lexington Park Library Longfellow Room
- **Adjourn** – Chris made a motion to adjourn, James seconded; meeting adjourned 10:57 AM.