

Pembroke Home Owners Association Board of Directors Meeting Minutes

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
√	Anna Landowski	Homeowner
√	Marvin Murray	Homeowner

- **Call to Order** at 10:03 am
- **Motion to Approve / Deny the Agenda** Lewis made a motion to approve the agenda. Tyler seconded the agenda. Motion carried.
- **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 - Lewis made a motion to approve. Tyler seconded the motion to approve. Motion carried.
- **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 - Lewis advised that Bookkeeping by Blanche has provided the monthly reports to the board for approval for March, April and May. Some differences are accounted for based on checks in flight. Expenses vs budget is tracking

according to plan. Admin costs – Insurance bill was paid which accounts for half of our cost. Sarah P. made a motion to approve the March, April and May Financial Statements. Tyler seconded. March, April and May Financial Statements approved / motion carried.

- **Action Items and Status**

- Lewis and Liz will work together to provide an update Quickbooks master list. IN PROGRESS
Liz will pull the report from QuickBooks and send it to Lewis to make sure it is accurate. Lewis advised that the old homeowners will still be in there but we can match it to the property.
- Tyler to contact Metcom to resolve the tree growing in the drain on Middlegate. IN PROGRESS
Tyler is going to call Public Works (who deals with stormwater) on Monday.
- Lewis will contact Chris S. and Bookkeeping by Blanche to ask if they have taken care of the tax exempt form. IN PROGRESS
Lewis will be contacting Chris today. Our taxes should be ready to file.
- Sarah to follow up with Rich Z. to determine the issue with the filter in the Jillian Grace pond. IN PROGRESS
Sarah has started on this. The county meant to send us a new inspection report-- not Jillian Grace. They did send another report for Jillian Grace. Sarah reached out to them this past week about it but has not heard back. Two Brothers noted that there was a tree that needs to come down by one of the fences. Sarah will meet with him about that. Once the vegetation gets cut back Sarah will contact the county.
- Sarah P. to forward the letter to the BOD. When Leroy is contact, also let the BOD know what he needs to be done in addition.
- Lewis will set up autopay for State Farm Insurance payment. COMPLETED
- County on the Forest Retention area. We have an outstanding question if we can weed wack the tall grass in the front of the neighborhood? Nicole will follow up. The signs are paid for and she will pick them up at the next available opportunity.
- Email from Abberly Crest – Casey Viator advised that certain Pembroke homeowners are dumping trash at the Abberly Crest dumpsters. Liz and Nicole will send out an email to homeowners reminding them not to dump trash.

- **Committee Reports**

- **ARC:** Updates / Issues (Tyler) Notices were sent out to a few homeowners about cars parked without tags. There are a few more letters that need to go out. One homeowner requested an RV to stay for a few days. The committee is approving/reviewing requests. Nicole is drafting a response for no shrubbery in front of property.
- **Ponds:** Updates concerning ponds and any correspondence with POC. (Sarah) Sarah is following up on this.

- **Additional Items for Discussion**

- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- Annette and Joe Quiles. The meeting was forwarded to Anna Landowski. Want to be able to park their RV on their property. She put a post on FB to poll homeowners to see what needs to be done to

change the rules. Nicole advised that they need to draft an amendment to the Covenants, cite the section they would like to change and provide the proposed wording up date to the BOD for review prior to sending out to other homeowners. The BOD will then review and update as needed. Then Annette and Joe can go door to door to ask homeowners to sign the petition and obtain the 75% signature requirement (no renters may sign). The board will review if this needs to be an actual meeting. Annette thanked the board for the forum.

- Marvin asked how often are the bylaws reviewed for changes? Nicole advised that the bylaws were written in a way to comply with state and local laws. If there were a conflict the state and county laws take precedence.
- **Next Meeting Date & Location:** July 18, 2020; Lexington Park Library Longfellow Room/virtual depending on Governor's orders.
- **Adjourn** at 10:49 am