

Pembroke Home Owners Association  
Board of Directors Minutes

January 21, 2023 10:00 a.m. | Virtual Meeting (Due to COVID-19 social distancing measures, email bod@pembrookehoa.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
	Shoshonna Davis	HOA BOD- Member at Large
x	Jonathan Friscia	HOA BOD- Member at Large
x	Ginamarie DeMilio	Homeowner
x	Daniel DeMilio	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 November 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 – Alicia made a motion to approve the November minutes, Nicole seconded, all in favor, motion passes.
  - Treasurer Report**
    - It is board policy to review the reconciled financial statements for November and December statements have been attached for review and acceptance by the Board of Directors. Lewis advised that the 2022 books are being reconciled. There is one discrepancy that needs to be resolved. Action to get this closed out in the next few weeks.
    - Motion to Approve / Deny the Treasurer’s Report – We are unable to approve the November and December reports at this time. Will revisit as soon as possible.
  - Goals for 2023 / Action Items:**

- i. Discussion on changing Lawyers – BOD- Action for Nicole and Lewis to understand what legal steps are needed to get this completed. Then we will all need to vote on this.
- ii. Lawyer updates – Lewis – Previously resolved.
- iii. Resolve issues with Collections Agency – Lewis – working with the local collections lawyer to resolve this.
- iv. Resolve issues property lines by Jillian Grace Pond – Shonnie / Nicole – On hold
- v. Complete Jillian Grace Pond Fence Installation – Nicole / Vendor – On Hold
- vi. Pond Repairs from County Inspection – Due 9/29/22 – BOD – mostly completed last fall. Tenby pond- stone repair – delayed due to weather. Will complete as soon as possible.
- vii. Forest Retention Sign Replacement – Alicia – signs are picked up and awaiting install.
- viii. Mail box kiosk – Alicia checked storage and no extra kiosk in storage. Jon asked for a quote from Winward builder, waiting on quote. Jon will follow up.
- ix. ARC guidelines amendments – BOD – Tyler / Jon to cross check the CC&Rs and bylaws to make sure no amendments contradict. Lewis sent a Word document so Tyler / Jon do not have to retype the entire file.

- **Committee Reports**

- **ARC:** Tyler and Board discussion – All violations corrected? Mold on home has been removed, there is a lot of oxidation on the home. BOD to email homeowner stating that he needs to address the action that needs to occur in the spring. ARC to re-review all the homes in the neighborhood. Lewis made a motion to cease fining the homeowner for the mold issue, Nicole seconded, all in favor, motion passes.

- **Additional Items for Discussion** - Need No Soliciting metal signs for entrance. Alicia will call and get an estimate. Liz will send the measurements to Alicia.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others) DeMilio Homeowners attending meetings for awareness.
- **Next Meeting Date & Location:** February 11, 2023; virtual due to COVID-19
- **Adjourn** – Tyler made a motion to adjourn the meeting at 10:39am, Nicole seconded, all in favor, motion passed / meeting adjourned.