

Pembroke Home Owners Association
Board of Directors Agenda

May 20, 2023 10:00 a.m. | Virtual Meeting (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** – Call the meeting to order.
- **Motion to Approve / Deny the Agenda-**
- **Secretary’s Report**
 - The Secretary attached a copy of the March and April 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 –
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for the HOA. November through April statements have not been attached for review and acceptance by the Board of Directors. There is a discrepancy between the amount the bank shows and what BBB shows. Representative from accounting is still working on reconciling.
 - Motion to Approve / Deny the Treasurer’s Reports – unable to approve at this time.
- **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/Lewis)

- 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) Still under revision.
- Mail box kiosk – follow up and obtain vendor quotes (Jon Friscia) Jon sent link for a kiosk and cost. Decision to spend money on the kiosk needs to be made.
- Resolve issues with Collections Agency. (Lewis Collier)
- Send overdue accounts to DML. (Lewis Collier) We can send over to the local lawyer along with the AFS accounts. Need the accounts to be reconciled before we send over. (on hold)
- Provide a summary of Middlegate pond status to inspector so he may follow up with his Leadership to request assistance. (Nicole Smith) The information may be archived with prior President's email.
- October Annual Meeting Minutes (Nicole Smith) In progress
- Schedule a Working Meeting to review ARC Guidelines changes. (Liz Kessel) on hold
- Resolve issues property lines by Jillian Grace Pond (Nicole Smith) Letter sent to homeowner via certified mail. DML is responding to homeowner's lawyer.
- Complete Jillian Grace Pond Fence Installation (Nicole Smith) dependent on prior action item. Part of the drainage field is on private property.
- Alicia to contact a surveyor regarding the Jillian Grace pond.
- Quote for corkboard repair on Kiosk
- Research forest retention area in regards to county rules and fences
- Quote for repair for Tot Lot edging damage
- Construction material clean up from builder
- Individual mailbox removal for homes on Rowan Knight

Committee Reports

- **ARC:** Tyler and Board discussion – All violations corrected?
- **Additional Items for Discussion** -
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** June 17, 2023; virtual
- **Adjourn** –