

Pembroke Home Owners Association
Board of Directors Meeting Agenda

June 20, 2020| 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
	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
	Annette & Joe Quiles	Homeowner
	Marvin Murray	Homeowner

- **Call to Order**
- **Motion to Approve / Deny the Agenda**
- **Secretary’s Report**
 - The Secretary attached a copy of the May 13, 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.
 - Motion to Approve / Deny the previous Minutes
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for the prior month. We will review March, April and May 2020. Financial statements have been attached for review and acceptance by the Board of Directors.
 - Motion to Approve / Deny the Treasurer’s Reports
- **Action Items and Status**
 - Lewis and Liz will work together to provide an update Quickbooks master list. IN PROGRESS
 - Tyler to contact Metcom to resolve the tree growing in the drain on Middlegate. IN PROGRESS

- Lewis will contact Chris S. and Bookkeeping by Blanche to ask if they have taken care of the tax exempt form. IN PROGRESS
- Sarah to follow up with Rich Z. to determine the issue with the filter in the Jillian Grace pond. NOT STARTED
- Lewis will set up autopay for State Farm Insurance payment. NOT STARTED
- **Committee Reports**
 - **ARC:** Updates / Issues (Tyler)
 - **Ponds:** Updates concerning ponds and any correspondence with Gussie Maguire, etc. (Sarah)
- **Additional Items for Discussion**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** July 18, 2020; Lexington Park Library Longfellow Room/virtual depending on Governor's orders
- **Adjourn**

APPROVED