

Pembroke Homeowners Association Board of Directors
 Agenda July 20th, 2024, 10:00 a.m. | Virtual Meeting
 (email bod@pembrokehoa.org for details if planning to attend)

- Attendees:

Present	Name	Title
Yes	Lewis Collier	HOA BOD - President
Yes	Jonathan Friscia	HOA BOD – Vice President
No	Daniel Wadsworth	HOA BOD – Treasurer
		HOA BOD – Secretary
	Dave Chandler	HOA BOD – ARC Chairman
Yes	Tyler Duncan	HOA BOD- Member at Large
	Vacant	HOA BOD- Member at Large
		Homeowner
		Homeowner

- Call to Order** – Call the meeting to order at 10:02.
- Motion to Approve / Deny the Agenda**- Jonathan Friscia moves, Tyler Duncan seconded, motion unanimously approved.
- Secretary's Report**
 - The President attached a copy of the June 2024, 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.
 - Still need to review and approve minutes from May 2024.
- Record email vote.
 - No email votes last month
- 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. 2024 financial statements are still being worked on. Once approved, they will be posted on the Pembroke HOA SharePoint site.
 - _____ moves, _____ seconded, motion unanimously approved.

Goals for 2024 / Action Items:

- Open Board member positions – Secretary, Member at large
- Mowing new areas
 - i. Looking at new areas to add to the cutting area.
 - ii. Need to cut about 25 feet into the easements, near the streets. Jonathan Friscia to work with Tyler Duncan to add this to the clippers list.
 - 1. Tyler Duncan moves, Jonathan Friscia seconded, to spend \$450 for a one-time cleanup of power easement near Rowan Knight and add additional \$200/month for adding this and other areas to the cutting schedule motion unanimously approved.
 - iii. Need to build a full list of areas to do a recompute. Will hold a working meeting to review all areas and draft RPF.
- Middlegate pond – County inspector (Jimmy Yates) to provide a recommendation of a local company with an engineer on staff. (Lewis Collier)
 - i. Review estimates to do preliminary engineering study and erosion mediation.
 - ii. Will finish review and decide on this after more information is gathered.
 - iii. Will set up meeting with other vendors to discuss their options.
- Resolve issues property lines by Jillian Grace Pond (Lewis Collier) to reach out to homeowner.
 - i. Setting up meeting to discuss.
- Look at both lights at the front of neighborhood- (Jonathan) record unanimous vote for minutes.
 - i. GFI keeps tripping. A deeper debug session will be performed as soon as time permits.
 - ii. David Chandler to look at solar options.
- Rowan Knight road turnover.
 - i. Will happen after all houses are built
 - ii. Monitor house progress to make sure the road gets finished when houses are built.
- DR Horton houses
 - i. Construction underway. Do we need to do any reviews?
- Look into temporary speedbumps / rumble strips cost (Jonathan)
 - i. Jonathan Friscia will get results of latest speed study
- Need to start pulling together 2025 budget and Annual Meeting Materials so they can be sent out in September.

Committee Reports

- **ARC:** Dave and Board discussion
 - Will be sending out \$0 warnings for mold
 - ARC Committee is reviewing an application for a shed that meets all “shall” requirements but is larger and taller than the “should” statements in ACGs. ARC Committee will document discussions are approval decision.
- **Additional Items for Discussion –**
 - **NTR**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
 - **NTR**

Next Meeting Date & Location: (Board Meeting) 10:00 am 17 August, 2024; virtual

Motion to Adjourn – Tyler Duncan moves, Jonathan Friscia seconded 2nds, meeting adjourned at 11:06.