

Pembroke Home Owners Association

Annual Board Meeting Minutes

October 21, 2023 | Virtual

1. CALL TO ORDER

Tyler made a motion to call the meeting to order by President, Nicole Smith at 10:02 am. A quorum of directors was established. Nicole advised that we have a quorum of the homeowners and therefore we will be voting on business. Nicole also advised that the meeting was being recorded so that all participants are aware. Jon Friscia made a motion to approve the 2019 minutes, 2020 agenda and minutes, 2021 agenda and minutes and 2022 agenda and minutes. Lewis seconded, all in favor – Agendas and Minutes approved. Jon made a motion to approve the 2023 agenda. Lewis seconded, all in favor. Motion passed.

Directors present:

Nicole Smith	President
Alicia Huff	Vice President
Liz Kessel	Secretary
Lewis Collier	Treasurer
Tyler Duncan	ARC Chairman
Vacant	Member at Large
Jon Friscia	2 nd Member at Large

2. PROOF OF MEETING

Meeting notice was mailed out via USPS September 6, 2023.

3. INTRODUCTION OF BOARD MEMBERS

Nicole Smith introduced the members of the board.

4. BOARD REPORTS

President’s Report

- Continued working with vendors / inspectors on pond maintenance (mowing 3 times per year) and repairs.
- Resolved homeowner complaints and answered homeowner questions.
- Continued working with Bookkeeping by Blanche for Accounting transactions & printing / mailing Annual Meeting Documents.
- Enforced ARC Guidelines; delivered quarterly newsletters & maintained business records.
- Provided Contract Enhancement requests for additional pond maintenance repairs.
- Extended Contract for Lawn Maintenance, Pond Maintenance & Snow removal for an additional year. Tot Lot repair of playground perimeter, mulch replacement, pressure washing of Tot Lot fence and Common Area Weed Control will continue to be included in the Maintenance Contract.
- Completed Winterization of sprinklers at the front entrance, De-winterization in the Spring.

- Added Cluster mailbox to Rowan Knight. Added this location to contract for maintenance and snow removal.

Board goals for remainder 2023 and 2024:

- Continue efforts on pond repair/maintenance.
- Continue efforts with Collections Agencies.
- Winterization of sprinklers at the front entrance along Colby; de-winterization in Spring.
- Review quote for repair of sprinklers at front entrance along Colby.
- Install and remove Christmas Decorations at front entrance.
- Continue to enforce ARC Guidelines.
- Continue to deliver quarterly newsletters electronically.
- Continue to respond to Homeowner questions and resolve issues.
- Continue working with Clippers for Lawn & Pond maintenance; auto renewal on the 2024 contract to continue support.

Treasurer's Report:

- Day-to-Day financials being handled by Bookkeeping by Blanche, but we are re-competing the services due to drastic increase in cost.
- Monthly treasurer's report provides "real-time" independent review of financials instead of once-a-year review by tax preparer.
- 22-page Treasurer's manual - No significant changes in past year; Instructions for out-sourced bookkeeping
- Reserve Fund Review- suggested \$65k in the bank, Maryland law requires \$60k.
- Dues collection (negative means extra money was collected) includes past-due assessments and additional houses built after budget was set based on 312 houses vs 325 now.
- Major over budget item was pond fence and vegetation removal.
- Monthly by the treasurer (Compare reconciled bank balances vs profit and loss report from QuickBooks accounting package)
- Annually by tax filings
- 2022 tax filings in agreement with treasure report balances, with small accounting modifications per GAAP (generally accepted accounting practices)
- Through Sept 2023 (75% of year) income is at 85% of budget.
- Real income is 99% of budget with 2023 dues received in Dec 2022.
- THANKS! To all who pay their dues as soon as invoice is received.
- Still have about 9 properties that have NOT paid their 2023 dues. These properties will be sent to collections (with additional penalties added) in late October.
- Significant percentage overage for property change fees. Expected 5 properties to change hands, we've had 9 so far this year.
- All other budget items are tracking as expected.
- Through August 2023 total expenses are tracking. We are 58% through the year in July but 46% expended.
- Pond expenses are running low (YTD) but will track as expected once next pond maintenance is recorded.
- We had multiple pond repairs to be made this year as well.
- Admin costs are running high due to increases from compute/IT vendors: GoDaddy (web server), Microsoft (email) and QuickBooks (accounting).
- Professional fees are running higher than expected, and they include consultation with professional services.

- Landscaping running a tad low (YTD) but will track as expected once fall mulch and weed/feed are recorded.
- Utilities – we are working with SMECO to see if we can save money by going solar on streetlights.
- All other budget items are tracking as expected.
- Expect to increase reserve fund by \$10K (vs \$10K budget) but this is dependent upon final pond repair costs.
- Working to do repairs with existing funds to NOT have to do a special assessment due to catastrophic pond issues.
- 2024 dues will be \$360.00, which is a \$10 increase over 2023 assessment, capped by CCR at 10%.
- Annual assessments cover ALL planned expenses and reserve funding.
- INVOICES will be distributed early December 2023.
- “Unexpected Income” covers unexpected expenses or goes into reserve fund.
- Zero Sum Income should have no effect on finances since these are billed to account and received from account so they should cancel.
- No special assessments are PLANNED but could be assessed if needed.
- What will I see on next year’s bill? (Early December 2023)
 - \$360 annual assessment (\$10 increase from 2023)
 - Anything not paid from last year, including interest & fees.
 - Any overpayments from prior years (as credit)
- Pre-payments and payment plans are acceptable, we will be looking into different options for credit card payments. If you are using PayPal, you will need to add in the fee from PayPal.

ARC Chair’s Report:

- Common Issues
 - Trailers, boats, and recreational vehicles are not permitted to be parked in driveways or on streets without prior approval.
 - 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 were 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

- Pond Maintenance contract awarded to Clippers for three times per year cutting and minor trash removal.
- Notice of additional repairs before they become expensive to fix.
- All other activities are considered Pond Repairs.

- 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 have a quorum to be able to elect the board. Nicole explained that we can appoint. Need to elect the current board. Nicole Smith, president. Lewis Collier, Treasurer. Alicia Huff, Vice President. Liz Kessel, Secretary. Tyler Duncan, ARC.
- New Board members. We have open positions for the Board of Directors. Nicole Smith, Alicia Huff, Tyler Duncan and Liz Kessel are leaving the board. Daniel Wadsworth and Dave Chandler have expressed interest in joining the board. Jon made a motion to elect them to the board of directors. All in favor, motion passed. Congratulations and welcome! Nicole advised that they come to the November board meeting (18 November).
- **Homeowner Questions:**
 - Nicole reviewed the Questions and Answers from the 2022 Annual Meeting Minutes.
 - Cam Ferguson – verbiage in the architectural rules regarding the mildew on homes. There are clarifications needed.
 - Dave C – Has there been a discussion on putting on a pet post up. Is it possible to put that up? No, there has not. This is the first time. Need to consider the cost of buying, installing and maintaining. Marty Williams said that in his townhome in Silver Springs, it is a contentious issue.
On the Rowan Knight side, there is a chain link fence with material around it. Dave asked if this could be removed. Nicole asked that he take pictures and send to the Board so they can follow up.
 - Alex Rice – computer and mailing expenses. If we offered an incentive to folks that opt into electronic communications? The computer costs are at \$1000, but that includes hosting and MS 365. The cost of mailing and paper is not that high, but the labor for the bookkeeper is the bulk of the cost. We had a trash can at the Tot Lot, but it was cost prohibitive, and trash was getting in neighbor’s yard.
 - Demillo – can signs be posted that cars will be towed? These are county roads, so that is a question for the county.
 - Dogs off leash, dogs barking. Please refer these to animal control, we cannot enforce.
 - Road striping – can we get this at the entrance. These are county roads. We can ask the county.
 - Kathy Ellis – speeding on roads in the community. We have tried in the past to get with the county. We did a speed study, but no action was taken by the county. Speed bumps? Another neighborhood has them. If speed bumps are installed, it would have to be the County installing them. We can’t install private speed bumps on a public county road.
 - Alex Rice – overgrown trees over the sidewalks. Nicole asked that he email the board so we can contact the homeowner.

- Doug – can we get a speed study done? There was one done about 10 years ago, and they found no issue. Nicole advised if they see speeding to call the non-emergency number for the Police Department to report moving violations.
- Community messaging boards – what is the cost? It was a few hundred dollars. The cost was approved. We are adding another board on Rowan Knight.
- Advertisement signs at main entrance – Kathy has been removing them.

5. **ADJOURN**

- Next board meeting will be Virtual November 18th at 10am. Please send a request to us if you would like to attend. If you have a question, please email the BOD.
- Meeting was adjourned at 11:07am.

Recorded by: Liz Kessel, Secretary, Pembroke Homeowners Association