

Pembroke Home Owners Association
Board of Directors Meeting Minutes
June 22, 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
	Vacant	HOA BOD – ARC Chairman
√	Jesika Zellner	HOA BOD- Member at Large
		Homeowner

- **Call to Order at 10:05am**
- **Motion to Approve / Deny the Agenda (Nicole made a motion to approve, Chris seconded)**
- **Secretary’s Report**
 - The Secretary attached a copy of the May 18, 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. A small correction was made to the header.
 - Motion to Approve / Deny the previous Minutes. Jesika made a motion to approve and Chris seconded.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for May 2019. Financial statements have been attached for review and acceptance by the Board of Directors.
 - Motion to Approve / Deny the Treasurer’s Report. Nicole made a motion to approve, Jesika seconded the motion. Treasurer report is approved.
- **Action Items**
 - **RFP’s for Ponds and Common Areas:** Update based on work session. (Board discussion) The RFP is posted to the Pembroke HOA site. Liz needs to update the email list. Chris sent Liz the latest list of homeowners. Liz will double check the emails. We will send a Mailchimp out asking if any neighbors know of anyone that would like to submit a RFP.
 - **Middlegate Pond Repairs:** Status update. (Board discussion) Rich does not have any updates.

- **Annual Meeting:** What date do we want to shoot for in October? (Jesika) October 5th
- **ARC and Treasurer replacements:** Open ARC requests- need to access the ARC email. We need a checklist created for violations. A work session will be scheduled.
- **Committee Reports**
 - **ARC:** There is one outstanding request for a fence. Liz forwarded to the board for review.
 - **Social:** Nicole put in the Summer newsletter. 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. Date for this? September
 - **Summer Newsletter:** Ready to go out? (Nicole) Minor correction about the pressure washing that was already completed.
- **Additional Items for Discussion**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** July 20, 2019; Lexington Park Library Longfellow Room
- **Adjourned at** 11:02am

APPROVED