

## Pembroke Home Owners Association

## Board of Directors Meeting Minutes

March 21, 2021| 10:00 a.m.| Virtual Meeting (Due to COVID-19 social distancing measures, email [bod@pembrokehoa.org](mailto:bod@pembrokehoa.org) for details if planning to attend)

- Attendees:

Present	Name	Title
x	Nicole Smith	HOA BOD - President
x	Adam Boas	HOA BOD – Vice President
	Lewis Collier	HOA BOD – Treasurer
x	Liz Kessel	HOA BOD – Secretary
x	Tyler Duncan	HOA BOD – ARC Chairman
x	Shoshonna Davis	HOA BOD- Member at Large
x	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner
		Homeowner
		Homeowner

- **Call to Order**-The meeting was called to order by Nicole Smith at 10:03am.
- **Motion to Approve / Deny the Agenda**- Shonnie made a motion to approve the agenda. All in favor, motion carried.
- **Secretary's Report**
  - The Secretary attached a copy of the February 20, 2021, Board of Directors meeting minutes for the Board's review and acceptance.
  - Motion to Approve / Deny the previous Minutes - Liz made a motion to approve the February minutes. All in favor, motion carried.
- **Treasurer Report**
  - It is board policy to review the reconciled financial statements for January 2021. Financial statements have been attached for review and acceptance by the Board of Directors.
  - Motion to Approve / Deny the Treasurer's Report – No report was presented and in Lewis' absence, we will review in next month's meeting.
- **Action Items**

- **Scanning items from Storage Unit:** (Nicole/Adam). Nicole said that there are about 10 boxes in storage. Shonnie will go to Sarah's to get the scanner/printer today.
- **Storage and email solutions for digitized records update:** (Adam) Sarah can get into her BOD email. GoDaddy email expires in May 2021. Only the import step remains. Adam is working to complete this step.
- **Ponds:** (Sarah) There are 2 trees down in the Whittemore pond. Nicole suggested that we each take a couple of ponds and note the issues in the ponds so we can get quotes for Pond Repairs not covered by our Pond Maintenance Contract. Haverford, Tot Lot and Jillian Grace need repairs. Sarah was planning to take new pictures. Sarah will send out a list of repairs needed to the ponds. Nicole will divvy out the ponds for us to go look at this week.
- **Fence around Jillian Grace-** Tyler called but no feedback yet from Massey. People are dumping things into the pond, so we need to get a fence around the pond, with signs and a lock. Tyler will try another company – Thomas. Nicole will call Long Fence.
- **Committee Reports**
  - **ARC:** Update regarding outstanding items (Tyler and Board discussion)- No update. An email needs to be sent out about trashcans in front of homes, animal control, basketball hoops, trailers.
- **Additional Items for Discussion**
  - **Newsletter** – Animal control, trash cans, etc.
  - **In home businesses-** A homeowner asked about businesses in the neighborhood. Is the business creating more traffic in the neighborhood? Nicole will respond to the homeowner via email.
  - **Meetings** – Nicole suggested that we increase the frequency of the meetings so that we have more progression on the action items. April 3<sup>rd</sup> @10am working meeting (15 minutes)
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** April 17, 2020; Virtual due to COVID-19
- **Adjourn** - Tyler made a motion to adjourn at 11:01am, all in favor, motion carried.