

Pembroke Home Owners Association

Board of Directors Meeting Agenda

February 20, 2021| 10:00 a.m.| Virtual Meeting (Due to COVID-19 social distancing measures, email bod@pembrokehoa.org for details if planning to attend)

- Attendees:

Present	Name	Title
x	Nicole Smith	HOA BOD - President
x	Adam Boas	HOA BOD – Vice President
x	Lewis Collier	HOA BOD – Treasurer
x	Liz Kessel	HOA BOD – Secretary
x	Tyler Duncan	HOA BOD – ARC Chairman
x	Shoshonna Davis	HOA BOD- Member at Large
x	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner
		Homeowner
		Homeowner

- **Call to Order-** meeting was called to order at 10:09am
- **Motion to Approve / Deny the Agenda** – Tyler made a motion to approve the Agenda. Lewis seconded and all were in favor. Motion carried.
- **Secretary's Report**
 - The Secretary attached a copy of the January 16, 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 of approving. Motion carried.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for January 2021 and end of year statement for 2020. Financial statements have been attached for review and acceptance by the Board of Directors.
 - i. Lewis sent the treasurer report to the Board for review. We had an excess of funds from 2020, with 9k of miscellaneous cost. We intend to place all excess funds possible into an account for Pond Repairs, as we anticipate several upcoming expenses for the ponds.

10K was allocated for Book Keeping by Blanche, but only 2300 actual cost. Utilities were lower than expected. Legal fees were over due to the Environmental Lawyer expenses. Lewis will talk to the tax person at BBB to find out how to handle the excess funds (if it needs to go into pond repair account separately or if another account we currently have can be used).

- ii. January 2021, about 83% of properties have paid their dues. We had some issues with CC and PayPal but that has been resolved and the address on where to send the dues has been updated and communicated. AFS – they still have not supplied an errant lien release. Lewis will ask again. We discussed properties in collections. Sarah made a motion to consult a lawyer to investigate our options for ending our relationship with AFS.

- **Motion to Approve / Deny the Treasurer's Report**

- i. December 2020 Treasurer report. Liz made a motion to approve the report. Shoshonna seconded. All in favor and motion carried.
- ii. January 2021 Treasurer Report - Liz made a motion to approve the report. Shoshonna seconded. All in favor and motion carried.

- **Action Items**

- **Scanning items from Storage Unit:** (Nicole/Adam) Adam got partially through one box. Adam will follow up with Nicole and Shonnie to help complete this action item.
- **Storage and email solutions for digitized records update:** (Adam) Everyone is migrated over. See your emails for more information. Everything is available in OneDrive but it is technically in SharePoint and additional locations within O365. Adam is working on the email backups. Once completed, we can turn off GoDaddy (access expires May 2021). Sync expires this month. Sarah has a HOA printer/scanner that Shonnie can use.
- **Ponds:** (Sarah) Environmental Lawyer reviewed the contract for the Engineering Firm, made comments and has the action to follow up with the Engineer. The pond documents received from the County are a mix of usable and unusable. Jillian Grace, Haverford, and Pembroke ponds need attention.
 - i. Due to an unknown person / persons dumping landscaping materials, a 2x4 and moving the filter stones, we need to obtain a fence for the Jillian Grace dry pond. Quote for fence around Jillian Grace – Tyler will call Massey and Thomas fence for a quote.
 - ii. Sarah will reach out to the Engineer to determine if he will agree to the changes suggested by the Environmental Lawyer and revise the agreement, if so.

- **Committee Reports**

- **ARC:** Update regarding outstanding items (Tyler and Board discussion) Still looking for another person to join the ARC committee.

- **Additional Items for Discussion:** Sarah needs help getting email set up on her phone.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** March 20, 2021; Virtual due to COVID-19
- **Adjourn** – Adam motion to adjourn at 11:22 AM; all in favor; motion carried.