

Pembroke Home Owners Association

Board of Directors Meeting Minutes

May 15, 2021| 10:00 a.m.| Virtual Meeting (Due to COVID-19 social distancing measures, email 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
x	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
	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner
		Homeowner
		Homeowner

- Call to Order – called to order at 10:00 AM.**
- Motion to Approve / Deny the Agenda-** Lewis made a motion to approve the Agenda, Tyler seconded, all in favor, motion passed.
- Secretary's Report**
 - The Secretary attached a copy of the April 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, Tyler seconded, all in favor, minutes approved.
- Treasurer Report**
 - It is board policy to review the reconciled financial statements for April 2021. Lewis reported everything is tracking closely to our estimates. Admin expenses are higher because of the insurance that we paid, which is standard / expected. We haven't gotten a bill for the ponds yet.
 - Motion to Approve / Deny the Treasurer's Report - Liz made a motion to approve the Treasurer report, Tyler seconded, all in favor, motion passed.

- **Action Items**

- **Contact contractor for tree removal at Whittemore pond:** (Nicole) Nicole will send the down payment amount to Lewis for the Jillian Grace fence and will follow up with the Vendor about the repair to the Whittemore Court Pond fence.
- **Liz's Box for Storage:** Adam will drop off at Liz's.
- **Archived Email Transfer from GoDaddy to O365:** (Adam) Backups exist of the emails. Adam has completed and posted the link to SharePoint and will send via email.
- **Document scanning/Digitized records:** Shonnie is working to scan the 6 boxes and 2 containers (partially full) from storage.
- **Fence for Jillian Grace:** Need to get the quote (Nicole) to Lewis to execute.
- **Weeds at Entrance:** Clippers already treated once for weeds in the common areas.
- **Engineer for Middlegate:** Sarah and Nicole will talk with the engineer on Monday about the contract Terms and Conditions.
- **Website:** We can have separate hosting from GoDaddy for email and the website. The Board discussed the effort to change the domain hosting to another company and decided it was better to retain GoDaddy. Liz made a motion to renew the pembrokehoa.org and pembrokehoa.com domains, Lewis seconded, all in favor, motion passed.
- **Ponds:** (Sarah) Nicole sent a request to Clippers, ESC and McKenzie Contracting. Only received a quote back from McKenzie. The BOD needs to obtain additional quotes for the work. Lewis to create a spreadsheet detailing the work and send to the BOD. Tyler will contact Stormwater management solutions (SMS) to obtain a quote. Nicole will contact Clippers to get a quote for tree removal. Shonnie will send the spreadsheet with the breakout of pond repairs to additional Vendors to obtain quotes.

- **Committee Reports**

- **ARC:** Update regarding outstanding items (Tyler and Board discussion) Tyler will follow up about the trailer on Pershing to see if it is still there as the date the Homeowner was required to remove has passed. If the trailer is still there, another fine will be sent.

- **Additional Items for Discussion**

- **Sprinklers at the front.** Liz to follow up with the Vendor to determine if they have de-winterized the sprinklers at the front entrance.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** June 19, 2021; Virtual due to COVID-19
- **Adjourn:** Lewis made a motion to adjourn the meeting, Tyler seconded, all in favor, meeting adjourned at 10:53am.