

Pembroke Home Owners Association Board of Directors Minutes

June 18, 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 10:03 AM.
- **Motion to Approve / Deny the Agenda**- Tyler made a motion to approve the Agenda, Nicole seconded, all in favor, motion passed / Agenda approved.
- **Secretary's Report**
 - The Secretary attached a copy of the May 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 – Tyler made a motion to approve the May minutes, Nicole seconded, all in favor, motion passed / Minutes approved.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for March, April and May. Statements have been attached for review and acceptance by the Board of Directors.
 - The BOD reviewed the March, April and May Treasurer reports.
 - Action** for Lewis to draft late notice letters and contact Noreen to send these out certified.
 - Action** for Liz to send Lewis her certified postage receipts for reimbursement.

- iv. Motion to Approve / Deny the Treasurer's Reports – Tyler made a motion to approve the March, April and May Treasurer's reports, Nicole seconded, all in favor, motion passed / March, April and May Treasurer's reports approved.

- **Action Items**

- **Lawyers' updates** (Lewis) - No updates.
- **Goals for 2022:**
 - i. Resolve issues with Collections Agency – Lewis – In progress.
 - ii. Resolve issues property lines by Jillian Grace Pond – Nicole / Shonnie - No updates.
 - iii. Complete Jillian Grace Pond Fence Installation – Nicole / Vendor – On Hold
 - iv. Lawyer daycare follow up- Nicole followed up but has not received a response back.
 - v. Tenby and Pershing Pond repairs and vendor quote review – BOD
 - 1. Tyler made a motion to approve the repairs at the Tenby Pond, Nicole seconded, all in favor, Motion passed for Tenby Pond repairs.
 - 2. For the Pershing Pond repair, we need clarification on the fence verbiage.
 - a. **Action:** Nicole will follow up with the Vendor to add language to repair / return the fence to its preexisting condition following work completion.
 - vi. BBB to give our reconciliation a week before the BOD meetings so we can review the reports- Lewis – no updates.
 - vii. Sprinkler leak at entrance- Liz (we have an included mid-year visit). Motion passed via email to have the technician complete the midyear inspection at the time of the repairs.
 - viii. Letter to Commissioners / Delegates about SWM ponds- Liz/Alicia – Liz drafted the letter and is awaiting feedback from Alicia. Liz will also send the letter to Nicole for review and feedback.
 - ix. Alicia to follow up with homeowner about volunteering for the Member-at-Large position- Alicia – Completed.

- **Committee Reports**

- **ARC:** Tyler and Board discussion – violations are resolved.
 - i. Nicole will respond to homeowner about trash can questions by July 4th.
 - ii. Nicole will respond to Homeowner questions about Rowan Knight combo boxes.

- **Additional Items for Discussion**

- **Mail boxes kiosk:** Nicole to check storage to determine if an additional kiosk is available.
- **ARC Violations:** Tyler advised all violations have been corrected.
- **Summer Newsletter:** Nicole – Completed.
 - i. **Action:** Liz will post to the website and email homeowners.
- **Annual meeting:** Annual Meeting scheduled for 10/15/22.
- **Property audit:** All items in question have been addressed – Completed.
- **GoDaddy email:** Liz updated to BOD@pembrokehoa.org – Completed.

- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)

- John asked about the Member at Large duties and if there were any additional positions available. Nicole explained the Member at Large duties. Liz will send John the NDA and training for completion.

- **Next Meeting Date & Location:** July 16, 2022; virtual due to COVID-19

- **Adjourn** – Tyler made a motion to adjourn the meeting, Nicole seconded, all in favor, Motion passed / Meeting adjourned at 10:32 AM.

Approved