

Pembroke Home Owners Association
Board of Directors Meeting Agenda
January 25, 2020 | 10:00 a.m. | Lexington Park Library

Attendees:

Present	Name	Title
	Rich Zellner	HOA BOD - President
	Nicole Smith	HOA BOD – Vice President
	Lewis Collier	HOA BOD – Treasurer
	Liz Kessel	HOA BOD – Secretary
	Tyler Duncan	HOA BOD – ARC Chairman
	Jesika Zellner	HOA BOD- Member at Large
	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner

- **Call to Order**
- **Motion to Approve / Deny the Agenda**
- **Secretary’s Report**
 - The Secretary attached a copy of the November 2, 2019, 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
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for November and December 2019. Financial statements have been attached for review and acceptance by the Board of Directors.
 - Motion to Approve / Deny the Treasurer’s Report
- **Action Items**
 - **Update Bank Account:** Need to update the bank account for the new Treasurer as a Signatory (Liz and Lewis)
 - **Gates at Tot Lot:** We need to repair or remove gates (Board discussion)
 - **Renewal of Sync:** Do we want to keep this service? The account expires in February 2020
- **Committee Reports**
 - **ARC:** Update regarding outstanding items and any necessary fines (Tyler and Board discussion)
 - **Treasurer:** Re-invoicing Shattles account. Need to make copies of the mailbox key.

- **Social:** Do we wish to reach out for a volunteer to run the Easter egg hunt this year? (Board discussion)
- **Ponds:** Updates concerning ponds and any research, contacts, etc. (Rich and Sarah)
- **Newsletter:** Any newsletter ideas (Nicole)
- **Additional Items for Discussion**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** February 8, 2020; Lexington Park Library Longfellow Room
- **Adjourn**

Approved