

Pembroke Home Owners Association Board of Directors Minutes

February 19 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
√	Nicole Smith	HOA BOD - President
	Alicia Huff	HOA BOD – Vice President
√	Lewis Collier	HOA BOD – Treasurer
√	Liz Kessel	HOA BOD – Secretary
	Tyler Duncan	HOA BOD – ARC Chairman
√	Shoshonna Davis	HOA BOD- Member at Large
√	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner
		Homeowner
		Homeowner

- Call to Order** – Nicole Smith called the meeting to order at 10:01 am.
- Motion to Approve / Deny the Agenda**- Tyler made a motion to approve the agenda, Nicole seconded, all in favor - motion passes.
- Secretary's Report**
 - The Secretary attached a copy of the January 2021, 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, Shonnie seconded, all in favor - motion passes.
- Treasurer Report**
 - It is board policy to review the reconciled financial statements for January statements have been attached for review and acceptance by the Board of Directors. No formal report as Bookkeeping by Blanche is still reconciling the finances. We still have about 100 homeowners that have not paid yet. Working on sending reminders to the homeowners that still need to pay. No response to the letter that was sent to the Miami collection agency (AFS). Discussed sending all correspondence to the Collections Agency via certified mail.

- Motion to Approve / Deny the Treasurer's Report – there is no formal report this month. The January and February reports will be reviewed in February.
- **Action Items**
 - **Lawyers' updates** (Lewis) Lewis will contact both lawyers about the retainers.
 - **Goals for 2022:**
 - i. Resolve issues with Collections Agency – Lewis. See Treasurer Report section.
 - ii. Resolve issues with 2 property lines by Jillian Grace Pond – Nicole. In progress.
 - iii. Complete Jillian Grace Pond Fence Installation – Nicole / Vendor – On hold.
 - iv. Complete Additional Pond Repairs as needed - BOD / Vendor - Nicole sent correspondence to the Vendor updating them on the status of the Pond work. Nicole will notify them that we are sending them a 50% payment.
 - v. Complete Pond Documentation & Knowledge Transfer – Sarah / Alicia / Shonnie. The group has not met yet. Nicole asked if a meeting could be set up for early March and the Team agreed.
- **Committee Reports**
 - **ARC:** Tyler and Board discussion. Tyler did a drive on Pershing in relation to a homeowner complaint about a tire on the curb of another homeowner's property. Need to do another drive by in the neighborhood. Warning letters for trashcans will be going out next week. Nicole will speak to the homeowner who volunteered for ARC chair to see if she wants to volunteer for ARC committee or Member at Large.
- **Additional Items for Discussion** – Mail Combo Box on Rowan Knight – Nicole / Alicia have been working with the Developer on this.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** March 19, 2022; virtual due to COVID-19
- **Adjourn** – Tyler made a motion to adjourn at 10:21am, Shonnie seconded, all in favor - motion passed / meeting adjourned.