

Pembroke Home Owners Association Board of Directors Minutes

July 16, 2022 10:00 a.m. | Virtual Meeting (Due to COVID-19 social distancing measures, email bod@pembrokehoa.org for details if planning to attend)

Attendees:

Present	Name	Title
√	Nicole Smith	HOA BOD - President
√	Alicia Huff	HOA BOD – Vice President
√	Lewis Collier	HOA BOD – Treasurer
√	Liz Kessel	HOA BOD – Secretary
√	Tyler Duncan	HOA BOD – ARC Chairman
	Shoshonna Davis	HOA BOD- Member at Large
	Vacant	HOA BOD- Member at Large
√	John Friscia	Homeowner
		Homeowner
		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, Lewis seconded, all in favor – motion passed / Agenda approved.
- **Secretary's Report**
 - The Secretary attached a copy of the June 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 – Lewis made a motion to approve the Minutes, Nicole seconded, all in favor - motion passed / Minutes approved.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for June and statements have been attached for review and acceptance by the Board of Directors.
 - Lewis reported that Metcom sent a letter to us about the water bill being higher than expected.
 - **Action:** Lewis will contact Metcomm to see if there are any options for the water bill given that we have a leak in the sprinkler system.
 - Motion to Approve / Deny the Treasurer's Report – Alicia made a motion to approve the Treasurer's report, Lewis seconded, all in favor - motion passed / Treasurer's Report approved.
- **Action Items**

- **Lawyers' updates** (Lewis) We received a refund from the Krause attorney. No response from Evans Law.
- **Goals for 2022:**
 - i. Resolve issues with Collections Agency – Lewis. The AFS Monthly Roster Report has 10 homes listed.
 - 1. **Action:** Lewis to follow up with DML about options with the Collections Agency.
 - ii. Resolve issues property lines by Jillian Grace Pond – Nicole / Shonnie
 - 1. **Action:** Shonnie to follow up with homeowner next week.
 - 2. **Action:** Nicole to follow up with the other homeowner as soon as possible.
 - iii. Complete Jillian Grace Pond Fence Installation – Nicole / Vendor – On Hold
 - iv. Lawyer daycare follow up- Nicole followed up. No response received.
 - v. Pershing pond repairs and vendor quote review – Lewis made a motion to approve the quote, Tyler seconded, all in favor - motion passed / quote approved. Nicole to notify the Vendor to complete the repairs.
 - vi. BBB to provide monthly reconciliation one week before the BOD meetings so we can review the reports- Lewis - COMPLETED
 - vii. Sprinkler leak at entrance- Automatic Rain quote review – the leak is somewhere more than 6ft underground. It would have to be dug by hand and if the leak is under the road, it would not be able to be repaired.
 - 1. **Action:** Alicia will follow up to determine whether artificial turf is an option at the front entrance.
 - 2. Liz made a motion to not move forward with the sprinkler repair, Alicia seconded, all in favor, motion passed.
 - 3. **Action:** Liz will contact Automatic Rain to advise we are not moving forward with the repair, inquire about removing the water flag markers, and request a quote for a new sprinkler system for one side at the front entrance.
 - viii. Letter to Commissioners and Brian Crosby about SWM ponds- Liz/Alicia - On hold until elections occur.
 - ix. Member-at-Large position: BOD official vote. Liz made a motion to elect John Friscia to the Member at Large position on the Board, Nicole seconded, all in favor - motion passed / John Friscia elected. Welcome to the board!
- **Committee Reports**
 - **ARC:** Tyler and Board discussion – Most of the violations have been corrected.
 - i. **Action:** Nicole to follow up with the Lawyers about political signs in the neighborhood.
- **Additional Items for Discussion**
 - **Mail boxes kiosk:** Nicole to check storage - on hold.
 - **Pond repairs:** County inspected the ponds and sent reports. Repairs are needed at 5 of the 9 ponds within 90 days.
 - i. **Action:** Nicole / Lewis to identify the Pond reference numbers and then Nicole will send the list of repairs to the vendor to obtain a quote. Alicia and John to assist.
 - **Annual meeting:** Date set for October 15, 2022 @ 10am virtual. Nicole to update DRAFT meeting slides and send to the BOD for review in August.

- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** August 20, 2022; virtual due to COVID-19
- **Adjourn** – Alicia made a motion to adjourn the meeting, Nicole seconded, all in favor - meeting adjourned at 11:27am.

Approved