

Pembroke Home Owners Association
Board of Directors Minutes

April 16, 10:00 a.m. | Virtual Meeting (Due to COVID-19 social distancing measures, email bod@pembrookehoa.org for details if planning to attend)

Attendees:

Present	Name	Title
X	Nicole Smith	HOA BOD - President
X	Alicia Huff	HOA BOD – Vice President
X	Lewis Collier	HOA BOD – Treasurer
	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 10:01am.
- **Motion to Approve / Deny the Agenda**- Lewis made a motion to approve the Agenda, Tyler seconded, all in favor, Agenda approved.
- **Secretary’s Report**
 - The Secretary attached a copy of the March 2022, 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 March Minutes, Tyler seconded, all in favor, Minutes approved.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for March statements have been attached for review and acceptance by the Board of Directors.
 - Motion to Approve / Deny the Treasurer’s Report – Treasurer’s Report not yet reconciled for March. Will defer approval of the March report to the May Meeting.

- **Action Items**
 - **Lawyers' updates** (Lewis) – Environmental Lawyer to return the remaining unused retainer balance. No response from Evans Law.
 - **Goals for 2022:**
 - i. Resolve issues with Collections Agency – Lewis - In progress – Lewis has followed up with the collection's agency requesting additional research for outstanding accounts.
 - ii. Resolve issues with 2 property lines by Jillian Grace Pond – Nicole to follow up with homeowners.
 - iii. Complete Jillian Grace Pond Fence Installation – Nicole / Vendor – On Hold
 - iv. Complete Additional Pond Repairs as needed - BOD / Vendor - Awaiting estimate for Pershing Pond repairs.
 - v. Complete Pond Documentation & Knowledge Transfer – Sarah / Alicia / Shonnie- Tentative schedule turnover meeting for 5/1 or 5/7. Shonnie and Alicia to review documentation on SharePoint.
- **Committee Reports**
 - **ARC:** Tyler and Board discussion
 - i. Nicole to follow up with homeowner about the Member at Large position that will be available at the end of May.
- **Additional Items for Discussion**
 - **Automatic Rain update:** serviced the entrance on April 6th.
 - **Mail boxes update:** Nicole / Alicia – Combo boxes have been installed by the Windward builder. Alicia has a list of Windward homeowners and will send to the Post Office so they can switch the mailbox/ keys to the new Combo boxes on Rowan Knight. The Integrity Builder has not yet installed combo boxes for those homeowners.
 - **Spring Newsletter:** Homeowners were sent newsletter last month.
 - **Daycares:** A discussion was held concerning daycares in the neighborhood. Nicole to follow up with the lawyers.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** May 21, 2022; virtual due to COVID-19
- **Adjourn** – Alicia made a motion to adjourn at 11:01 am, Nicole seconded, all in favor, meeting adjourned.