

Pembroke Home Owners Association
Board of Directors Minutes

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
x	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
	Jonathan Friscia	HOA BOD- Member at Large
		Homeowner
		Homeowner

- **Call to Order** – Alicia called the meeting to order at 10:02am
- **Motion to Approve / Deny the Agenda**- Tyler made a motion to approve the agenda, Lewis seconded. All in favor, agenda is approved.
- **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 – Alicia made a motion to approve the July minutes. Lewis seconded, all in favor, July minutes are approved.
- **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. Lewis discussed the July report. Account in arrears will be sent to the lawyer.
 - Motion to Approve / Deny the Treasurer’s Reports – Liz made a motion to approve the July Treasurer report. Tyler seconded the motion. All in favor, Treasurer report is approved.
- **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. Need to add a provision that calls out siding dirt and mold.
- 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. This was completed 7/11/2023.
- October Annual Meeting Minutes (Nicole Smith) In progress.
- Resolve issues property lines by Jillian Grace Pond (Nicole Smith) In Progress. Board will agree on response back to counsel.
- Schedule meeting to review CC&R/Bylaws/ARC findings from lawyer meeting (Liz)
- Middlegate pond fence (Nicole) Pictures and measurements sent to BOD for review.
- Coordinate schedule of vacant lots with Integrity Builder (Jon)- email sent, tracking for confirmation from builder.
- Quote for leaning pine tree at Tenby and Pershing ponds- (Tyler) Received estimate. \$5500 estimate to remove two trees. In the quote there is no provision for damage to lawns. Tyler will draft a response to Clippers to add this into the quote.
- Power at entrance (replace outlet/breaker) (Jon Friscia) Voted on via email. Work has been completed by the electrician.
- Prepare slides for Annual Meeting (BOD) – due in early August to allow time for mailing.
- Annual meeting and open positions – Liz will create an event on Facebook and advertise for the open positions. Liz, Nicole, Tyler and Alicia will not be returning next year.
- Annual mailing – stuffing of envelopes on 9/9/23. Investigate Stamps.com. Liz will email the homeowners to ask them to opt in to electronic mailing of the annual meeting package. Nicole following up to determine if electronic delivery is possible given that our Bylaws state the package will be mailed. Send read receipt on emails. Provide a personal phone number for contact. Need proxies returned!

Committee Reports

- **ARC:** Tyler and Board discussion – All violations corrected? Drive through complete. 17 homes still in violation. Waiting on one homeowner to get back on expected completion date. Liz will draft violations and email the board for approval.
- **Additional Items for Discussion** - Need to solicit for a new bookkeeper. Bookkeeping by Blanche prices are escalating. Lewis will reach out to local companies. Need to develop an RFP of all the services we require. Alicia can assist with this.

Other Actions of the Board

- On July 28, 2023 the board voted via email to spend ~\$300 for the GFI repairs as listed in the quote for the front entrance electrical outlets. Lewis made a motion, Tyler seconded and five board members voted in favor, one did not vote, motion passed.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** September 16, 2023; virtual

- **Adjourn** – Alicia made a motion to adjourn the meeting at 11:26am. Lewis seconded, all in favor, meeting was adjourned.