

Pembroke Home Owners Association Board of Directors Minutes

August 20, 2022 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 |
| ✓ | Shoshonna Davis | HOA BOD- Member at Large |
| | Jonathan Friscia | HOA BOD- Member at Large |
| | | Homeowner |
| | | Homeowner |

- Call to Order** – Nicole called the meeting to order at 10:02am.
- Motion to Approve / Deny the Agenda**- Lewis made a motion to approve the Agenda, Alicia seconded, all in favor, agenda approved.
- Secretary's Report**
 - The Secretary attached a copy of the July 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 minutes, Nicole seconded, all in favor, minutes approved.
- Treasurer Report**
 - It is board policy to review the reconciled financial statements for July and statements have been attached for review and acceptance by the Board of Directors.
 - Motion to Approve / Deny the Treasurer's Report – Finances are tracking, except for the water bill was higher due to the leak at the entrance. Lewis will send a letter to Metcom to ask for a grace due to the leak. We had pond repairs that were not in the budget as well. MS office expenses increased slightly. Alicia made a motion to approve the Treasurer's report, Nicole seconded, all in favor, Treasurer's report approved.

- The board discussed the need to increase the annual assessments due to increased costs. Lewis made a motion to increase the annual dues by 10 percent to \$350, Nicole seconded, all in favor, motion approved.
- Accounts that are past due were sent the final demand letter and notification they will be sent to collections in September.
- **Goals for 2022 / Action Items:**
 - i. Lawyers' updates – Lewis - Actions are completed.
 - ii. Resolve issues with Collections Agency – Lewis - No updates.
 - iii. Resolve issues property lines by Jillian Grace Pond – Shonnie / Nicole - Shonnie will contact Tyler to obtain homeowner's contact information and to coordinate a meeting time.
 - iv. Complete Jillian Grace Pond Fence Installation – Nicole / Vendor – On Hold.
 - v. Review of Lawyer response re: daycares and political signs- Nicole. Daycares are not prohibited in our neighborhood, but we can assess an additional fee per daycare.
 - 1. Lewis made a motion that we not assess an additional fee for daycares, Liz seconded the motion, 3 members in favor, 2 members are not in favor, 2 members did not vote; motion passes to not move forward with the fee for daycares.
 - 2. Political signs are permitted except during time frames as dictated by Maryland law. Liz to send a letter to the homeowner about this. Lewis to contact Noreen about the credit.
 - vi. Sprinkler Replacement Quote Review – BOD. We received quote from Automatic Rain for 2 separate systems, one northbound and one southbound. For the northbound side we would need to get a quote from Metcom to install a new water source/meter. Lewis will get a quote for a new meter on the northside of the entrance.
 - vii. Artificial turf quote – Alicia followed up with three Vendors and has been researching whether artificial turf would be allowed. Per the ARC guidelines, homeowners are only permitted to have grass. Action closed.
 - viii. Pond Repairs from County Inspection – Due 9/29/22 – BOD. Clippers repair estimate for multiple ponds is \$1170. Clippers is not able to complete all repairs. Lewis made a motion to approve the quote, Nicole seconded, all in favor, motion passed.
 - 1. Nicole to follow up with an Environmental company for the remaining repairs.
 - ix. Nicole to contact Clippers about the pond maintenance invoice as the ponds have not been cut (3rd & last cut of the year). Lewis to confirm that the tree has been removed at the Tenby pond.
 - x. Forest Retention Sign Replacement- 4 signs need to be replaced. Suggest a bigger sign or metal signs that can withstand the weather. Shonnie to contact the sign company and request a quote.
 - xi. Add front of Rowan Knight Cluster Box to Snow Removal contract; discuss mowing Rowan Knight by Haverford pond BOD Property with Clippers – Nicole
 - xii. Site Review with Clippers Lead Landscaper / Sean is no longer with the company. Tom Schoen and Adam Doyle are replacing until they hire another person. This is an action Sean requested, so no follow up is needed. Action closed.

- xiii. Mail box kiosk – Nicole transferred this action to Alicia. Alicia will get the keys from Nicole and confirm whether we have an extra kiosk in storage.
- xiv. Update Draft Annual Meeting Slides (10/15/22) and send to BOD for review – Nicole. All BOD members to review the budget and provide comments by August 25th and do an email vote to approve the budget by August 27th. Draft budget snapshot and other documents to be sent to Noreen by September 1.

- **Committee Reports**

- **ARC:** Tyler and Board discussion – All violations corrected? Alicia will check if corrected.

- **Additional Items for Discussion**

- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** September 17, 2022; virtual due to COVID-19
- **Adjourn** – Lewis made a motion to adjourn the meeting at 11:49am, Shonnie seconded, all in favor, motion passed / meeting adjourned.