

Pembroke Home Owners Association  
Board of Directors Meeting Agenda  
February 8, 2020 | 10:00 a.m. | Lexington Park Library

• Attendees:

Present	Name	Title
✓	Rich Zellner	HOA BOD - President
✓	Nicole Smith	HOA BOD – Vice President
✓	Lewis Collier	HOA BOD – Treasurer
	Liz Kessel	HOA BOD – Secretary
✓	Tyler Duncan	HOA BOD – ARC Chairman
✓	Jesika Zellner	HOA BOD - Member at Large
✓	Sarah Peddicord	HOA BOD – Member at Large
		Homeowner

- **Call to Order** at 10:03 AM.
- **Motion to Approve / Deny the Agenda** – Jesika made a motion to approve the Agenda; Nicole seconded; Agenda approved.
- **Secretary’s Report**
  - The Secretary attached a copy of the January 25, 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 previous minutes; Nicole seconded; Minutes approved.
- **Treasurer Report**
  - It is board policy to review the reconciled financial statements each month. With the turnover, the statements were delayed. Sarah made a motion to review and approve the financial statements for November and December 2019, along with those for January 2020, via email once clarified. Jesika seconded. Motion carried.
- **Action Items**
  - **Gates at tot lot and fence repair on Middlegate pond:** Tyler has obtained two quotes and will call for one more.
- **Committee Reports**
  - **ARC:** Nothing outstanding. We will remind homeowners of the need to pressure wash.
  - **Social:** Jesika will put together an email to request a volunteer to run the Easter egg hunt.

- **Ponds:** Sarah has been working on research and will reach out to the County again regarding how best to address issues.
- **Newsletter:** Nicole took ideas, including the pressure washing reminder, to include in the next newsletter.
- **Additional Items for Discussion**
  - **None**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** March 21, 2020; Lexington Park Library Longfellow Room
- **Adjourned** at 10:58 AM.

Approved