

Pembroke Home Owners Association
 Board of Directors Meeting Agenda
 July 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
	Vacant	HOA BOD – ARC Chairman
√	Jesika Zellner	HOA BOD- Member at Large
		Homeowner

• **Call to Order at 10:10 am**

• **Motion to Approve / Deny the Agenda** (Jesika made a motion to approve, Chris seconded)

• **Secretary’s Report**

- The Secretary attached a copy of the June 22, 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 June 2019. Financial statements have been attached for review and acceptance by the Board of Directors. Dougan and McKissick have made progress on collections. The firm in Miami still has some of the older accounts in collections. Chris will send the contract information to the board for review.
- Motion to Approve / Deny the Treasurer’s Report. Jesika made a motion to approve, Liz seconded the motion. Treasurer report is approved.

• **Action Items**

- **RFP’s for Ponds and Common Areas:** Reminder emails will go out again asking for local companies to submit bids.
- **Vacant board positions:** We need to solicit for positions via mail chimp and post on the boards in the neighborhood.

- **Middlegate Pond Repairs:** Status update. (Board discussion) Rich advised that Renee responded that they are still trying to meet with engineer (Bob Taylor) for the engineering plan.
- **Annual Meeting:** Schedule for September 28, 2019 at 10 a.m. Notices will be sent after the August meeting.
- **Committee Reports.**
 - **ARC:** A drive through of the neighborhood was conducted. There are about 60 homes with some kind of violation. A mass email was sent because it was so many. The board needs to reinspect and send letters.
 - **Social:** There was no response for an organizer for the fall potluck. The Brusters truck August 6th. Announce via mailchimp. We will reach out to food trucks for Halloween: OTP (Jesika), Nicoletti's (Liz), Brusters (Jesika), Days Off (Liz)
- **Additional Items for Discussion**
 - The Board discussed an increase in the dues for next year by 10% in accordance with the governing documents and based on an expected increase in costs, the turnover of the 9th pond, and the outstanding pond repairs at Middlegate. Motion made by Chris to approve the increase, seconded by Jesika. All approved.
 - The Board discussed the areas of grass where pond repairs were made at the top and bottom of Pembroke and along Pershing Drive. We will reach out to contractors to obtain quotes for topsoil and fescue seed. Motion to correct the grass and topsoil was made by Jesika and seconded by Chris. All approved.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** August 17, 2019; Lexington Park Library Longfellow Room
- **Adjourned at** 11:02am