

Pembroke Home Owners Association  
Board of Directors Meeting Agenda

January 16, 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
✓	Nicole Smith	HOA BOD - President
✓	Adam Boas	HOA BOD – Vice President
✓	Lewis Collier	HOA BOD – Treasurer
	Liz Kessel	HOA BOD – Secretary
✓	Tyler Duncan	HOA BOD – ARC Chairman
	Shonnie Davis	HOA BOD- Member at Large
	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner
		Homeowner
		Homeowner

- **Call to Order at 10:01 AM.**
- **Motion to Approve / Deny the Agenda** - Lewis made the motion to approve, Tyler seconded – motion carried.
- **Secretary’s Report**
  - The Secretary attached a copy of the December 12, 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 – Deferred until February Meeting.
- **Treasurer Report**
  - It is board policy to review the reconciled financial statements for December 2020. Financial statements have been attached for review and acceptance by the Board of Directors.
  - Motion to Approve / Deny the Treasurer’s Report – Deferred to February given that the end of year closeout financial statements have not yet completed. We have an excess of funds given that we did not execute the funding for the Pond’s Engineer. We may have additional expenses that are carried over from FY 2020. Several lien release issues exist with the Miami collections

agency. Lewis is working with the Collections agency to resolve issues with 4 properties. An end of year audit for the Miami collections agency is in progress.

- **Action Items**

- **Scanning items from Storage Unit:** (Nicole/Adam) – Will revisit this once the Office 365 conversion is completed.
- **Storage and email solutions for digitized records update:** (Adam)
  - i. Lewis to contact Sync to turn off service and closeout.
  - ii. BOD to create PST files from Go Daddy and load into office 365 - Due 1/23/21.
  - iii. Adam to convert DNS to O365.
  - iv. Adam to investigate Go Daddy to Microsoft hosted solution for the website and send to the BOD.
- **Annual Meeting Minutes review:** (Board) – Nicole reviewed and sent updates back to Liz. No changes from Adam, Tyler or Lewis. Liz to finalize and post to the HOA website as soon as possible.
- **Ponds:** (Sarah) – Deferred until the next BOD Meeting.
- **Contracts** – Updates to clauses have been sent to Clippers and are in progress.

- **Committee Reports**

- **ARC:** Update regarding outstanding items (Tyler and Board discussion) – One member moved and Tyler will be reaching out to the neighborhood to ask for volunteers for the ARC Committee.
  - i. Tyler to follow up with ARC Violations sent and email the BOD with whether the issues have been resolved or whether fine letters need to be sent.

- **Additional Items for Discussion**

- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** February 20, 2020; Virtual due to COVID-19
- **Adjourn** – Tyler made the motion to adjourn at 10:40 AM; Lewis seconded; motion passed / meeting adjourned.