

Pembroke Home Owners Association  
Board of Directors Meeting Agenda  
May 18, 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
✓	Sarah Peddicord Lawson	Homeowner

- **Call to Order** – The meeting was called to order at 10:05 AM.
- **Motion to Approve / Deny the Agenda** – Jesika made a motion to approve; Nicole seconded – Agenda approved.
- **Secretary’s Report**
  - The Secretary attached a copy of the April 6, 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 – Chris made a motion to approve; James seconded – Minutes approved.
- **Treasurer Report**
  - It is board policy to review the reconciled financial statements for April 2019. Financial statements have been attached for review and acceptance by the Board of Directors.
  - Motion to Approve / Deny the Treasurer’s Report- There are 13 open accounts and 14 new accounts that were sent to collections. Nicole made a motion to approve; Jesika seconded – Treasurer’s Report approved.
- **Action Items**
  - **RFP’s for Ponds and Common Areas:** Schedule a work session to prepare RFP’s – prior draft RFP’s have been emailed to the Board members. We need to 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) – A work session was scheduled for June 13, 2019, and the date will be posted to the HOA website as a work session only.

- **Middlegate Pond Repairs:** Status update. (Board discussion) – The Board will request a copy of the engineering report for the Middlegate Pond. The contractor hired to repair the pond is waiting on a subcontractor quote to make additional repairs.
- **Collections:** New agency? (Chris) – Accounts have been turned over to the new collection agency.
- **Committee Reports**
  - **ARC:** Any updates? (James) – The CC&R's will be reviewed to determine what signs, if any, are allowed in the neighborhood.
  - **Social:** Consider organizing a Fall 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 October? (Jesika) – Would like to coordinate a committee / volunteers to spearhead this effort. A flyer would be created for distribution once the details are nailed down.
  - **Summer Newsletter:** Discussion (Nicole) – Updates about the Middlegate Pond repairs, a reminder to pressure wash homes once per year, weed control in yards, and treasurer updates will be included in the newsletter.
- **Additional Items for Discussion**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** June 22, 2019 at 10:00 AM; Lexington Park Library Longfellow Room
- **Adjourn** – Meeting adjourned at 10:49 AM.
- Closed Session with Homeowner scheduled at 11:00