

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

Attendees:

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

**Call to Order**

- Motion to Approve / Deny the Agenda-** Tyler made a motion to approve the agenda. Jesika seconded. Motion carried.

**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- Jesika made a motion to approve, Tyler seconded. Motion approved.

**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. Treasurer reports were not provided at the meeting for November or December. Lewis will send out the reports via email and we will approve, along with the January statements, at the February board meeting
- Motion to Approve / Deny the Treasurer’s Report- N/A – reports will be reviewed in February
- Nicole needs Lewis to reactivate her QuickBooks account for view rights.
- Lewis received a bill for the lawncare prepay. Rich advised that he can pay them. Rich receives those bills also and reviews them so if there is something out of the ordinary he will advise Lewis.

**Action Items**

- **Update Bank Account:** Need to update the bank account for the new Treasurer as a Signatory (Liz and Lewis) Chris is the only one on the account at this time. We have officially voted Lewis in as acting Treasurer. Lewis officially became Treasurer via email board vote on January 9, 2020. We will take the minutes to the bank to put him and Liz on the bank account.
- **Gates at Tot Lot:** We need to repair or remove gates (Board discussion) We discussed what to do with the gates since this is an ongoing issue. Rich advised we need to call and get quotes to fix the gates at the tot lot and the fence on Middlegate. Nicole made a motion to get quotes from three companies for the tot lot gates and the Middlegate fence with a budget of \$1500. This needs to be fixed in the next few months. Tyler seconded and motion was approved. Tyler volunteered to get the quotes.
- **Renewal of Sync:** Do we want to keep this service? The account expires in February 2020. This houses all archived documentation for the HOA in a secure environment. Nicole made a motion to renew Sync. Jesika seconded. Motion approved.
- **Need to Order Signs for Property at Front:** This is a requirement by the County. We need to research, purchase, and hire someone to install (Board discussion) This is the area at the front of the neighborhood that was cleaned out last summer. It was full of brush and weeds and we had received complaints about it. We are researching it and will wait for the lawyer to get back to us.
- **Committee Reports**
  - **ARC:** Update regarding outstanding items (trailers, pressure washing, lack of landscaping, fences, etc.) and any necessary fines (Tyler and Board discussion) Tyler has done a few drive throughs. There are some outstanding issues which will be addressed via letters and/or fines, as appropriate.
  - **Treasurer:** Re-invoicing prior account. Need to make copies of the mailbox key. Provide access as necessary to QuickBooks for backup(s). Send the letter to household letting them know why we are re-invoicing and to BBB.
  - **Social:** Do we wish to reach out for a volunteer to run the Easter egg hunt this year? (Board discussion) Put it in the newsletter and on Facebook. Email?
  - **Ponds:** Updates concerning ponds and any research, contacts, etc. (Rich and Sarah) Sarah is working the pond issues, but was away on travel. No update. Rich has talked to some persons that are knowledgeable about the ponds. We will continue to reach out and obtain options for proceeding.
  - **Newsletter:** Any newsletter ideas (Nicole) Reiterate BBB is handling payments now. Pressure washing needs to be done. Landscaping, weeds, etc.
- **Additional Items for Discussion** – next meeting agenda- need to discuss fine/fee structure.
- **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** Nicole made a motion to adjourn, seconded by Tyler. Motion approved. Meeting adjourned at 11:25 am