

Pembroke Homeowners Association Board of Directors Minutes February 17th, 2024, 10:00 a.m. | Virtual Meeting (email bod@pembrookehoa.org for details if planning to attend)

Attendees:

Present	Name	Title
	Lewis Collier	HOA BOD - President
X	Jonathan Friscia	HOA BOD – Vice President
X	Daniel Wadsworth	HOA BOD – Treasurer
X	Daniel Wadsworth	HOA BOD – Secretary
	Dave Chandler	HOA BOD – ARC Chairman
X	Tyler Duncan	HOA BOD- Member at Large
	Vacant	HOA BOD- Member at Large
		Homeowner
		Homeowner

- **Call to Order** – Jonathan Friscia called the meeting to order at 10:04am
- **Motion to Approve / Deny the Agenda**- Jonathan Friscia made a motion to approve the agenda. Tyler Duncan seconded the motion. unanimously approved.
- **Secretary’s Report**
- The Secretary attached a copy of the January 2024, Board of Directors meeting minutes for the Board’s review and acceptance. Daniel Wadsworth discussed January’s expenses with the board.
- Jonathan Friscia made a motion to approve the secretary’s report. Tyler Duncan seconded the board unanimously agreed.
- Record email vote. The board unanimously approves up to \$1200 to fix the lights at the front of the neighborhood.
- **Treasurer Report**
- It is board policy to review the reconciled financial statements for the HOA. Once approved, they will be posted on the Pembroke HOA SharePoint site.
- Jonathan Friscia made a motion to approve the Treasurer’s report. Tyler Duncan seconded the board unanimously agreed.

- The board agreed to discuss whether the treasurer should be recording and depositing checks via mobile deposit and an excel sheet for recording.
- The treasurer will look into Zelle as an additional payment option.

Goals for 2024 / Action Items:

- Open Board member positions – Secretary, Member at large
- Check contents of storage unit/ clean up storage unit and see if the contents can be moved to someone’s basement or a shed on common ground (Lewis)
- Discussion on closing the money market and moving to another location ex. Edward Jones. Currently have above the FDIC insured limit. This has been pushed to next month.
- Provide ARC Guidelines recommended changes to the BOD. Add the provision for chain link fences around ponds. Cross reference with the Governing Documents (Bylaws, Covenants, etc.) to ensure that changes do not contradict. (Dave Chandler & Tyler Duncan) Still under revision.
- Middlegate pond – County inspector (Jimmy Yates) to provide a recommendation of a local company with an engineer on staff. (Lewis Collier)
- Resolve issues property lines by Jillian Grace Pond (Lewis Collier) to reach out to homeowner.
- Look at both lights at the front of neighborhood- (Jonathan) recorded unanimous vote for minutes. This has been resolved and will be removed from the agenda.
- Mail kiosk has been put together – (Jonathan) need to determine which side to put it on. This has been completed and will be removed from the agenda.
- Check rowan knight road turnover. Talk with builder/county (Jonathan/ Dave). Jonathan called the county and informed us the county can’t take the roads unless the builder finishes the roads completely. Then the county would inspect and would require a one-year warranty for the homeowner on the finished road. Jonathan does not think this is going to happen due to there being two builders.
- Look into temporary speedbumps / rumble strips cost (Jonathan) Jonathan talked with the county and was informed that the process would be to get a speed survey done and then have the sheriff’s office come out and enforce the speed limit. If it continues to be a problem, then a speed hump/ bump may be a solution. Specifically, Greenbrier had a neighborhood vote and decided to install speedbumps and they petitioned the county to install them.
- Ask about lane marking at front of neighborhood (Jonathan). Jonathan said this wasn’t a possibility. We will combine the previous road actions into one. Jonathan will continue to work on what’s possible.
- See if using Zelle would be a viable alternate payment option. (Daniel)
- Tyler will reach out to clippers for a quote to have the fence by rowan knight kiosk removed. Also to see about adding the area behind the mailboxes to the fence for the pond to their regular mowing.
- Get reserve study done. This has been half paid for to have reserve advisors complete (Daniel)

Committee Reports

- **ARC:** Dave and Board discussion – All violations corrected?

Daniel will send pre-violation email for Violation for homeowner parking in their yard. The rest of the violations for mold growing on home will be on hold until April.

- **Additional Items for Discussion -**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** (Board Meeting) March 16, 2024; virtual • **Adjourn** – Jonathan made a motion to adjourn the meeting at 10:44am the board unanimously agreed.