

Pembroke Home Owners Association
Board of Directors Meeting Minutes
September 14, 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 | HOA BOD – Member at Large |
| | | Homeowner |

- **Call to Order** at 10:08 AM.
- **Motion to Approve / Deny the Agenda** – Jesika made a motion to approve the Agenda; Chris seconded; Agenda approved.
- **Secretary’s Report**
 - The Secretary attached a copy of the August 17, 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 – Nicole made a motion to approve the previous minutes; Jesika seconded; Minutes approved.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for August 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 the Treasurer’s Report; Jesika seconded; Minutes approved.
- **Action Items**
 - **RFPs for Ponds and Common Areas:** Update on any submissions. (Board discussion) – There was a discussion regarding the submissions from contractors. The proposals were reviewed. Nicole made a motion to accept the proposal from Two Brothers for the Ponds and Common Areas; Chris seconded; Proposal accepted.

- **Middlegate Pond Repairs:** Status update. (Board discussion) The BOD is working to obtain an engineering quote for the Middlegate Pond. Rich took an action to follow up with the contractor and engineer.
- **Management company for Treasurer duties:** Jesika made a motion if no volunteers are received for the Treasurer book keeping duties, that the BOD hire Book keeping by Blanche for the Treasurer book keeping duties; Nicole seconded; motion passes.
- **Annual Meeting:** Scheduled for September 28 at 10 AM. Minor updates are needed to finalize the presentation.
- **Committee Reports**
 - **ARC:** Update on volunteers. (Board discussion)
 - i. We have a volunteer for the ARC Chairman and plan to introduce him at the Annual Meeting. Nicole took an action to follow up with Randy to ensure attendance at the Annual Meeting.
 - ii. Jesika took an action to prepare violation letters for a couple of noted issues within the community.
 - iii. Rich took an action to follow up with the Builder regarding ARC guidelines in Phase V.
 - iv. Nicole took an action to follow up about another violation in the community.
 - v. We have received complaints about speeding on the Neighborhood streets. Chris took an action to follow up with the Police Department to request additional presence in the neighborhood due to traffic violations and to request Police presence for Halloween activities.
 - **Social:** Halloween food trucks. Chris took an action to follow up with Antojitos food truck.
- **Additional Items for Discussion**

Fall Newsletter has been delivered via email and posted to the bulletin boards in the neighborhood!
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** November 2, 2019; Lexington Park Library Longfellow Room
- **Adjourned** at 10:45 AM.
- Closed session with Homeowner.