

Pembroke Home Owners Association

Annual Board Meeting Minutes

October 24, 2020 | Virtual – Due to COVID-19

1. CALL TO ORDER

Liz Kessel made a motion to call the meeting to order by President, Nicole Smith at 10:07 am. A quorum of directors was established. Nicole advised that we did not have a quorum of the homeowners and therefore we will not be voting on any business. Nicole also advised that the meeting was being recorded so that all participants are aware.

Directors present:

Nicole Smith	President
Adam Boas	Vice President
Liz Kessel	Secretary
Lewis Collier	Treasurer
Tyler Duncan	ARC Chairman
Dawn Person (not present)	Member at Large
Sarah Peddicord	2 nd Member at Large

2. PROOF OF MEETING

Meeting notice was mailed out via USPS September 15, 2020, posted to the Pembroke Information Kiosk and placed on the Pembroke Homeowners' Association Web Site www.pembrookehoa.org September 15, 2020.

3. INTRODUCTION OF BOARD MEMBERS

Nicole Smith introduced the members of the board.

4. BOARD REPORTS

President's report:

- Board accomplishments. Continue to work with vendors / inspectors on pond maintenance / repairs
- Resolve homeowner complaints and answer homeowner questions.
- Transferred Accounting responsibility to Book Keeping by Blanche; created Treasurer's Manual; created Resale Certificate webpage
- Enforced ARC Guidelines; delivered quarterly newsletters & maintained business records

Board goals for remainder 2020 and 2021:

- Continuing efforts on pond repair/maintenance. We are planning to increase maintenance to three times per year to prevent erosion and other damage.
- Tot Lot Maintenance – Replacement of mulch, pressure washing of fence.
- Organization of Christmas visit from Santa.
- Winterization of Sprinklers at the front entrance along Colby.
- Install and remove Christmas Decorations at front entrance.
- Digitize paper records
- Covert from GoDaddy / Sync storage to Office 365
- Continue to enforce ARC Guidelines
- Research Printing Company for Annual Meeting Documents & if financially feasible, begin a business relationship.
- RFP for lawn mowing, common area maintenance, snow removal and pond maintenance

Treasurer's Report:

Prior years, independent fiduciary review was performed by Bookkeeping By Blanche. Since they now perform the bookkeeping, independent review is performed Monthly by the treasurer

Compare reconciled bank balances vs profit and loss report

Annually by tax filings 2019 year-end treasurer review shown on prior page 2019 tax filings in agreement with accounting balances

Format of the report has changed a little from last year. There was no special assessment for 2020. We send out the invoices the first of December and some people pay the dues early so we account for that in the report. Lewis explained the breakout of the 2021 budget. Dues have increased for 2021 to \$290 and we kept it a round number. It is also not the full 10% increase as in years past.

What will you see on next year's bill?

- \$290 (Less than 10% increase from 2020)
- Anything not paid from last year
- Pre-payments and payment plans are acceptable
- Invoicing starts in late November/early December, with mailing completed mid December
- Payments should be sent to Book Keeping by Blanche with checks or PayPal transactions made payable to Pembroke HOA
- NOTES: PayPal and Credit Cards are not affiliated with Pembroke HOA. These companies charge ~3% per transaction. Therefore, the owner must ensure that the total amount charged includes those fees so that the HOA receives the full amount due. If not, you will have an unpaid balance that could result in late fees and interest being accrued!

ARC Chair's Report:

- Common Issues
 - Trailers, boats, and recreational vehicles are not permitted to be parked in driveways or on streets
 - Please **do not** dump anything in the drains as these empty directly into the ponds and cause erosion and increased maintenance / repair costs.
 - As noted in the ARC guidelines, homes should be free from mildew, etc. There are many homes, decks, and fences that need to be pressure-washed
 - The ARC has 30 days to respond to requests – please submit any requests with that in mind.
- Enforcement of Rules
 - We **DO NOT** report violations being cited to the community as a whole
 - **We are consistent on the way we handle different violations** (includes if you are always good about something and get caught one time).
 - We have the ability to fine and are following the procedure by the CC&R's, bylaws and ARC Rules.
 - We drive through the neighborhood for periodic inspections. We also review your complaints. However, please remember, we are all neighbors. Sometimes, the best solution is to discuss any potential issues with each other first.

Pond update (Sarah Peddicord)

- Seeking new vendor for pond maintenance – RFP is out
 - Previous year's expectations: cut spring & fall
 - Other county/state requirements:
 - vegetation not to exceed 18"
 - This will require 3-4 cuts per year at appropriate times
 - Minor pond repairs
 - Clear clogs, debris, small trees growing where they shouldn't, minor erosion repairs
 - Notice of additional repairs before they become expensive to fix
 - Seeking bids for other pond repairs
 - Restoration of sparse vegetation
 - Erosion repairs on multiple ponds
 - Tree removal
 - Cattail removal
 - Engineer hired to consult on soil stabilization for Middlegate pond

Pond Hygiene

- No dumping in/around ponds
 - Grass clippings – we pay to remove
 - Landscaping rocks/dirt – we pay to remove & repair damage from the altered water flow
 - Pet and other waste
 - Chemicals down drains
 - Grass clippings left in streets wash down drains into ponds – we pay to remove and remove clogs.

Board Actions- We still do not have a quorum to be able to approve the minutes or elect the board

Questions-

Homeowner- Shonnie Davis had a question on the special assessment is on top of our dues? Is the \$290 in addition to the dues? Nicole Smith advised that the \$290 is the annual dues. There was no special assessment for 2020 and not anticipated for 2021.

Homeowner- Robert Fraizer has questions regarding the budget. How do we account for unexpended income from year to year in the budget? Lewis advised that unexpended income goes into the reserve fund to pay for future pond repairs and other expenses that might come up. Robert Fraizer it looks like we will have a \$14k net gain and 100k sitting in a Money market account. Lewis advised there was a reserve study done to project what we need in a reserve fund every year. It recommends \$12k a year and working up to \$20k per year for pond maintenance and other repairs. \$14k is what about what we should need to go into the reserve fund year to year. Also about \$60k needs to be in the bank in the bank as a baseline. Robert Fraizer said that it looks like we have about \$63k remaining in the budget for 2020. Lewis - Those numbers are showing as of August 2020 and we have expenses coming in for the remainder of the year. Robert Fraizer asked about the line item for "Pond Legal Issues" and he thought we said that was resolved. Nicole Smith advised no, we have engineers and another lawyer to look at the Middlegate pond structure. Robert Fraizer commented that we have had an increase in HOA dues every year, which he feels that is sustainable for many homeowners. Liz Kessel understands his concerns but the dues were set too low at the onset of the neighborhood.

Homeowner- Marvin Murray – What is the total number of the neighborhood homes? 317 homes and 312 that pays dues. He is trying to understand the budget. Are board members excluded from paying dues? Nicole Smith advised that the 2016 bylaws were amended to exclude the board members (but not the member at large position). Marvin Murray asked about the board members' duties if Bookkeeping by Blanche and lawyers are hired. Nicole herself spends 35-40 hours on HOA action items alone. Marvin Murray asked about the money that the board does not pay. Lewis advised that there are 312 paying homes.

Homeowner – Mike Stock he said that we could account for the number of homes in a line item and notate 312 that pay the dues. He also asked is there a way we can modify the 10% increase every year. The increase is not automatic. The board reviews the budget and determines the budget and what the assessment is every year. If we were to change the bylaws it requires 2/3 of the homeowners to approve that. Mike Stock asked if we would email the slides out from the meeting. Nicole Smith advised that we post them on the website.

Homeowner – Chris Steingrube wanted to point out when the reserve study was done it recommended to have \$200k, it was for acts of God, emergencies. We are required to have a certain amount in reserves per the state of Maryland. He supports the dues increase of 10% per year. Nicole Smith also advised that other HOAs are charges you can pull up prior years slides from the website. Chris asked what is the process for ARC rule violations? Anytime there is a complaint that comes into our inbox we verify the complaint and we send them a letter. Chris thanked the board for their service and offered his assistance if we need it.

Homeowner – Cam Furgeson wanted to say that she feels that the dues should have been \$300 back in 2008. Speeding is a real concern and wanted to know what the board is doing about it. Nicole Smith advised that the speed study was done from the county and the results did not show an issue. If we need to work with the county again to put the strips in the correct placement. It is also the delivery trucks. Nicole Smith advised if it is a commercial vehicle, then we need to call the company and complain. Cam also wanted to give us a compliment for all the hard work.

Homeowner – Armen Kurdian asked about flooding issues in the neighborhood. Are we keeping records of flooding issues in the neighborhood, is the board doing that. Nicole Smith advised that the board does not keep track of the flooding issues. We do not track issues that are not in our purview.

Homeowner- Juan Mendoza asked about the forest retention areas that are protected. When he moved in he was told that they would not be touched. The covenants state the forest retention area is considered to be under common areas. Is this area considered to be maintained by the HOA? He does not want this coming back to him if he trims it back. Nicole advised we are still researching this and will respond via email.

Homeowner – Delgado thanked the board for their work. He advised that he has a concern about the speed and he sees the pond issues. Are the new homes along Willows road will be part of our HOA? Nicole Smith advised these are part of our HOA when they go to closing.

Homeowner – Stephen Day wanted information on powerline easement along the property lines. Adam Boas advised he can follow up with Stephen on this with him.

Homeowner – Shonnie Davis asked about the Rowan Knight unpaved road. It floods significantly and who do we contact about it? Liz Kessel advised that since they are still building along the road. Until the builder finishes building along that road and the final paving happens and the storm drain block is removed, it will continue to flood.

Next board meeting will be Virtual November 21st at 10am. Please send a request to us. If you have a question please email us. Tyler asked of you want to volunteer for the ARC committee, please contact him at arc@pembrookehoa.org

5. ADJOURN

A motion was made by the Tyler Duncan seconded to adjourn the meeting at 11:15 a.m. Seconded by Nicole Smith, carried unanimously.

Recorded by: Liz Kessel, Secretary
Pembroke Homeowners Association