

Pembroke Home Owners Association

Board of Directors Meeting Minutes

April 17, 2021| 10:00 a.m.| Virtual Meeting (Due to COVID-19 social distancing measures, email bod@pembrokehoa.org for details if planning to attend)

- Attendees:

Present	Name	Title
x	Nicole Smith	HOA BOD - President
	Adam Boas	HOA BOD – Vice President
x	Lewis Collier	HOA BOD – Treasurer
x	Liz Kessel	HOA BOD – Secretary
x	Tyler Duncan	HOA BOD – ARC Chairman
x	Shoshonna Davis	HOA BOD- Member at Large
x	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner
		Homeowner
		Homeowner

- Call to Order – Nicole called the meeting to order** at 10:08am
- Motion to Approve / Deny the Agenda-** Lewis made a motion to approve the agenda. Tyler seconded, all in favor. Motion carries.
- Secretary's Report**
 - The Secretary attached a copy of the March 2021, 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 – Tyler made a motion to approve the March 2021 meeting minutes. Lewis seconded, all in favor. Motion carried.
- Treasurer Report**
 - It is board policy to review the reconciled financial statements for February and March 2021. Financial statements have been attached for review and acceptance by the Board of Directors. Lewis gave an overview. 90 percent of the homeowners have paid the dues for 2021. The financials are in order.
 - Motion to Approve / Deny the Treasurer's Report – Sarah made a motion to approve the February and March Treasurer reports. Tyler seconded, all in favor. Motion passed.

- **Action Items**

- **Contact contractor for tree removal at Whittemore pond:** Nicole contacted Clippers and it is \$120 to cut the tree and get it off the pond fence. All agreed that this is a fair price. Tyler made a motion to approve Clippers removal. Sarah seconded the motion. All in favor, motion passed. Nicole will contact them back.
- **Mail boxes on Rowan Knight:** Nicole was contacted by the postmaster about the mail boxes on Jillian Grace. The post office said that if there are more than 2 homes, there should be a cluster box. They need our help determining where to put the cluster box on that street. Nicole received the plat from one of the builders to see where we could put them. The builder is paying for the cluster box to be displayed. In the meantime, the post office gave the owners keys to the box on Colby to get their mail.
- **Scanning items from Storage Unit:** (Nicole/Adam) Nicole needs to get an update from Adam
- **Storage and email solutions for digitized records update:** (Nicole/Adam) Need to get an update from Adam.
- **Rubberized mulch in Tot Lot:** Adam was looking to get an estimate on this. No update.
- **Fence for Jillian Grace:** (board voted to approve) Nicole talked to a few vendors on the cost. We received a quote and voted to approve. Adam sent it to Tyler. Tyler will send to Nicole and she will get it to the company.
- **Weeds/dandelions at front entrance:** (board) Nicole contacted the vendor that cuts our grass and asked for a quote to take care of the weeds in the front and the entrance. They gave two different quotes for this. The entire area is \$4k and the entrance only is \$300 for 3 treatments. Nicole proposed that we just do the front to save costs. Lewis moved to make a motion to do all areas for weed treating. Shonnie seconded, all in favor, motion passed. Nicole will contact Clippers to move forward.
- **Complaint of motor bike in neighborhood:** One of the homeowners asked that we send a reminder about riding motorbikes in the neighborhood. We all agree that the county streets are not in our purview. We will not send a communication to the neighborhood about this. We will support law enforcement for community wide issues.
- **Ponds:** (Sarah) Sarah needs help with the ponds as she has other things that need attention. Shonnie offered to help her with the help of someone else. Vendors and quotes for repairs, engineering needed for the ponds is another. The lawyer has not been responsive. Shonnie will help contacting the vendors for the repairs. Nicole said there is a huge spindle pushed up against the pond fence on Haverford. Tyler checked it out and not able to move it. Tyler will call Adam to see if he has ideas on how to move it.

- **Committee Reports**

- **ARC:** Update regarding outstanding items (Tyler and Board discussion)

- **Additional Items for Discussion**

- **Reminder to re-check properties that were sent violation and warning letters on April 21**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** May 15, 2020; Virtual due to COVID-19

- **Adjourn** Tyler made a motion to adjourn at 11:14am, Lewis seconded, all in favor, motion passed.

Approved