

Pembroke Home Owners Association
Board of Directors Minutes

May 20, 2023 10:00 a.m. | Virtual Meeting (email bod@pembrookehoa.org for details if planning to attend)

Attendees:

Present	Name	Title
x	Nicole Smith	HOA BOD - President
	Alicia Huff	HOA BOD – Vice President
x	Lewis Collier	HOA BOD – Treasurer
x	Liz Kessel	HOA BOD – Secretary
x	Tyler Duncan	HOA BOD – ARC Chairman
	Vacant	HOA BOD- Member at Large
x	Jonathan Friscia	HOA BOD- Member at Large
		Homeowner
		Homeowner

- **Call to Order** – Call the meeting to order. Nicole called the meeting to order at 10:02am.
- **Motion to Approve / Deny the Agenda**- Lewis made a motion to approve the Agenda, Nicole seconded, all in favor- motion passed.
- **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 – Lewis made a motion to approve the March and April Minutes, Tyler seconded, all in favor - March and April minutes approved.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for the HOA. October 2022 through April 2023 statements have been attached for review and acceptance by the Board of Directors. Lewis explained there was an issue with deposited monies from undeposited funds into deposited funds so it was not reflecting correctly in QuickBooks. Reconciliation was conducted at Bookkeeping by Blanche, issues resolved, and reports provided to the BOD for review.
 - Motion to Approve / Deny the Treasurer’s Reports – Liz made a motion to approve October 2022 – December 2022 Treasurer reports, Nicole seconded, all in favor - October 2022 through December 2022 are approved. Tyler made a motion to approve the January 2023 – April 2023

Treasurer reports, Jon seconded, all in favor - January 2023 through April 2023 Treasurer reports approved.

- **Goals for 2023 / Action Items:**

- Tenby Pond Erosion – Nicole received request a quote for \$2,766.00 to repair erosion at east end of Tenby pond outside of the fence. This should be an outflow pipe area. Scope of work: remove the loose natural debris, apply 3 yards of screened topsoil around the top of the pipe, compact the soil with a tamper, Install landscape fabric on top of the new soil, install 5 tons of rip rap around the top of the pipe and to the inflow swale. Lewis made a motion to approve the repairs on Tenby pond, Nicole seconded, all in favor - motion passed to complete the Tenby Pond Repairs.
- Pershing pond Erosion - Nicole received request a quote for \$917.00 to repair erosion at Pershing. Remove the vegetation from the rip rap, top-dress and replenish with 2 tons of rip rap. Lewis made a motion to approve the repairs, Nicole seconded, all in favor- motion passed for Pershing Pond Repairs.
- Quote for repair for Tot Lot edging damage – Nicole received a quote for \$651.00 to repair the boarder around the wood chipped area and secure the metal spikes. Tyler made a motion to approve the Tot Lot repairs, Lewis seconded, all in favor - motion passed for the Tot Lot 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) Still under revision. We will have a working meeting to discuss lawyer feedback.
- 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. Possibly reach out to Tech center or Boy Scouts to see if they can build.
- Quote for corkboard repair on Kiosk – Jon to get quote on cork roll replacement and email the board.
- Resolve issues with Collections Agency. (Lewis Collier) The settlement agreement with AFS allows the BOD to sever the relationship and re-engage with a local collection's agency. Nicole signed the agreement on 5/11/23. Action Item Completed / Closed.
- Send overdue accounts to DML. (Lewis Collier) Lewis can send over to the local lawyer along with the old AFS accounts. There are 6 that have older debts and about 20 new accounts to be sent. Lewis to review accounts and ensure the calculation for the interest is correct. Final warning letters will be sent through Bookkeeping by Blanche.
- 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 discuss feedback from lawyer (Liz Kessel)
- 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. The Lawyer has provided a draft response and the BOD is reviewing. DML sent us their proposed letter and BOD is reviewing.

- Complete Jillian Grace Pond Fence Installation (Nicole Smith) dependent on prior action item. Part of the drainage field is on private property. Nicole proposed that we install the fence around the pond on HOA property. Discussed gate placement directly in front of easement with access from Jillian Grace Court. On hold.
- Research forest retention area in regards to county rules and fences. (Alicia) Alicia to contact a surveyor regarding the forest retention area. Homeowner at a previous meeting provided the following as a contact: Betty Nickerson, permits specialist, St Mary's. Dept of Land Use and Growth Management 23150 Leonard Hall Drive 301-475-4200 ext 71561. If the area is forest retention, we are unable to mow or remove vegetation / trees.
- Construction material clean up from builder – (Nicole) Need to contact the Builder to request cleanup of materials.
- Individual mailbox removal for homes on Rowan Knight – Our neighborhood has cluster boxes per the agreement with the post office. This is out of the BOD's purview, as it is between the homeowner and the post office. Action Item Closed.
- Survey of parcel of land off Willows Rd. – Jon contacted the surveyor that completed the survey of that parcel. The pins are in the correct location and the homeowners who are installing the fences can proceed. Tyler to notify the homeowners.
- Parcel at the area for Pembroke to put a sign at the entrance on Rowan Knight. Jon will investigate and email the board.

Actions of the Board

- A motion was made and seconded to send a fine letter to a homeowner, 6 voted yes, motion passed. Fine letter was sent certified mail.
- A motion was made and seconded to have the land surveyed along Willows road to establish property lines, 5 voted yes, 1 did not vote, motion passed.

Committee Reports

- **ARC:** Tyler and Board discussion – All violations corrected? Letters for high grass warning letters. Tyler will conduct a drive through and notify the secretary of violations to be addressed.
- **Additional Items for Discussion** - none
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** June 17, 2023; virtual
- **Adjourn** – Liz made a motion to adjourn, Nicole seconded, all in favor - meeting adjourned at 11am.