

Pembroke Home Owners Association

Annual Board Meeting Minutes

September 28, 2018 | Lexington Park Library

1. CALL TO ORDER

The meeting was called to order by President, Rich Zellner at 10:05 am. A quorum of directors was established. A motion was made by Nicole Smith to approve the 2019 Annual Meeting Agenda. The motion was seconded by Chris Steingrube. The motion carried. Rich Zellner made a motion to approve the 2018 Annual meeting minutes. The motion was seconded by Nicole and approved by all. The HOA Board is recording the meeting today in order to capture accurate meeting minutes.

Directors present:

- Rich Zellner President
- Nicole Eskridge Smith Vice President
- Liz Kessel Secretary
- Chris Steingrube Treasurer
- Vacant ARC Chairman
- Jesika Zellner Member at Large
- Sarah Peddicord 2nd Member at Large

2. PROOF OF MEETING

Meeting notice was mailed out via USPS August 18 2019, posted to the Pembroke Information Kiosk and placed on the Pembroke Homeowners' Association Web Site www.pembrookehoa.org August 20, 2019.

3. INTRODUCTION OF BOARD MEMBERS

Rich Zellner introduced the members of the board.

4. BOARD REPORTS

President's report:

Property: The two new homes in the front of the neighborhood are a part of our HOA. There are two builders- Integrity builders and Windward builders. The mailboxes are controlled by the post office and the HOA has nothing to do with that. The builder and owner has been contact in reference to the mailbox but we cannot make them remove it.

Rich Z. showed the Middlegate pond pictures. Last year Metcom came in and repaired the area around the manhole. We have been working with engineers to assess what needs to be done to repair.

Pond turnover- Since last year we have acquired a new pond behind Haverford Ct. It needed minor repairs that were addressed with the developer.

Lawn Maintenance/Snow Removal- We issued a RFP (Request for Proposal) in July for bids. We added in the contract for additional cuts to the ponds, if needed. The board voted to approve a proposal and the new contract will take effect in January 2020.

Mailboxes – In the past they were being used to post things and it was damaging them. The Information Kiosks were placed at each mailbox location for this reason. Please do not put anything on the mailboxes as you can be subject to fines.

We always need volunteers on the board. Thanks to those who organized the Easter Egg hunt and judging decorations.

Board accomplishments-

- Tot lot maintenance- fence repairs, tree/shrub cutting, pressure washing
- Police presence on Halloween (there are a large amount of kids that visit)
- Fire truck Santa visit
- Easter Egg hunt (community organized)
- Sprinkler maintenance (winterization, repairs, etc)
- Answer homeowner questions

Social media- Facebook is not an association page, and not an official communication for the HOA board. There are legal considerations. Please send questions via email to the board. We have a website www.pembrokehoa.org and there are documents (meeting minutes, upcoming meeting dates, the CC&Rs, etc.) posted there. There are items we do not post to our website, such as the budget. There have been instances where people were soliciting information via email due to posting the financials on the web.

Treasurer’s Report:

Chris introduced himself to the homeowners. Explained that we have 310 properties and no new home additions to the neighborhood. There is one home that is under contract getting ready for closing. He has been in touch with the new homeowners.

Monthly Treasurer Report- Period ending 31 August 2019. Assessments, property change fee, fines and late fees, ARC violations, 2018 and prior funds, collection income and postage recoup. Misc. uncategorized income was some fees the bank was erroneously charging us that was recouped. Reserve/capital improvement funds- nothing in here yet. Social events (Easter eggs), Halloween decorating contests, Christmas decorating (we haven’t spent any money to date on these). Admin costs- merchant services, Quick books, bank fees, postage, paper and envelopes. Credit card payments are given 3% cost added to it because that amount is passed on to us from the merchant bank. Unfortunately, we have to pass that on to the homeowners that pay via credit card so we can collect the full amount. This is required by State law.

Unspent money goes into next year’s budget. Any specific questions on the budget can be reviewed with the board, as we do not post exact budget dollars on the website.

Comparison of other communities HOA fees. Our fees are relatively low in comparison with the same amenities and home size. Hiring of a management company would be an a-la-carte situation and would be \$600 additional per homeowner each year to do what we do and it was explored several years ago.

Dues – Late fees will be assessed if you do not pay the dues by the due date (February 1st for the annual dues). Chris will work with any homeowners on payment plans but it must be paid off by the due dates or the account will go to collections. Chris reviewed the collections schedule.

	Old Company	New Company
Collections Fee (to HOA)	\$175	\$175
Collections Agent 1 st Letter	\$250	\$250
Collections Agent 2 nd Letter	\$500	\$250
Collections Agent Pre Lien Notice	\$750	\$150
Collections Agent Lien Notice	\$1500	\$150 + filing costs (~\$60)

Payments can be made via credit card and Paypal. We do not have a contract with Paypal and they assess a percentage of what is owed. Both require additional money to cover fees charged by them. As a courtesy, Chris provides the amount on the invoices.

Operational budget- utilities, grass cutting, scheduled maintenance.

2020 budget- was mailed to all homeowners. The board voted and approved having Book Keeping by Blanche manage the invoicing and assessment collection portion of the Treasurer duties due to Chris Steingrube asking to step down. Volunteers were solicited from the neighborhood but no one filled the position.

ARC Chair's Report: (In the absence of an ARC chair Rich presented)

Common issues: Boats, trailers, recreational vehicles are not permitted in the driveway.

Pressure washing- Please keep your home free of mildew. There are many homes in need of pressure washing. It is the homeowner's responsibility to keep your home in good condition.

ARC requests – We do have 30 days to process an ARC request.

Rule enforcements - We do not report violations on the community as a whole. Everyone should be aware of the rules and covenants of the HOA. We are consistent in the way we assess fines.

Board Actions-

Continuous efforts on pond repair maintenance, research regarding pond ownership and available options for transfer.

Award contract for common area and pond maintenance

A motion was made by Jesika that we elect Tyler Duncan to the Board. It was seconded by Nicole. Motion carried.

A motion was made by Chris to elect Sarah Peddicord to the board. It was seconded by Jesika. Motion carried.

Questions-

Homeowner- During the last wind storm the wind blew the roof off his neighbor's shed. He had emailed the ARC before and nothing was done about it. We asked that he please email the bod@pembrookehoa.org

Homeowner- overcrowding on the buses. The HOA cannot do anything about the buses. This is an issue that needs to be addressed with Transportation.

Homeowner- Area in the front of Colby that was cut. This area is a Forest Conservation area. We can mow but not take down trees. When the area was deemed, a plan was supposed to be created. This did not happen. As of now we will cut it on the pond schedule.

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. NEXT MEETING

The next Board meeting will be on November 4th in the Longfellow room at the Library.

8. ADJOURN

A motion was made by the Nicole Smith to adjourn the meeting at 11:33 a.m. Seconded by Jesika Zellner, carried unanimously.

Recorded by: Liz Kessel, Secretary
Pembroke Homeowners Association