

Pembroke Home Owners Association Board of Directors Minutes

January 15, 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	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner
		Homeowner
		Homeowner

- Call to Order** – Nicole Smith called the meeting to order at 10:00 am.
- Motion to Approve / Deny the Agenda**- Tyler Duncan made a motion to approve the Agenda, Shonnie seconded, all in favor, motion passed / Agenda approved.
- Secretary's Report**
 - The Secretary attached a copy of the November 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, Tyler seconded, all in favor, motion passed / Minutes approved.
- Treasurer Report**
 - It is board policy to review the reconciled financial statements for November and December 2021. Financial statements have been attached for review and acceptance by the Board of Directors.
 - 20k was moved into the reserve fund. Pond repairs bill for approximately 9k is on hold as the work has not been completed.

- Motion to Approve / Deny the Treasurer's Report – Tyler made a motion to approve the Treasurer's report, Nicole seconded, all in favor, motion passed / Treasurer's Report approved.
- **Action Items**
 - **Fence around Jillian Grace** (Nicole) – On Hold.
 - **Power Washing the Tot Lot** (Nicole) – This is estimated to be completed in May each year. Nicole will ask Clippers to notify the BOD when pressure washing and Pond Repairs are completed. Liz has the action to validate the Tot Lot has been power washed by the end of May.
 - **Collections Agency Discussion:** (Lewis) Lewis to follow up with Book Keeping by Blanche to resolve issues for homeowners that have sold, but not resolved their balance with the collections agency. Lewis has been working on this with Book Keeping by Blanche and the Miami collection agency. Lewis will send them notification of our annual dues increase prior to February 1st.
 - **Ponds:** (Board) Nicole will follow up with the Vendor to request repairs for the Pershing pond. Sarah will locate and forward an email from the county in 2017 indicating that certain requirements have not been met.
 - **Update on findings from Evans law:** Awaiting the pond letter to forward to the community.
 - **Open offices on the BOD:**
 - i. Vice President: Welcome Alicia to the Board!
 - ii. Member at Large: Sarah will resign as soon as there is a Member at Large replacement, but she will not be able to serve after May 2022.
 - iii. ARC Chair: Tyler may have located an ARC Chair replacement. However, there is a conflict of interest due to a property line issue. Nicole to follow up with the homeowner to resolve.
 - **Goals for 2022:**
 - i. Resolve issues with Collections Agency – Lewis
 - ii. Resolve issues with 2 property lines by Jillian Grace Pond – Nicole
 - iii. Complete Jillian Grace Pond Fence Installation – Nicole / Vendor
 - iv. Complete Additional Pond Repairs as needed - BOD / Vendor
 - v. Complete Pond Documentation & Knowledge Transfer – Sarah / Alicia / Shonnie
 - vi. Continue to provide Quarterly Newsletter electronically – Nicole / Liz
 - vii. Continue to Approve / Deny ARC Requests as needed – Tyler / ARC Committee
 - viii. Continue to track Monthly Meeting Agendas / Minutes on Website / SharePoint – Liz
 - ix. Continue to upload ARC requests to SharePoint - Tyler
- **Committee Reports**
 - **ARC:** Tyler and Board discussion. Tyler has a request to attach a fence to an existing shed that was denied. The ARC committee asked that the Homeowner provide the plat showing his property line and where his shed is. Tyler to forward the email trail to Nicole. Separately, the BOD discussed that Holiday / Christmas lights need to be removed by January 24th.
- **Additional Items for Discussion**
 - Liz asked if the annual dues bill was sent- Book Keeping by Blanche sent the invoices in December.

- Tyler indicated that the Members at Large should also have their dues waived. To update the By Laws / Governing documents, $\frac{3}{4}$ of the Homeowners in good standing would need to approve that change, and then we would have to complete a vote with a quorum present.
- Nicole / Liz will schedule a Working Meeting to discuss goals / action items.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** February 19, 2022 @ 10am; Virtual due to COVID-19
- **Adjourn** – Tyler Duncan made a motion to adjourn the meeting, Nicole seconded, all in favor, motion passed / Meeting adjourned at 11:05 am.