

Pembroke Home Owners Association
Board of Directors Minutes

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

- **Call to Order** – Call the meeting to order. Nicole called the meeting to order at 10:00am.
- **Motion to Approve / Deny the Agenda**- Nicole made a motion to approve the Agenda, Lewis seconded, all in favor- motion passed.
- **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.
 - Motion to Approve / Deny the previous Minutes – Liz sent draft minutes for BOD to review. We will vote on the minutes next board meeting.
- **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. Lewis met with the representative from BBB to review. There is a discrepancy between the amount the bank shows and what BBB shows. Representative from accounting is still working on reconciling.
 - Motion to Approve / Deny the Treasurer’s Report – unable to approve at this time.
- **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) Clippers requested to meet to look at the issue. Lewis will contact Clippers to arrange.
- 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) Still under revision.
- Mail box kiosk – follow up and obtain vendor quotes (Jon Friscia) Jon sent link for a kiosk and cost. Are there any other options. Jon did a lot of research; the cost and materials to construct ourselves would be just as much. May be able to save on the installation by doing that ourselves. Will review at the May BOD meeting.
- Resolve issues with Collections Agency. (Lewis Collier) The settlement allows the BOD to sever the relationship and re-engage with a local collections agency. Nicole / Lewis to follow up with the Lawyer for review.
- Send overdue accounts to DML. (Lewis Collier) We can send over to the local lawyer along with the AFS accounts. Need the accounts to be reconciled before we send over.
- Provide a summary of Middlegate pond status to inspector so he may follow up with his Leadership to request assistance. (Nicole Smith) The information may be archived with prior President's email.
- October Annual Meeting Minutes (Nicole Smith) In progress
- Schedule a Working Meeting to review ARC Guidelines changes. (Liz Kessel) on hold
- Miami collections agency is not responding to emails about account reconciliation. Lewis to follow up with DML to obtain a final determination. (Lewis Collier) Completed.
- Resolve issues property lines by Jillian Grace Pond (Nicole Smith) Letter sent to homeowner via certified mail.
- Complete Jillian Grace Pond Fence Installation (Nicole Smith) dependant on prior action item. Part of the drainage field is on private property. Alicia to contact a surveyor. Homeowner provided the following as a contact: Betty Nickerson, permits specialist, St Mary's. Dept of Land Use and Growth Management 23150 Leonard Hall Drive 301-475-4200 ext 71561.
- Schedule meeting to discuss ARC violations (Nicole Smith) April 19 (evening). This is a working meeting.

Committee Reports

- **ARC:** Tyler and Board discussion – All violations corrected? Violations for 4/11, there was one not corrected. Liz will send that letter to the BOD for review today for review and mailing.
- **Additional Items for Discussion** - Lewis asked if the votes from electronic motions (email) need to be recorded in the minutes and tracked. We will discuss at the working meeting.
- **Voting of directors** – Discussion amongst the board as to whether or not members-at-large are allowed to vote on board matters. Further discussion will occur at a working meeting.
- **Construction material clean up** – there is a lot of construction material on the road that needs to be removed. Nicole will reach out to the builder.

- **Cluster mailboxes** – Individual mailboxes are still up even after the cluster boxes were erected. Need to contact the Post Office regarding this.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others) Mrs. Demillio asked about meetings. Nicole advised what is in our CC&Rs regarding the different types of meetings. Mrs. Demillio asked about ARC request for a fence. Their yard backs up to the storm water pond and it floods when it rains and also because it is forest retention pond is there special permission? Mrs. Demillio will contact the builders to regrade the yard in regards to the flooding. The BOD will research the forest retention.
- **Corkboard on kiosk**- corkboard is not adhering to the kiosk. Board will price for repair.
- **Trash on Willows** – These are county roads, volunteers from the neighborhood have cleaned it up in the past.
- **Next Meeting Date & Location:** May 20, 2023; virtual due to COVID-19
- **Adjourn** – Lewis made a motion to adjourn the meeting at 11:07am, Tyler seconded, all in favor - meeting adjourned.

APPROVED