

Pembroke Home Owners Association Board of Directors Meeting Minutes

July 18, 2020| 10:00 a.m.| Virtual Meeting (Due to COVID-19 social distancing measures, email bod@pembrookehoa.org for details if planning to attend)

- Attendees:

Present	Name	Title
√	Nicole Smith	HOA BOD - President
	vacant	HOA BOD – Vice President
√	Lewis Collier	HOA BOD – Treasurer
√	Liz Kessel	HOA BOD – Secretary
√	Tyler Duncan	HOA BOD – ARC Chairman
	vacant	HOA BOD- Member at Large
√	Sarah Peddicord	HOA BOD- Member at Large
√	Adam Boas	Homeowner
√	Dawn Person	Homeowner
	Shonnie Davis	Homeowner
√	Steve Austin	Homeowner
√	Anna Landowski	Homeowner
√	Annette Quiles	Homeowner

- Call to Order**

- Motion to Approve / Deny the Agenda-** Lewis made motion, Sarah Peddicord seconded the motion. Motion carried, agenda was approved.

- Secretary's Report**

- The Secretary attached a copy of the June 20, 2020, 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. Lewis made a motion to approve, Sarah Peddicord seconded. Motion carried, June 20, 2020 minutes were approved.

- Treasurer Report**

- It is board policy to review the reconciled financial statements for June 2020. Financial statements have been attached for review and acceptance by the Board of Directors. Lewis reviewed the financial statements for June. We are on track for our income and expenses. All income and expenses are checked against the bank account balances.

- Motion to Approve / Deny the Treasurer's Report. Sarah made a motion to approve and Liz seconded. Motion carried, Treasurer's Report approved.
- **Action Items**
 - **Homeowner contact list:** Pulled from Quickbooks (Lewis / Liz) 312 homes in the association. Lewis made updates to Quickbooks so that we can sort by address and street.
 - **HOA taxes:** (Lewis) These were submitted by Bookkeeping by Blanche.
 - **Mulch and weeds in Tot Lot:** contact Two Brothers (Nicole) This maintenance was delayed due to a backorder on the mulch. Two Brothers will weed and mulch at the beginning of August.
 - **Change in Covenants:** Board to determine if this needs to be an actual meeting to change the CC&Rs. Sarah advised that she looked into this a few years ago and her interpret. Follow up with Nicole.
 - **Tree growing in drain on Middlegate:** Tyler called public works about this. He left a voicemail but not a response. He will follow up.
 - **Jillian Grace pond:** (Sarah) – Sarah has talked to the county pond person Jim Gates. Sarah wants Two Brothers there also to observe. The appointment was made but subject to change. There are also homeowners dumping concrete rocks and grass clippings in the pond. Need to send out reminder for the homeowners. Tyler asked who's responsibility is it to put up a fence around the pond? It also could be the builder putting the concrete blocks back there. Sarah has some items to discuss and wants to schedule an executive session.
- **Committee Reports**
 - **ARC:** Update regarding outstanding items (trailers, pressure washing, lack of landscaping, fences, etc.) and any necessary fines (Tyler and Board discussion) Tyler advised that there have been homeowner questions regarding on how the board is enforcing covenants. For example homeowners that have in home daycares, trashcans, etc. Sarah discussed that the HOA board enforces what is enforceable. The HOA is in place to enforce the spirit of the covenants and restrictions. The county, state and federal laws superceed our HOA covenants, such as homeowners having closelines and satellite antenna (which are allowed) and our covenants restrict.
 - **Treasurer:** Discussion on ALS fees for collection accounts. Homeowners in collection sent monies directly to the HOA instead of the collection agency. Lewis is working on sorting out the monies owed to the lawyer. We now have the list of the homeowners in collection.
 - **Ponds:** Updates concerning ponds and any research, contacts, etc. (Sarah) Update already provided above.
 - **Annual Meeting Planning:** Board Discussion. We need to consider virtual meeting due to the Library's schedule being closed. Need to have more discussion and probably consult our lawyer on requirements.
- **Additional Items for Discussion**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
 - **Adam Boas-** Offered to volunteer for the Vice President position.
 - **Dawn Pearson** – Offered to volunteer for member-at-large position.

- Tyler Duncan made a motion for Dawn Pearson to join the board. Lewis Collier seconded the motion. All in favor. Motion passed. Welcome to the HOA Board of Directors.
- Liz Kessel made a motion for Adam Boas to join the board. Tyler seconded the motion. All in favor. Motion passed. Welcome to the HOA Board of Directors.
- **Steve Austin** – no comments.
- **Anna Landowski** – Issue with the schrubs up front. She has a doctor’s note about her allergies. She advised that she can plant herbs. Nicole advised that is acceptable. Liz K. advised that she has several different kinds of Bee Balm to give if Ms. Landowski would like some to plant. Ms. Landowski will email the secretary to arrange.
- **Quiles**- Asked about who is responsible to fix sink holes in the street. Liz will send her the information on who to contact. The roads are owned by the county. Department of Public Works at <https://311gis.com/?left=-77.068988&top=38.563444&right=-76.183547&bottom=38.001688>. Ms. Quiles asked if she can be included in our reoccurring board meeting. Sarah P. advised she needs to ask to be included in the monthly meeting each time due to virtual meeting requests are sent to board members only.
- **Tyler asked if we can have Two Brothers cut the ponds more than twice a year.** The overgrowth has been bad. Nicole agreed that this needs to be considered. Sarah can talk to Two Brothers about this and we need to consider the timing of these cuts (Spring, Summer and Fall). The county does their inspections in March or April. She will discuss with the county and Two Brothers.
- **Next Meeting Date & Location:** August 15, 2020; Virtual due to COVID-19
- Sarah made a motion to adjourn the meeting. Tyler seconded. Motion carried. Meeting ajorned at 11:20 am.