

Pembroke Homeowners Association Board of Directors
 Meeting Feb 15th, 2025, 10:00 a.m. | Virtual Meeting
 (email bod@pembrookehoa.org for details if planning to attend)

Attendees:

Present	Name	Title
X	Lewis Collier	HOA BOD - President
X	Jonathan Friscia	HOA BOD – Vice President
	Daniel Wadsworth	HOA BOD – Treasurer
	Vacant	HOA BOD – Secretary
X	Richard Ibanez	HOA BOD – ARC Chairman
X	Tyler Duncan	HOA BOD- Member at Large
X	Sarah Fallin	HOA BOD- Member at Large
X	Sarah P	Homeowner
		Homeowner

Call to Order: Lewis Collier called the meeting to order at 10:01.

Motion to Approve / Deny the Agenda: Sarah Fallin moves, Tyler Duncan seconded, motion unanimously.

Secretary’s Report:

- The President attached a copy of the January 2025, 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 (Pembroke HOA Sharepoint site).
 - Jonathan Friscia moves, Tyler Duncan seconded, motion unanimously approved.
- Record email vote.
 - Email vote in January 2025 to approve or deny the fence appeal heard during the January 2025 meeting. The board voted 5-0, with one abstention, to deny the appeal.
 - Need a secretary
- Need to get latest (2023, 2024) approved minutes on website. Maybe some older ones as well.

Treasurer Report:

- It is board policy to review the reconciled financial statements for the HOA. Treasurer presented financial reports covering January 2025 for approval.
 - No treasurer report as treasurer is not present

ARC Chair Report:

- Lewis Collier attending court for fence lawsuit next week. Homeowner wants fence to the front of the house on both sides
 - Jonathan Friscia requested Lewis Collier send email to the board with status updates on the suit
 - Lewis Collier stated board offered for them to come up as long as they do not cover any utilities or egress windows. CCRs state must be to the back with exceptions available for odd-shaped lots or misaligned houses.
- Status on pool that needed to be taken down. No update as Richard Ibanez not in attendance
 - This is not just an HOA violation but a county violation as county requires a fence around the pool
 - Jonathan requested letter sent out as soon as possible with grace to homeowner as it is not pool season
 - Is an above ground semi-permanent pool
 - Inflatable pools are only allowed if taken down at night

General Items:

- Open Board member positions – Secretary
 - i. Email blast and Facebook page post for volunteers netted
 1. Sarah Fallin, who was voted onto the board via email vote in Dec 2024.
 2. Matt Stearns expressed interest. Lewis will follow up.
- Landscaping
 - i. Guy Landscaping has started caring for HOA landscaping issues
 1. Has been performing snow removal for mailboxes and sidewalk near Colby and tot lot.
 2. Will start mowing when weather dictates.
 3. Will start pond maintenance in spring as needed
 - a. Suggest we get them to do a pond check when weather is appropriate, before mowing, to clear out fence growth and look for other issues before the grass grows and covers it up.
 4. Was asked for a quote to clear bus stop corners but no response has been received. Lewis will follow up.
 5. Sarah Fallin requested notice send out to homeowners about removing snow in advance of the forecasted snow this coming week
 6. Lewis Collier expressed concern about cars in the road and plowing with snow. Sarah Fallin suggested including this in the notice about snow removal.
- Middlegate pond
 - i. Stormwater Management (SWM) engineering team has done core samples and has completed preliminary engineering effort.
 1. Tyler Duncan stated there's questions for the engineering company; working to schedule time. Once the questions are answered the estimate can come in. Hoping by end of next week there will be an estimate.

- 2. Lewis Collier: pond wasn't built according to standards and the county knew it when they approved the ponds. Need to figure out what we are going to do. The slope is too steep for that type of soil
- Jillian Grace Pond fence
 - i. Lewis to work with fence company when weather conditions improve to complete that effort.
- Entrance lights at the front of neighborhood
 - i. GFI keeps tripping. A deeper debug session will be performed as soon as time and weather permits.
 - ii. Jonathan Friscia will reach out to other companies for quotes
- **Additional Items for Discussion –**
 - o Sarah P: comcast boxes. The boxes in between houses in the fronts of houses on property lines not near the other clusters are ugly. I bought my house purposefully since it didn't have utility boxes. Talked to project manager from comcast and he said he's not going to move it. It's where it was approved in plans and permitting with the county. Moving would require significant planning and work and digging up driveways. If you want to get rid of it, you and your neighbors can't have fiber. Talked to the county. It is run by the highway administration. The county said when the development was made the junctions were buried under the ground in between the houses so the easiest way was to tap into those. We don't know the options of how it could be changed. I don't understand the arguments. Wants to try to get a meeting in person with the county to have them look at them. Comcast already blew the new conduit to those hubs in the first place. May not have enough clout as an individual. Wants HOA's help. County rules override HOA so we may not be able to say they are violating our covenants. We have been successful at that in the past. In the past the board went to town with the water company with their rate hikes with sewage and sprinklers and we got them to negotiate and come to a compromise.
 - Jonathan Friscia is in favor of helping talk to the county
 - Sarah P the boxes are on the easement but don't know the regulations for putting in new boxes
 - Sarah P also put in a general complaint through customer service. The comcast people said homeowners can pull it out but then they wouldn't have fiber.
 - o Lewis Collier – we just got the notice about the new townhouses. We didn't get notice about comcast; they just showed up
 - Sarah Fallin: Can the board have a rotation of going to planning commission meetings?
 - Sarah P as an engineer understands the boxes and conduits. There's no reason other than convenience for them to do what they did

- Richard Ibanez: letter needs to go out about the pool. Needs info on how to send that out with the legalese and the bylaws. Don't want to act as a pseudo paralegal and have issues with that
 - Lewis will work with Richard
- Richard Ibanez: there's a house facing the side of another house on the new construction and they want to build the house further up since their back yard is smaller with a more pronounced front yard with a driveway on the side of the home
 - 46817 kyle Addison lot 39
 - The front of the houses would line up to the back of the other house. This may be exactly why our guidelines have the exception
 - Board members will meet to walk the property
- Richard Ibanez: proposed moving BOD communications to Google rather than Microsoft
 - Can come up with cost proposal
 - Would take time to get everything converted over
 - Need to ensure any new way would have groups
 - We currently pay \$6/month/person for the current way
- Richard Ibanez: Comcast cables
 - Roads still have humps where they laid the conduit for the wires
 - Jonathan Friscia will make calls
 - Spoke to about the foreman about the boxes; provided the plots with the cables. They can't use the same conduits
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
 - **NTR**

Next Meeting Date & Location: 10:00 am 15 March, 2025; Virtual

Motion to Adjourn – Richard Ibanez moves, Jonathan Friscia seconded, meeting adjourned at 11:18.