

## Pembroke Home Owners Association Board of Directors Meeting Minutes

August 21, 2021| 10:00 a.m.| Virtual Meeting (Due to COVID-19 social distancing measures, email [bod@pembrookehoa.org](mailto:bod@pembrookehoa.org) for details if planning to attend)

- Attendees:

Present	Name	Title
x	Nicole Smith	HOA BOD - President
	Vacant	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
	Sarah Peddicord	HOA BOD- Member at Large
x	Alicia Huff	Homeowner
		Homeowner
		Homeowner

- Call to Order** – Nicole called the meeting to order at 10AM.
- Motion to Approve / Deny the Agenda**- Lewis made a motion to approve the agenda, Nicole seconded, all in favor, motion passed, Agenda approved.
- Secretary's Report**
  - The Secretary attached a copy of the July 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 – Lewis made a motion to approve the minutes, Tyler seconded, all in favor, motion passed, Minutes approved.
- Treasurer Report**
  - It is board policy to review the reconciled financial statements for June 2021. Financial statements have been attached for review and acceptance by the Board of Directors.
  - Motion to Approve / Deny the Treasurer's Report – Tyler made a motion to approve the Treasurer's report, Nicole seconded, all in favor, motion passed, Treasurer's report approved.

- **Action Items**

- **Review and approve 2022 budget** (board)

- i. Liz had questions on the pond repairs. If there are repairs needed, there would need to be a special assessment.
    - ii. Liz asked if the postage should be increased as we are having Book Keeping by Blanche send out the Annual Meeting notices. Lewis will update the budget to reflect this change.
    - iii. Shonnie asked that we note it is 26 mows not 22 mows on the common areas.
    - iv. Nicole asked is the Board would like to add Fall Mulching in addition to the spring mulching. The board decided that the extra mulching in the fall is not needed.
    - v. Liz asked if we could get the pre-emergent for the spring. This is a part of the Weed Control we added on to the contract this year.
    - vi. Lewis asked if the rates will increase next year for our contract with them when it expires in December 2021. Nicole will follow up with the Vendor about this. Lewis will increase the Common Area Maintenance amount by \$5,000 to account for any increases.
    - vii. Liz made a motion to approve the 2022 budget, Nicole seconded, all in favor, motion passed.

- **Fence around Jillian Grace** (Nicole) on hold

- **Collections Agency Discussion:** (Lewis) still on hold, one of the debtors is settling their debt and he will send it over to be processed.

- **Document Scanning:** (Shonnie) Printer driver issue, started scanning the other way until she can get the driver. Also understanding the SharePoint folder structure, needs assistance on this. Liz and Nicole can help scan. Shonnie will see if she can get the driver installed today and let us know if she still needs help.

- **Ponds:** (Board) Tyler has had questions from homeowners about cutting around the pond on the outside area of the fence. Nicole asked that Tyler to check the contract that is signed if that is covered in the contract.

- **Review and approve dues increase for 2022:** Lewis made a motion to increase the dues from \$290 to \$319, Nicole seconded, all in favor, motion passed.

- **Additional information needed for Evans law:** The firm needs additional deed information. Lewis will reach out via email and clarify what they need from us and copy the Board.

- **Tenby pond erosion repair (Nicole/board):** The drain has been unclogged and the pond is now draining normally. The vendor noticed some erosion and sent an estimate to repair for \$375. Liz made a motion to approve repair estimate for \$375.00, Lewis seconded the motion, all in favor, motion passed. Nicole will notify the Vendor and schedule repair.

- **Committee Reports**

- **ARC:** (Tyler and Board discussion) nothing new to report. No updates on a replacement for ARC chair.

- **Additional Items for Discussion**

- **Reminder to send your weekly updates by Wednesday night**

- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others) Alicia Huff introduced herself to the group, she moved in May 2021 and is interested in volunteering.
- **Next Meeting Date & Location:** September 18, 2021; Virtual due to COVID-19
- **Adjourn** – Lewis made a motion to adjourn the meeting at 10:59AM, Nicole seconded, all in favor, motion passed / meeting adjourned.

Approved