

Pembroke Home Owners Association  
Board of Directors Meeting Minutes  
April 18, 2020| 10:00 a.m.| Virtual meeting due to COVID-19  
Library Closure

- Attendees:

Present	Name	Title
✓	Rich Zellner	HOA BOD - President
✓	Nicole Smith	HOA BOD – Vice President
✓	Lewis Collier	HOA BOD – Treasurer
✓	Liz Kessel	HOA BOD – Secretary
✓	Tyler Duncan	HOA BOD – ARC Chairman
✓	Jesika Zellner	HOA BOD - Member at Large
✓	Sarah Peddicord	HOA BOD – Member at Large
✓	Heather Lannin	Homeowner

- Call to Order** at 10:04 AM.
- Motion to Approve / Deny the Agenda** – Nicole made a motion to approve the Agenda; Lewis seconded; Agenda approved.
- Secretary's Report**
  - The Secretary attached a copy of the M, 2020, March 21 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 – Lewis made a motion to approve the previous minutes; Nicole seconded; Minutes approved.
- Treasurer Report**
  - It is board policy to review the reconciled financial statements each month. Lewis has updated the November and December budget based on our discussion last meeting. Based on the income for 2019 that Lewis had asked Bookkeeping By Blanche to research. The issue is when dues are applied to Quickbooks is delayed due to checks clearing. We need to reapprove the minutes for November and December 2019 due to misapplied credits to the wrong line item (transfer fees, special assessments and dues).
  - Nicole made a motion to approve the final November and December budget reports. Tyler seconded. Motion carried.

- Lewis presented January and February budget reports. The checking account has been reconciled. We are on target in regards to budgeted verses expenditures. Sarah Peddicord made a motion to approve the January and February budget. Jeskia seconded. Motion carried.

## • Action Items

- **Gates at tot lot and fence repair on Middlegate pond:** Work was completed. Tyler received an email from Mr. Massey. The invoice has not been sent to pay for the repairs.
- **Tot Lot pegs-** quote sent for a repair. Rich is following up on that with Leroy.

## • Committee Reports

- **ARC:** The one issue we were having for a long time has been resolved. There is another issue we are working on with a homeowner. They are not responding to his emails. Next step after another email is a certified letter. There was an email regarding a lawn. Tyler is going to speak to the homeowner and work with them on weed control. We have a new member on the ARC committee. The ARC committee has been great in responding to requests. Mailchimp for reminders about trash cans and power washing.
- **Social:** none.
- **Ponds:** The ponds have been mowed. Rich sent email to follow up with Leroy. Sarah wants to do a meet and greet with Two Brothers. Sarah spoke with Jimmy at the County and Gussey. They know that we are trying to resolve the issues at the Middlegate pond. Sarah will follow up with Gussey in a few weeks. The pond timeline is in progress (all pertinent documentation).
- **Signage for the common area in the front:** The Board discussed signage for forest conservation areas and the County's notification regarding such. The County has offered to meet with the Board to discuss various forest retention areas and the locations and requirements for each. The Board responded via email that we would appreciate a meeting. We are awaiting the County's response so it may be scheduled. We will have the walk the Forest Retention area with the county. The board will attend and invite Two Brothers. Nicole will take this for action.

## • Additional Items for Discussion

- **Website:** Procedure for resale certification. Fee structure posted on the website. Liz will work on a mock up and send to board for approval.
- **Board vacancies:** We need to fill the positions being vacated. Nicole is volunteered to become the new president. Sarah made a motion that Nicole Smith becomes president when Rich Zellner leaves. All seconded. Motion carried. We then need to fill the Vice President position. Also for the Member at Large. We need to distribute to community for nominations.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others). Heather is interested in Member At Large position. Nicole will follow up.
- **Next Meeting Date & Location:** May 16, 2020; Virtual
- **Adjourned** Jesika made a motion to adjourn. Sarah seconded. Motion carried. Meeting adjourned at 10:57 AM.