

## Pembroke Home Owners Association Board of Directors Minutes

March 19 10:00 a.m.| Virtual Meeting (Due to COVID-19 social distancing measures, email [bod@pembrookehoa.org](mailto:bod@pembrookehoa.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
	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner
		Homeowner
		Homeowner

- Call to Order** – Nicole Smith called the meeting to order at 10:01 AM.
- Motion to Approve / Deny the Agenda**- Lewis made a motion to approve the Agenda, Alicia seconded, all in favor, motion passed / Agenda approved.
- Secretary's Report**
  - The Secretary attached a copy of the February 2021, 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 – Shonnie made a motion to approve the Minutes, Lewis seconded, all in favor, motion passed / Minutes approved.
- Treasurer Report**
  - It is board policy to review the reconciled financial statements for January and February statements have been attached for review and acceptance by the Board of Directors. Reminders for late dues were sent out at the beginning of March.
  - Motion to Approve / Deny the Treasurer's Report – Liz made a motion to approve the January and February Treasurer's reports, Nicole seconded, all in favor, motion passed / January and February Treasurer's Reports approved.

- **Action Items**

- **Lawyers' updates** (Lewis) – Sent letters to the Lawyers; no response received yet. Evans sent a draft letter explaining about pond annexation / ownership.
- **Goals for 2022:**
  - i. Resolve issues with Collections Agency – Lewis – Received mid-month report from current collections agency. Lewis will contact the Lawyer to determine if we are able to transfer the collections accounts.
  - ii. Resolve issues with 2 property lines by Jillian Grace Pond – Nicole – Will follow up with homeowner 1 to provide guidance on moving the fence to the boundary of their property line. Also, will contact homeowner 2 to determine whether adding an easement would be possible.
  - iii. Complete Jillian Grace Pond Fence Installation – Nicole / Vendor – On Hold
  - iv. Complete Additional Pond Repairs as needed - BOD / Vendor – Repairs were completed for four of the 7 ponds requested. Remaining three pond repairs will be completed ASAP. Lewis sent a 50% payment. Nicole requested a quote for repairs to the Pershing Pond.
  - v. Complete Pond Documentation & Knowledge Transfer – Sarah / Alicia / Shonnie – Alicia / Shonnie took the action to schedule turnover meeting with Sarah prior to May and to review the pond documentation on the SharePoint site to acquire background information on pond requirements / current status.

- **Committee Reports**

- **ARC:** Tyler and Board discussion - No updates / additional discussion.

- **Additional Items for Discussion**

- **Automatic Rain:** Scheduled to come out April 6<sup>th</sup> to turn on the sprinklers.
- **Mail boxes:** Nicole / Alicia have not received a response from the builder about purchasing the combo boxes. An estimate has been provided to the Builder by the distributor.
- **ARC Violations:** Nicole is working on a response to a homeowner regarding his camper.
- **Sprint Newsletter:** Alicia will review and provide comments. If none, Liz will send via email to the neighborhood.

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

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

- **Adjourn** – Tyler made a motion to adjourn the meeting at 10:46 AM, Lewis seconded, all in favor, motion passed / meeting adjourned.