

Pembroke Home Owners Association
Board of Directors Minutes

February 11, 2023 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	Alicia Huff	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	Jonathan Friscia	HOA BOD- Member at Large
		Homeowner
		Homeowner

- **Call to Order** – Nicole called the meeting to order at 10:00am.
- **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 2022, 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 – We will approve the January minutes at the March BOD meeting.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for November, December and January statements have been attached for review and acceptance by the Board of Directors.
 - Motion to Approve / Deny the Treasurer’s Reports – the November, December, January and February 2022 Treasurer reports are still being reconciled in conjunction with Bookkeeping by Blanche. Lewis will need to go to Bookkeeping by Blanche to reconcile and meet with the new bookkeeper to review the accounting manual.
- **Goals for 2023 / Action Items:**
 - i. Discussion on changing Lawyers – BOD – in progress

- ii. Resolve issues with Collections Agency – Lewis – letter was drafted to ask for licensing information along with proof of insurance.
- iii. Resolve issues property lines by Jillian Grace Pond – Shonnie / Nicole – On Hold
- iv. Complete Jillian Grace Pond Fence Installation – Nicole / Vendor – On Hold
- v. Pond Repairs from County Inspection – Lewis will check to see if Clippers completed the work.
- vi. Mail box kiosk – Jon will continue following up with Winward builders for quote.
- vii. ARC guidelines amendments – Tyler / Jon – In Progress - BOD - Tyler will convert the PDF into Word and track changes.

- **Committee Reports**

- **ARC:** Tyler and Board discussion – No new issues.

- **Additional Items for Discussion** - Whittemoore Court neighbor reported witnessing dumping in storm drains. BOD to follow up to resolve.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** March 18, 2023; virtual due to COVID-19
- **Adjourn** – Lewis made a motion to adjourn the meeting, Shonnie seconded, all in favor, meeting adjourned at 11:05am.