

Notice of Annual Meeting and Elections

August 17, 2019

Dear Homeowner,

The 2019 Annual Meeting of the Pembroke Homeowners' Association has been scheduled as follows:

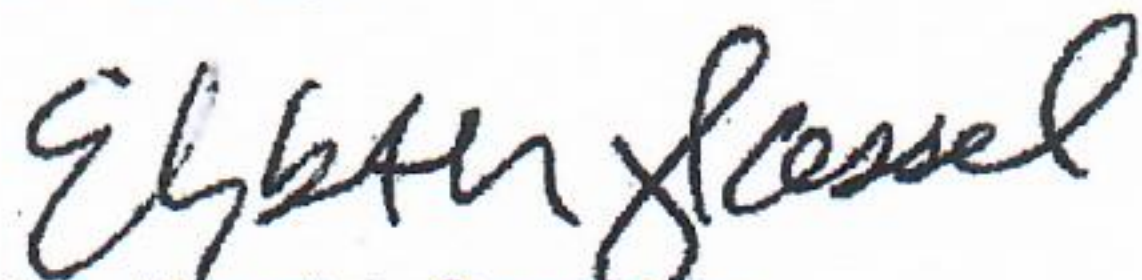
**Date: Saturday, September 28, 2019
Time: 10:00am
Location:
Lexington Park Library
Meeting Room A
21677 FDR Blvd, Lexington Park, MD 20653**

The meeting will commence promptly at 10:00 am and will end when all business has been completed or the meeting is adjourned. **YOU MUST CHECK IN BEFORE THE MEETING BEGINS. CHECK-IN BEGINS AT 9:45 a.m.**

Enclosed in this mailing is your Notice of Annual Meeting and the Agenda. It contains the following:

- 1. NOTICE OF ANNUAL MEETING**
- 2. AGENDA FOR ANNUAL MEETING**

Sincerely,



Liz Kessel, Secretary
Pembroke Homeowners' Association
Enclosures

NOTICE OF ANNUAL MEETING

Dear Homeowner:

This letter is to inform you that the annual meeting of the Pembroke Homeowners' Association (the "Association") will take place on **Saturday, September 28, 2019 at 10:00 a.m. at the Lexington Park Library Meeting Room A, 21677 FDR Blvd, Lexington Park, MD 20653** of:

Election of at least one (1) Officer to serve on the Board of Directors

The Officers will hold office for three (3) years, as provided in the By-laws.

Only "Members In Good Standing" may cast a vote. A "Member in Good Standing" is defined at Article III, Section 7 of the By-laws as a record owner or co-owner of the fee title to any Unit who: (1) has fully paid all installments due for assessments made or levied against the Member and his or her Unit, together with all interest, costs, attorney's fees, penalties and other expenses if any, properly chargeable to the Member and his or her Unit; and (2) has not been declared by the Board, within ten (10) days prior to the meeting, to be in breach, default or violation of any provision of the Declaration of Covenants and Restrictions, Certificate of Incorporation, the By-laws or any Rule or Regulation, which default has not been cured within such ten (10) days period. Each Member shall be entitled to the assigned vote for each Unit to which he/she holds title with respect to all decisions to be voted upon by the Association membership.

Any owner wishing to be elected to the Board of Directors must be present in person at the meeting.

If you cannot attend the meeting, please assign your vote to the President of the Association or to a Member of your choice. The proxy holder must also be a Member in Good Standing, and the proxy holder must attend the meeting in order to vote on your behalf. Proxies must be received by Pembroke Homeowners Association, Inc., 46909 Pembroke St, Lexington Park, MD 20653 at least three (3) business days prior to the Annual Meeting (no later than Tuesday, September 24, 2019 by 5:00 p.m.) in order to be honored. IF YOU DO NOT SUBMIT A TIMELY PROXY, YOUR VOTE WILL NOT BE COUNTED UNLESS YOU APPEAR IN PERSON AT THE MEETING.

Proxies may be downloaded from www.pembrokehoa.org. In order to obtain a quorum, we request that you sign and return your proxy even if you do not plan to attend the meeting or vote.

Sincerely,

Pembroke Homeowners' Association

ANNUAL MEETING & ELECTIONS

PEMBROOKE HOMEOWNERS' ASSOCIATION

September 28, 2019

AGENDA

The agenda which will be followed at the Annual Meeting will be as follows:

1. Call to order by President of the Board of Directors
2. Presentation of proof that the meeting was duly called by the Board of Directors and homeowners were notified of the date, time and place of the Annual Meeting
3. Report of the Board
4. Election of any new Directors
5. Unfinished business
6. New business
7. Adjournment

August 17, 2019

HOA DUES INCREASE EFFECTIVE January 1, 2020

Dear Pembroke Homeowners:

This letter serves as notification that the Pembroke Board of Directors will increase the current monthly Homeowners Association dues to \$266.20 annually effective January 1, 2020. The ever-increasing costs of services to our community, which includes lawn care, landscaping, insurance, pond repairs, and maintenance fees, are but a few of the necessary expenses paid for with HOA dues.

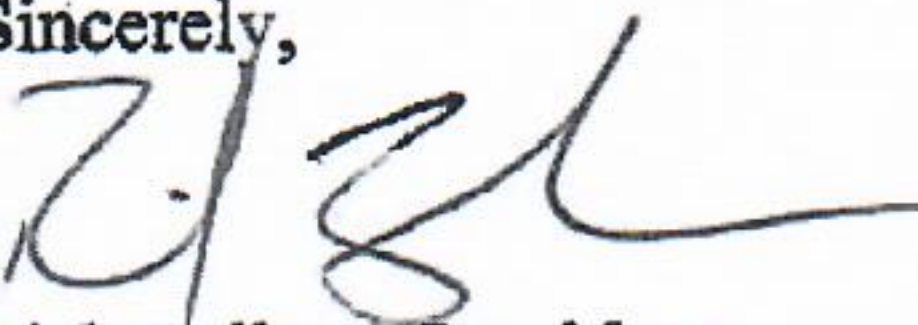
When you purchased your home in the Pembroke community, you agreed to the established terms of the Home Owners' Association (HOA), namely the payment of yearly dues at a rate established by the HOA.

Included with this letter is the Pembroke Homeowners' Association 2020 Budget, which will be reviewed and voted on by the Pembroke Homeowners' Board of Directors at the Annual Meeting on **September 28, 2019 at 10 am in meeting room A at the Lexington Park library.**

As was discussed at the 2018 general meeting, a Reserve Study conducted in that year noted the necessity to increase the amounts in our reserve over the coming years. This reserve amount is necessary to budget for long term and high cost projects like playground repairs, fence replacement, signage, and Pond Maintenance.

The Pembroke HOA Board of Directors is committed to thoughtful and justified budget planning that reflects the needs of the community. We understand that increases in dues are not favorable. However, it is the Board's intent to follow the recommendations laid out in the Reserve Study results, along with increasing reserves to cover any potential future pond repairs. If you have any questions regarding the budget, please do not hesitate to contact the board at bod@pembrokehoa.org

Sincerely,



Rich Zellner, President
Pembroke Homeowners' Association