

Pembroke Home Owners Association  
Board of Directors Agenda

August 12, 2023 10:00 a.m. | Virtual Meeting (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 July 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 (Pembroke HOA Sharepoint site).
  - Motion to Approve / Deny the previous Minutes –
- **Treasurer Report**
  - It is board policy to review the reconciled financial statements for the HOA. June and July statements have been attached for review and acceptance by the Board of Directors. Once approved, they will be posted on the Pembroke HOA Sharepoint site
  - Motion to Approve / Deny the Treasurer’s Reports –
- **Goals for 2023 / Action Items:**
  - 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.

- 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
- Resolve issues property lines by Jillian Grace Pond (Nicole Smith) In Progress
- Schedule meeting to review CC&R/Bylaws/ARC findings from lawyer meeting (Liz)
- Middlegate pond fence (Nicole to talk to homeowner)
- Coordinate schedule of vacant lots with Integrity Builder (Nicole)- email sent, tracking for confirmation from builder (Jon Friscia)
- Quote for leaning pine tree at Tenby pond- (Tyler)
- Power at entrance (replace outlet/breaker) (Jon Friscia)
- Prepare slides for Annual Meeting (BOD) – due in early August to allow time for mailing

## **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:** September 16, 2023; virtual
- **Adjourn** –