

Pembroke Home Owners Association

Board of Directors Meeting Agenda

December 12, 2020| 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
✓	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
✓	Shonnie Davis	HOA BOD- Member at Large
✓	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner
		Homeowner
		Homeowner

- **Call to Order** Nicole called the meeting to order at 10:12 am
- **Motion to Approve / Deny the Agenda** - Sarah made a motion to approve the agenda. Lewis seconded. All in favor, motion passed.
- **Secretary’s Report**
  - The Secretary attached a copy of the November 14, 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, Sarah seconded. All in favor, motion carried.
- **Treasurer Report**
  - It is board policy to review the reconciled financial statements for October and November 2020. Financial statements have been attached for review and acceptance by the Board of Directors. Lewis sent out the updated Treasurer report, a correction has been made. We are ending the year a under budget.

- Motion to Approve / Deny the Treasurer's Report – Liz made a motion to approve the revision to the October report and the November report. Tyler seconded, all in favor, motion passed.
- **Action Items**
  - **Scanning items from Storage Unit:** (Nicole/Adam) Adam has started this and will finish up when he gets back.
  - **Storage and email solutions for digitized records update:** (Adam)
  - **RFP vote:** (Board)
    - i. Lewis made a motion to award the lawn maintenance contract to Clippers pending satisfactory resolution to terms of their contract (minor).
    - ii. Pond maintenance contract: the BOD reached out to the two vendors to clarify what their proposals included in the pond maintenance (trash removal, minor repairs). Sarah will reach out to vendor to separate pond maintenance verses pond repair. Nicole will reach out to Clippers to request their pricing for the extras outlined such as trash removal, minor repairs and cost, monthly reports, overseeding, etc.
  - **Snow removal contract consideration:** We received another snow removal proposal but we need them to clarify some things in their contract (refers to parking lots and streets). Nicole will follow up with vendor and ask them to give us a per location estimate instead of a per hour price and specify locations of the clearing of snow.
  - **Ponds:** (Sarah) Haverford has an erosion area that needs to be addressed. She also reached back out to the lawyer to engage him again. Sarah will try to find out if there is a paralegal we can work with. The board discussed getting clarification in the budget on monies used for repairs.
- **Committee Reports**
  - **ARC:** Update regarding outstanding items (Tyler and Board discussion) - Action to follow up with lawyer about camper parking on the street (Nicole). Several letters were sent to homeowners on Pershing and Colby.
- **Additional Items for Discussion- none**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** January 16, 2021; Virtual due to COVID-19
- **Adjourn** Nicole made a motion to adjourn the meeting 11:38am, all in favor. Meeting adjourned.