

Pembroke Home Owners Association
Board of Directors Minutes

July 15, 2023 9:30 a.m. | Virtual Meeting (email bod@pembrookehoa.org for details if planning to attend)

Attendees:

| Present | Name | Title |
|---------|------------------|--------------------------|
| x | Nicole Smith | HOA BOD - President |
| x | Alicia Huff | HOA BOD – Vice President |
| x | Lewis Collier | HOA BOD – Treasurer |
| x | Liz Kessel | HOA BOD – Secretary |
| x | Tyler Duncan | HOA BOD – ARC Chairman |
| | Vacant | HOA BOD- Member at Large |
| x | Jonathan Friscia | HOA BOD- Member at Large |
| | | Homeowner |
| | | Homeowner |

- **Call to Order** – Nicole called the meeting to order at 9:29 am.
- **Motion to Approve / Deny the Agenda**- Lewis made a motion to approve the agenda Nicole seconded. All in favor, agenda approved.
- **Secretary’s Report**
 - The Secretary attached a copy of the June 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).
- **Motion to Approve / Deny the previous Minutes** – Lewis made a motion to approve the minutes Nicole seconded. All in favor, minutes approved.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for the HOA. June statements are not attached for review and acceptance by the Board of Directors. Lewis has a meeting with the bookkeeper regarding the rate. They stated they want to move to a graduated scale fee. From \$400 a month graduating to \$1100/month by July 2025. June’s report is not ready to present for today’s meeting. Nicole is going to reach out to the owner of Bookkeeping by Blanche to discuss. Liz can send Lewis the contacts to the other HOAs to see who they use for accounting. Lewis has received some payments on the past due accounts. One homeowner has reached out about a payment plan.

- Motion to Approve / Deny the Treasurer's Reports – Unable to approve June's report at this time.
- **Goals for 2023 / Action Items:**
 - 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. (Jon Friscia & Tyler Duncan) Still under revision.
 - Provide a summary of Middlegate pond status to inspector so he may follow up with his Leadership to request assistance. (Nicole Smith) The information may be archived with prior President's email.
 - October Annual Meeting Minutes (Nicole Smith) In progress
 - Resolve issues property lines by Jillian Grace Pond (Nicole Smith) In Progress
 - Schedule meeting to review CC&R/Bylaws/ARC findings from lawyer meeting (Liz)
 - Repair of Whittmore pond fence quote – actually the fence is not damaged, wildlife is going under the fence. Nicole will talk to the homeowner.
 - Coordinate schedule of vacant lots with Integrity Builder (Nicole)- email sent, tracking for confirmation from builder. Nicole will work on handing this off to John to coordinate with Integrity.
 - Common areas off of Rowan Knight- add to contract areas that HOA owns in Phase I
 - Quote for leaning pine tree at Tenby pond- (Tyler) Need to see if they can cut down the pine. Ask Clippers for quote. Are we allowed to remove the tree or we need to get approval from Storm Water management with the county.
 - Rip rap for Pershing was installed. Lewis will check Tenby was completed.
 - Power at entrance (replace outlet/breaker) (Jon Friscia) The GFI switch is not giving power. It is either the breaker or the outlet. Need to get a quote from an electrician. Alicia will send Jon a contact.
 - Prepare slides for Annual Meeting (BOD) – due in early August to allow time for mailing by BBB

Committee Reports

- **ARC:** Tyler and Board discussion – All violations corrected? Some of the certified letters were returned, meaning they did not answer their door to sign. There are several homes in need of power washing and it is more than 25 homes. We could post on website, on kiosk, hand deliver and/or include in mailing. This would be a warning letter. Liz can prepare the letters and divide it out to board to help address and mail them. Tyler will get the list by Wednesday.
- **Additional Items for Discussion** - Nominating committee. We need to decide who will be the chair of the committee. National Night Out. We received one response from two homeowners that wanted to be on the committee. Nicole responded back and laid out the responsibilities and has not heard back from them.
- **Actions of the Board**- No motions were made outside of BOD meetings between the June BOD meeting and the July BOD meeting.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** Potentially move meeting to remove conflicts in schedules 19, 2023; virtual. Move meeting to August 12th.

- **Adjourn** – Tyler made a motion to adjourn the meeting. Alicia seconded, all in favor. Meeting adjourned. At 10:27am.