

Pembroke Home Owners Association  
Board of Directors Meeting Minutes

August 15, 2020| 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
√	Adam Boas	HOA BOD – Vice President
√	Lewis Collier	HOA BOD – Treasurer
√	Liz Kessel	HOA BOD – Secretary
√	Tyler Duncan	HOA BOD – ARC Chairman
√	Dawn Person	HOA BOD- Member at Large
√	Sarah Peddicord	HOA BOD- Member at Large
√	Shonnie Davis	Homeowner

• **Call to Order 10:06 am**

- **Motion to Approve / Deny the Agenda** - Sarah made a motion to approve, Lewis seconded. All in favor, motion carried.

• **Secretary’s Report**

- The Secretary attached a copy of the July 18, 2020, 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 carried.

• **Treasurer Report**

- It is board policy to review the reconciled financial statements for June 2020. Financial statements have been attached for review and acceptance by the Board of Directors. Lewis sent the report to everyone a few days ago, the QuickBook balance is within \$63. This is due to any outstanding checks, etc. We are tracking under projected amounts, about \$42k left over from what was projected for us to spend.
- Motion to Approve / Deny the Treasurer’s Report Sarah made a motion to approve the Treasurer’s Report, Tyler seconded. All in favor, motion carried.

• **Action Items**

- **Mulch and weeds in Tot Lot:** Proposal for work. (Nicole/Sarah). Sarah advised she spoke with Two Brothers about getting a quote for the Tot Lot. We are going to get a quote for all the

work we need to get done. For quotes, Nicole asked that Two Brothers send to the entire board. **Action:** Sarah will send out a request for quotes to Two Brothers.

- **Tree growing in drain:** (Tyler) Tree growing in the drain on Middlegate. Waiting for a callback. Tyler believes he needs to go back to Metcom. Liz advised that In the Mailchimp email to homeowners there is a 311 website to report stormwater issues. **Action:** Tyler will locate the email and contact via this method.
- **Storage Unit:** Liability Insurance notice (Lewis) It's been resolved. Storage Unit facility asked that we prove insurance on our unit. Lewis reached out to State Farm agent (Mary) to get a copy of our insurance that covers us and it has been provided to iStorage.
- **Storage and email solutions for digitized records:** (Nicole) Boxes in storage contain HOA records. Scan and upload to Sync. Needs to be organized. **Action:** Adam advised he has a scanner that he can use to scan documents and upload digitally. **Action:** Schedule a time to retrieve the documents. We discussed moving away from Sync as a digital storage solution due to lack of flexibility and cost to add more than 2 users. Probably solution is Microsoft 365 which would be \$5/month/user for Office Web Applications (Word, Excel PowerPoint), Exchange, OneDrive, SharePoint, Teams (250 user Meetings), 1 TB Storage. Lewis advised there is a non-profit cost structure that is \$3/month/user. Sarah made a motion to take a phased approach to move our files and email then the domain for hosting the website to Microsoft 365. Adam seconded the motion, all in favor, motion carried. Note from Lewis that the cost would slightly overlap with what we have already paid for the year. **Action:** Adam will be heading this effort for the phased approach.
- **Annual Meeting Planning:** (Board) Due to the Governor's no gather order (COVID) we should plan for a virtual meeting as a contingency. Our by-laws state we need to have the meeting in October. At the annual meeting we need to vote to approve/deny the minutes from the previous annual meeting. It must be done in the annual meeting, not as a board. Proposed date October 24<sup>th</sup>. We need a way for homeowners to fill out a form on the website to get invited to the virtual annual meeting. Next Newsletter goes out in September and we can include this information. Include a proxy form to vote. We can consider both in person and virtual for the Annual meeting. **Action:** Schedule working meeting to layout plans further.
- **Ponds:** (Sarah) We may have found an engineering firm to take a look at the ponds. Adam, Liz and Sarah walked all the ponds last weekend with a professional SWM (Storm Water Management) company that is drafting an estimate for repairs. Current contract does not include repairs and that needs to be a separate quote.
- **Committee Reports**
  - **ARC:** Update regarding outstanding items (Tyler and Board discussion). Tyler will be sending out a map (zones) to do drive thrus of the neighborhood to his committee.
- **Additional Items for Discussion**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others) Shonnie Davis (homeowner)– she wanted to know if there is anything she can help with. The board thanked her for attending and offering to help. We will review action items and let her know what can she help with.
- **Next Meeting Date & Location:** September 19, 2020; Virtual due to COVID-19
- **Adjourn:** Meeting adjourned. 11:01 am