

Pembroke Homeowners Association
Board of Directors Minutes

January 20th, 2024, 10:00 a.m. | Virtual Meeting (email bod@pembrokehoa.org for details if planning to attend)

Attendees:

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

- **Call to Order** – Call the meeting to order. Lewis Collier called the meeting to order at 10:02am
- **Motion to Approve / Deny the Agenda**- Jonathan Friscia made a motion to approve the agenda. Daniel Wadsworth seconded. Agenda unanimously approved.
- **Secretary’s Report**
 - The Secretary sent out Novembers 2023 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 (Pembroke HOA Sharepoint site).
 - Jonathan Friscia made a motion to approve the November minutes. Dave Chandler seconded. The board unanimously approved.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for the HOA. 2023 financial statements are still being worked on. Once approved, they will be posted on the Pembroke HOA Sharepoint site.
 - Lewis Collier discussed the treasurer’s report and said our new bookkeeper has straightened everything up and everything is in balance. The board had no questions about the treasurer’s report.

- Johnathan made a motion to accept the treasurers report for 2023, including updates for October, November, and December. Dave Chandler seconded. The board unanimously approves.
- Daniel Wadsworth noted a reserve study was required and reached out to three companies for a reserve study and only one returned a proposal that was for \$2,750 to get us an updated reserve study by reserve advisors.
- Johnathan made a motion to spend up to \$2,750 to get the survey done for Pembroke. Dave Chandler seconded. The board unanimously approved.
- Daniel Wadsworth has requested to be put on the PNC bank account's along with Lewis Collier and Hannah Evans. With Hannah Evans having deposit only access.
- Dave Chandler made a motion to have Daniel Wadsworth, Lewis Collier, and Hannah Evans with Hannah Evans having deposit only access. Tyler Duncan seconded the motion. The Board unanimously approved.

Goals for 2024 / Action Items:

- Open Board member positions – Secretary, Member at large
- 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. Lewis will reach out to the lawyer to see if they have an updated version. May have to scan it and edit it that way.
- 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.
- Middlegate pond fence repair -Whittemore pond? Tyler Duncan to confirm if fixed.
- Look at both lights at the front of neighborhood- (Jonathan)
- Mail kiosk has arrived – (Jonathan) will put it together need to determine which side to put it on.
- Check Rowan Knight road turnover. Talk with builder/county (Jonathan/ Dave)
- Look into temporary speedbumps / rumble strips cost (Jonathan)
- Ask about lane marking at front of neighborhood (Jonathan)
- Talk to county to discuss options for speed bumps, parking on one side of the street. (Dave/Jonathan)

Committee Reports

- **ARC:** Dave and Board discussion – All violations corrected?
 - Garbage cans seen from road- if on side of house its ok
 - Houses with mold – revisit April 1st for pre-infraction letters
 - Dr Horton. All homes meet minimum sq foot guidelines.
Homes have to have brick or stone on the front.
Can't have similar looking houses in a row.
Excluding the Deerfield home.
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- **Additional Items for Discussion** - Fence Discussion
 - **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
 - **Next Meeting Date & Location:** (Board Meeting) February 17, 2024; virtual 10:00am
 - **Adjourn** – Jonathan Frisca made a motion to adjourn at 10:52am Tyler Duncan Seconded. The board unanimously agreed to adjourn.