

Pembroke Home Owners Association
Board of Directors Meeting Agenda
August 17, 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
√	Sarah Peddicord	Homeowner

- **Call to Order at 10:04 am**

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

- **Secretary’s Report**

- The Secretary attached a copy of the July 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 Nicole seconded. Minutes Approved.

- **Treasurer Report**

- It is board policy to review the reconciled financial statements for July 2019. Financial statements have been attached for review and acceptance by the Board of Directors. Chris sent an email to the firm in Miami which still has some of the older accounts in collections. The local lawyers have also been contacted.
- Motion to Approve / Deny the Treasurer’s Report. Jesika made a motion to approve; Nicole seconded the motion. Treasurer report is approved.

- **Action Items**

- **Jesika made a motion to add a second Member-at-large position:** Jesika made a motion to add a second Member-at-Large position to manage the ponds. Motion was seconded by Nicole. Liz will contact Go Daddy about setting up an email for the 2nd Member-at-Large position. We have a homeowner that would like to take this position. A motion was made by

Nicole to approve Sarah Peddicord as the second Member-at-Large position. Chris seconded. All approved both Motions.

- **RFP's for Ponds and Common Areas:** We have sent emails and inquiries out. RFPs are due by the end of the month.
- **Repairs from damage to the ponds:** We have a quote to bring in top soil, seed, and fertilizer to repair common area pond entryways where heavy equipment was utilized for the pond repairs. Nicole made a motion to approve, Jesika seconded. Motion carried.
- **Clearing of overgrowth at the entrance of the neighborhood:** Quote to mow the grass and debris from the area. Chris made a motion to approve, Jesika seconded. Motion carried.
- **Pond inspections:** The County re-inspected the ponds in July. We have a few ponds they noted that need minor attention. Several of the ponds were just cut/cleaned after they inspected, so that has been remediated. The Middlegate pond was noted on the report, which we are working to repair.
- **Middlegate Pond Repairs:** Status update. (Board discussion) Dirt Works has been soliciting engineering to evaluate the soil and the best way to move forward with repairs. They are having trouble engaging engineers.
- **Vacant board positions:** We are researching using a property management company for the Treasurer position. Blackstone is the main company in this area. We noted other developments use them for Treasurer duties; however, this is not working well for them. They also use them for ARC. ARC duties with a Property Management company are very 'black and white' and the BOD still has to decide which violations to send. Other options for Treasurer duties are a local bookkeeping company and a firm out of Baltimore. Chris will follow up with the bookkeeping company. ARC- we have a homeowner that wants more information on the ARC chair. Nicole will follow up with him to meet. Current Architectural Review Committee volunteers are Chris Steingrube, Nick Kessel, David Glass, and Jared Smith. It was noted that inspections should be performed at least twice a month. Jesika will update the ARC position description to reflect twice per month Inspections.
- **Annual Meeting:** September 28th at 10am. We need to schedule a time to walk through the slide presentation. Work session scheduled September 12 at 6pm. Liz will add this to the HOA website.
- **Committee Reports.**
 - **ARC:** Position still open. See "Vacant board positions" section of Minutes.
 - **Social:** There was no response for an organizer for the fall potluck. The Brusters truck August 6th was a success! Food trucks at Halloween: OTP (Jesika), Nicoletti's (Liz), Brusters (Jesika), Days Off (Liz)
 - Fall Newsletter – Nicole needs inputs (Treasurer). Halloween safety, Pond update.
- **Additional Items for Discussion**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** September 14, 2019; Lexington Park Library Longfellow Room

- **Adjourned** at 11:06am.