

Pembroke Home Owners Association
Board of Directors Agenda

April 15, 2023 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
	Nicole Smith	HOA BOD - President
	Alicia Huff	HOA BOD – Vice President
	Lewis Collier	HOA BOD – Treasurer
	Liz Kessel	HOA BOD – Secretary
	Tyler Duncan	HOA BOD – ARC Chairman
	Vacant	HOA BOD- Member at Large
	Jonathan Friscia	HOA BOD- Member at Large
		Homeowner
		Homeowner

- **Call to Order** – Call the meeting to order.
- **Motion to Approve / Deny the Agenda-**
- **Secretary’s Report**
 - The Secretary attached a copy of the March 2023, 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 (MS Sharepoint site).
 - Motion to Approve / Deny the previous Minutes –
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for November through March and statements have been attached for review and acceptance by the Board of Directors.
 - Motion to Approve / Deny the Treasurer’s Report –
- **Goals for 2022 / Action Items:**
- Tenby Pond Erosion - request a quote to repair erosion at east end of Tenby pond outside of the fence. (Nicole Smith)

- Provide ARC Guidelines recommended changes to the BOD. Add the provision for chain link fences around ponds. Cross reference with the Governing Documents (Bylaws, Covenants, etc.) to ensure that changes do not contradict. (Jon Friscia & Tyler Duncan)
- Mail box kiosk – follow up and obtain vendor quotes (Jon Friscia)
- Resolve issues with Collections Agency. (Lewis Collier)
- Send overdue accounts to DML. (Lewis Collier)
- Provide a summary of Middlegate pond status to inspector so he may follow up with his Leadership to request assistance. (Nicole Smith)
- October Annual Meeting Minutes (Nicole Smith)
- Schedule a Working Meeting to review ARC Guidelines changes. (Liz Kessel)
- Miami collections agency is not responding to emails about account reconciliation. Lewis to follow up with DML to obtain a final determination. (Lewis Collier)
- Resolve issues property lines by Jillian Grace Pond (Nicole Smith)
- Complete Jillian Grace Pond Fence Installation (Nicole Smith)
- Schedule meeting to discuss ARC violations (Nicole Smith)

Committee Reports

- **ARC:** Tyler and Board discussion – All violations corrected?
- **Additional Items for Discussion**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** May 20, 2023; virtual due to COVID-19
- **Adjourn –**