

Pembroke Home Owners Association
Board of Directors Minutes

March 18, 2023 10:00 a.m. | Virtual Meeting (Due to COVID-19 social distancing measures, email 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
	Vacant	HOA BOD- Member at Large
	Jonathan Friscia	HOA BOD- Member at Large
		Homeowner
		Homeowner

- **Call to Order** – Nicole called the meeting to order at 10:00 am.
- **Motion to Approve / Deny the Agenda**- Alicia made a motion to approve the Agenda, Nicole seconded, all in favor, motion passes / Agenda approved.
- **Secretary’s Report**
 - The Secretary attached a copy of the January and February 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.
 - Motion to Approve / Deny the previous Minutes – Alicia made a motion to approve the January and February minutes, Nicole seconded, all in favor, motion passes / January and February Minutes approved.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for November through March statements have been attached for review and acceptance by the Board of Directors. Bookkeeping by Blanche, they are still reconciling the payments of dues. We will have to review all the months next month. Action: We need to ask them about them filing the taxes for 2021.

- Motion to Approve / Deny the Treasurer's Reports – We are not yet able to approve the Treasurer reports. Still being worked out with Bookkeeping by Blanche.
- **Goals for 2023 / Action Items:**
 - Tenby Pond Erosion - request a quote to repair erosion at east end of Tenby pond outside of the fence. Nicole Smith to set up meeting with Clippers to review the repairs.
 - 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. Jon will be typing out the document and revisions this weekend with tracked changes.
 - Mail box kiosk – follow up and obtain vendor quotes (3).
 - Resolve issues with Collections Agency. Letter was sent.
 - Send overdue accounts to DML. Lewis Collier, on hold
 - Provide a summary of Middlegate pond status to inspector so he may follow up with his Leadership to request assistance. Nicole Smith, on hold
 - October Annual Meeting Minutes Nicole Smith, in progress
 - Schedule a Working Meeting to review ARC Guidelines changes. Liz Kessel will reach out to schedule meeting in early April with the BOD.
 - Miami collections agency is not responding to emails about account reconciliation. Lewis to follow up with DML to obtain a final determination. Lewis Collier, in progress
 - Resolve issues property lines by Jillian Grace Pond Action transferred to Alicia to draft initial warning letter to the homeowner with expected resolution by July 2023. (in progress)
 - Complete Jillian Grace Pond Fence Installation Nicole Smith (On Hold)
- **Committee Reports**
 - **ARC:** Tyler and Board discussion – All violations corrected? Recent drive through identified 29 total violations. Tyler will forward information to Liz so the letters to homeowners may be prepared and mailed.
- **Additional Items for Discussion** Alicia will not be at the next BOD meeting.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** April 15, 2023; virtual due to COVID-19
- **Adjourn** – Tyler made a motion to adjourn at 10:48am, Nicole seconded, all in favor, meeting adjourned.