

Pembroke Home Owners Association
Board of Directors Agenda

June 17, 2023 10:00 a.m. | Virtual Meeting (email bod@pembrookehoa.org for details if planning to attend)

- Attendees:

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

- Call to Order** – Nicole Smith called the meeting to order at 10:02 am.
 - Motion to Approve / Deny the Agenda**- Lewis 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 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). Tyler made a motion to approve the minutes, Nicole seconded, all in favor - motion passed / minutes approved.
 - Treasurer Report**
 - It is board policy to review the reconciled financial statements for the HOA. May statements have been attached for review and acceptance by the Board of Directors. Once approved, they will be posted on the Pembroke HOA Sharepoint site
 - Motion to Approve / Deny the Treasurer’s Reports – Tyler made a motion to approve the May Treasurer’s Report, Alicia seconded, all in favor – motion passed / May Treasurer’s Report approved.
 - Goals for 2023 / Action Items:**

1. 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.
2. Mail box kiosk – follow up and obtain vendor quotes (Jon Friscia) Jon sent link for a kiosk and cost. Decision to spend money on the kiosk needs to be made. Lewis made a motion to purchase the kiosk, Tyler seconded, all in favor - motion approved to purchase kiosk for Rowan Knight for up to \$1000K; color TBD.
3. 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. Nicole to complete. In progress.
4. October Annual Meeting Minutes (Nicole Smith) In progress
5. Resolve issues property lines by Jillian Grace Pond (Nicole Smith) In Progress
6. Quote for corkboard repair on Kiosk- Lewis made a motion to spend \$165 for corkboard, Nicole seconded, all in favor - motion approved. Lewis will order via credit card.
7. Schedule Annual Meeting for October (BOD) BOD agreed on October 21st. Lawyer suggested in order to meet quorum that BOD walk around and get proxy signatures. Liz to load proxy form to website.
8. Prepare slides for Annual Meeting (BOD) – due in early August to allow time for mailing by BBB Nicole will work on slides in July.

Committee Reports

- **ARC:** Tyler and Board discussion – All violations corrected? Tyler to get names to Liz for power washing. All other violations fixed.
- **Additional Items for Discussion -**
 1. Liz to send out email blast for homeowner participation for National Night Out to be helped on August 1st and requests for BOD volunteers (three positions will be open).
 2. Jon mentioned that grass on Integrity should be cut. Jon will send reminder email to Nicole for her to follow up with Integrity Builder.
 3. Lewis will contact SMECO to find out if we can get a cost reduction on the electric bill for the unmetered street lights if we convert to LED.
 4. Lewis to get quote from METCOM for a second meter at entrance for sprinkler system on northbound side.

Actions of the Board

- A motion was made by Lewis Collier on 5/29/23 to purchase the metal sign for Rowan Knight entrance for \$84.80 & approx. \$20 for the stake, Tyler seconded, Nicole, Liz and Jon are in favor – motion passed.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others) No additional discussion.
- **Next Meeting Date & Location:** July 15, 2023; virtual
- **Adjourn** – Lewis made a motion to adjourn the meeting, Tyler seconded, all in favor - meeting adjourned at 11:02 am.