

Pembroke Home Owners Association  
Board of Directors Meeting Minutes

July 17, 2021| 10:00 a.m.| Virtual Meeting (Due to COVID-19 social distancing measures, email [bod@pembrokehoa.org](mailto:bod@pembrokehoa.org) for details if planning to attend)

- Attendees:

Present	Name	Title
x	Nicole Smith	HOA BOD - President
	Vacant	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	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner
		Homeowner
		Homeowner

- Call to Order** – Nicole called the meeting to order at 10:06am
- Motion to Approve / Deny the Agenda**- Lewis made a motion to approve the agenda, Tyler seconded, all in favor motion carried.
- Secretary's Report**
  - The Secretary attached a copy of the June 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 – Tyler made a motion to approve the minutes. Lewis seconded. Minutes approved motion carried.
- Treasurer Report**
  - It is board policy to review the reconciled financial statements for June 2021. Lewis advised that there are no anomalies and all bills that have come in have been paid.
  - Motion to Approve / Deny the Treasurer's Report : Tyler made a motion to approve the treasurer's report, Liz seconded the motion. All in favor, motion passed.
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- **Action Items**

- **RFP for pond repairs:** (Nicole) The only response back that we had for estimates is from MacKenzie. We need to make repairs and we can take out the tree removal estimate
- **Contact contractor for tree removal at Whittemore pond:** (Nicole) ask Corso to repair the fence from the tree that fell on the fence
- **Fence around Jillian Grace** (Nicole) Nicole will see if they have materials left at the site that need to be taken away and put in storage and clean up anything they left there. This project is on hold right now.
- **Collections Agency Discussion:** (Lewis) DML are the lawyers that did the pond transfers and BBS deals with AFS (in Miami collection agency) and is unresponsive.
- **Document Scanning:** (Shonnie) No update
- **Ponds:** (Board) An email was sent to BBS about the fence adjacent to the pond that is on HOA property. They did not answer all of our questions and are not very quick to respond. Suggestion that we reach out to other HOAs in the area to see what lawyer they use. Discussion on how the deeds are turned over to us because no representation from the HOA when a pond deed is turned over to us. Lewis has been researching this on the Maryland law library to find out more about this. **Action for the board:** search for a lawyer that does not have a conflict with the builder/developer.

- **Committee Reports**

- **ARC:** Update regarding outstanding items (Tyler and Board discussion) ARC is 5 people not including Tyler. Neighbor that is not cutting their lawn properly and there are snakes due to high grass. Lewis will print and mail the letter for us since Liz is out of town. Tyler is looking for his replacement.

- **Additional Items for Discussion**

- **Mulch completed at Tot Lot** – Clippers did lay down the mulch but as of last week did not hammer down the spikes.
- **Mowing of Common Areas** – in the area around Lot 60 & 61 on Colby at the very front of the neighborhood is not getting mowed. Nicole sent an email to Clippers about this and awaiting response. Lewis will pay Clippers for the mulch.
- **Pershing pond:** Nicole to ask BBS about responding to homeowner inquiry.
- **Request for new board members:** We received one response back. We need VP and ARC positions. Need to update the website to show VP vacant.
- **Meeting frequency:** Nicole asked the board about weekly meetings to check-in on progress for action items. 30 minute Saturday check ins – Liz will set this up.

- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)

- **Next Meeting Date & Location:** August 21, 2021; Virtual due to COVID-19

- **Adjourn** – Liz made a motion to adjourn the meeting, Tyler seconded. All in favor. Meeting adjourned at 11:15am