

Pembroke Home Owners Association Board of Directors Minutes

May 21, 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
√	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 called the meeting to order at 10:05 AM.
- Motion to Approve / Deny the Agenda**- Alicia made a motion to approve the agenda, Tyler seconded, all in favor, Agenda approved.
- Secretary's Report**
 - The Secretary attached a copy of the April 2022, 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 April minutes, Nicole seconded, all in favor, Minutes approved.
- Treasurer Report**
 - It is board policy to review the reconciled financial statements for March / April statements have been attached for review and acceptance by the Board of Directors.
 - March / April financial statements not yet received. BOD to review March, April, and May financial statements at June BOD Meeting.
 - Action:** Lewis to contact BBB to ensure they are aware that our meetings are on the third Saturday of the month so they can get these reports to us by the second Saturday of each month.

- Motion to Approve / Deny the March/ April Treasurer's Reports – Deferred until reports received from Book Keeping by Blanche.

• Action Items

- **Lawyers' updates** (Lewis) – no updates.
- **Goals for 2022:**
 - Resolve issues with Collections Agency – Lewis – no updates.
 - Resolve issues with 2 property lines by Jillian Grace Pond – Nicole – no updates.
 - **Action:** Shonnie to go over to the homeowner's property and show the homeowner where the property line is. Also, will discuss a proposed date to have the fence moved. Also, Shonnie will draft an email indicating the proposed resolution plan and send to Nicole for review.
 - Complete Jillian Grace Pond Fence Installation – Nicole / Vendor – On Hold
 - Complete Additional Pond Repairs as needed - BOD / Vendor –
 - **Action:** Nicole to follow up with the Vendor to remind them about the quote request for the Pershing Pond.
 - Complete Pond Documentation & Knowledge Transfer – Sarah / Alicia / Shonnie – met with Sarah 2 weeks ago for knowledge transfer. Sarah loaded documentation to SharePoint. Action item is completed.

• Committee Reports

- **ARC:** Tyler and Board discussion – no updates. The trailer has been moved and the grass cutting issue is resolved. The builder's lawncare company left clippings in the street.
 - **Action:** Tyler to send Nicole pictures of the clippings. Nicole to contact the Builder to notify them of this second violation.
- **Trash cans:** Homeowners continue to store their trash cans in front of their homes or leave the trash cans on the street.
 - **Action:** Alicia to email BOD with the addresses of houses so letters may be sent to the homeowners.

• Additional Items for Discussion

- **Mail boxes kiosk:** Alicia requested that the BOD install a bulletin board on Rowan Knight.
 - **Action:** Nicole to check storage to determine if there is an extra bulletin board. If so, will contact vendors to get a quote to install. If not, will contact vendors to purchase a bulletin board and install.
- **Summer Newsletter:** Nicole to begin working on the newsletter in June and will add in a reminder to the homeowners about trash can storage and will request homeowners notify the BOD when utilizing the Tot Lot for children's parties.
- **Member-At-Large Position:** Sarah is resigning est. 5/31/2022.
 - **Actions:** Alicia to follow up with the homeowner about their interest in the Member at Large position. Nicole to confirm with Sarah that her last day will be 5/31/2022.
- **Lawyer Daycare Discussion:** Nicole- no updates.
 - **Action:** Nicole will follow up with the lawyers.
- **County Commissioner and Delegate email/letter: (Liz / Nicole)**
 - **Action:** Liz to draft a letter to the Delegates and County Commissioners about the ponds requesting assistance.

- **Property audit:** Liz completed the audit and sent to the BOD for review.
 - **Action:** Nicole, Lewis and Liz to determine a solution for property owners listed in the records with different names than what is in the BOD records.
- **GO Daddy:** (Liz)
 - **Action:** Liz to update the email contact for GoDaddy.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** June 18, 2022; virtual due to COVID-19
- **Adjourn** – Tyler made a motion to adjourn the meeting at 10:58 AM, Nicole seconded, all in favor, meeting adjourned.