

Pembroke Home Owners Association
Board of Directors Meeting Minutes
May 16, 2020| 10:00 a.m.| Virtual meeting due to COVID-19
Library Closure

- Attendees:

Present	Name	Title
✓	Nicole Smith	HOA BOD - President
	vacant	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
✓	Sarah Peddicord	HOA BOD – Member at Large
		Homeowner

- Call to Order** at 10:09 AM.
- Motion to Approve / Deny the Agenda** – Lewis made a motion to approve the Agenda; Sarah seconded; Agenda approved.
- Secretary's Report**
 - The Secretary attached a copy of the April 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 – Tyler made a motion to approve the previous minutes; Lewis seconded; Minutes approved.
- Treasurer Report**
 - It is board policy to review the reconciled financial statements each month. Treasurer's report for March and April are unable to be approved because the BOD has not received the reconciled financial statements from Book Keeping by Blanche.
 - State Farm Insurance has been paid. Sarah asked about a form that needs to be filed for tax exempt status. We have about 16k in unpaid dues. Lewis is starting to draft up the 2021 budget. This will be presented at the annual meeting for approval.
- Previous Action Items & Status**
 - Tot Lot pegs**- Tyler advised that the work is completed. Lewis has paid the bill to Massey.
 - Posted fee structure to the website and resale certs**: Liz suggested we finalize the structure.

- **Forest retention area:** Nicole is following up with the contact for that.
- **Board vacancies:** We have two positions vacant (Vice President and Member-at-Large). We had three people interested. One person advised that they were not interested. One of the people we can offer member-at-large. Nicole is following up with the last person. We will invite them to the next BOD meeting.
- **New Action Items:**
 1. Lewis and Nicole will contact Bookkeeping by Blanche to discuss some issues we have been having. There was a misapplied payment, we need the monthly reports every month, and the bank statements reconciled, etc.
 2. Lewis will contact Chris S. and Bookkeeping by Blanche to ask if they have taken care of the tax exempt form.
 3. Lewis will set up autopay for State Farm Insurance payment.
 4. Lewis to follow up with the lawyer about the unpaid dues / monies owed.
 5. Lewis and Liz will work together to provide an update Quickbooks master list.
 6. Liz will send the link to Sync (online storage) to Sarah so she may scan and load the Pond documentation for tracking purposes.
 7. Tyler to contact Metcom to resolve the tree growing in the drain on Middlegate.
 8. Sarah to follow up with Rich Z. to determine the issue with the filter in the Jillian Grace pond.
 9. Nicole to schedule Working Session to discuss BOD compensation when Board members leave, fee structure and resale certs, and the draft 2021 Budget.
 10. Nicole to draft the Summer Newsletter and send to the BOD for review.
 11. Nicole to invite the volunteers to the next BOD Meeting.
 12. Nicole to follow up with the Forest Retention contact.
- **Committee Reports**
 - **ARC:** Tyler gave a compliment to his committee. Requests are processed very quickly. There are a few letters that need to be sent out for warnings and a fine notice.
 - **Ponds:** Sarah has had some communication with Gussey. He wants to do another inspection. Gussey asked about another issue with the filter on the Jillian Grace pond.
- **Additional Items for Discussion**
 - **Tree in drain:** Tyler advised there is a tree growing in the drain on Middlegate.
 - **Newsletter:** Is there anything else we need to put in the newsletter? Grass clippings and add the comment about how this damages the ponds.
 - **Language in Bylaws about BOD Compensation:** Lewis brought up that the language in the by-laws about board member compensation and when board members leave.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others).
- **Next Meeting Date & Location:** June 20, 2020; Virtual

- **Adjourned** Lewis made a motion to adjourn. Sarah seconded. Motion carried. Meeting adjourned at 11:25 AM.

Approved