

Pembroke Home Owners Association  
Board of Directors Meeting Minutes

March 21, 2020| 10:00 a.m.| Board Member Home due to  
COVID-19 Library Closure

Attendees:

Present	Name	Title
✓	Rich Zellner	HOA BOD - President
✓	Nicole Smith	HOA BOD – Vice President
✓	Lewis Collier	HOA BOD – Treasurer
✓	Liz Kessel	HOA BOD – Secretary
✓ (via phone)	Tyler Duncan	HOA BOD – ARC Chairman
✓	Jesika Zellner	HOA BOD - Member at Large
✓ (via phone)	Sarah Peddicord	HOA BOD – Member at Large
		Homeowner

- **Call to Order** at 10:10 AM.
- **Motion to Approve / Deny the Agenda** – Jesika made a motion to approve the Agenda; Nicole seconded; Agenda approved.
- **Secretary’s Report**
  - The Secretary attached a copy of the February 8, 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 – Jesika made a motion to approve the previous minutes; Nicole seconded; Minutes approved.
- **Treasurer Report**
  - It is board policy to review the reconciled financial statements each month. Lewis stated that many of the reports were previously completed manually. He plans to pull reports out of Quickbooks. He is working with Bookkeeping by Blanche to get things applied to the correct “bucket” (dues, special assessment, etc). Lewis presented the Treasurer reports from November and December 2019 to the board for approval. We have unpaid dues for 2019. Nicole made a motion to approve the November and December budgets. Sarah seconded. Motion carried.
  - Lewis reviewed the 2020 operating budget.
  - Lewis is preparing a Treasurer handbook. He reviewed the draft copy with the board.

- Nicole made a motion to change the verbiage regarding the percentage of electronic fees by PayPal and credit card into one electronic fee grouping and amend to state to charge to what the vendor is charging. Previous motion was made in June of 2017. Lewis seconded the motion. Motion carried.
- **Action Items**
  - **Gates at tot lot and fence repair on Middlegate pond:** The board accepted the quote from one of the vendors. The ARC is scheduling the vendor to come ASAP.
  - One of the kiosk at the front of the community is not able to close. Jesika made a motion to get quotes from vendors for repair. Nicole seconded. Motion carried.
- **Committee Reports**
  - **ARC:** We will remind homeowners of the need to pressure wash. Fine letters and reminders are going out concerning ARC issues. Tyler will follow up.
  - **Social:** Easter egg hunt is cancelled due to the social distancing (COVID-19). Email sent for that. Liz will send it.
  - **Ponds:** Sarah spoke with Jimmy at the County. They know that we are trying to resolve the issues at the Middlegate pond.
  - **Newsletter:** Distributed.
  - **Signage for the common area in the front:** The Board discussed signage for forest conservation areas and the County's notification regarding such. The County has offered to meet with the Board to discuss various forest retention areas and the locations and requirements for each. The Board responded via email that we would appreciate a meeting. We are awaiting the County's response so it may be scheduled.
- **Additional Items for Discussion**
  - **BBB fee:** Need a fee structure and invoice to date.
  - **Collection agency proposal:** Lewis will respond to them.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** April 18, 2020; Lexington Park Library Longfellow Room
- **Adjourned** at 12:47 PM.