

Pembroke Home Owners Association
Board of Directors Meeting Minutes
November 2, 2019| 10:00 a.m.| Lexington Park Library

- Attendees:

Present	Name	Title
x	Rich Zellner	HOA BOD - President
x	Nicole Smith	HOA BOD – Vice President
	Christopher Steingrube/Vacant 2020	HOA BOD – Treasurer
x	Liz Kessel	HOA BOD – Secretary
x	Tyler Duncan	HOA BOD – ARC Chairman
x	Jesika Zellner	HOA BOD- Member at Large
x	Sarah Peddicord	HOA BOD – Second Memberat Large
		Homeowner

- Call to Order** – Rich Zellner called the meeting to order at 10:04am
- Motion to Approve / Deny the Agenda**- Nicole made a motion to approve the agenda. Jesika seconded. Motion carried.
- Secretary's Report**
 - The Secretary attached a copy of the September 14, 2019, 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. Jesika made a motion to approve the September minutes, Nicole seconded. Motion carried
- Treasurer Report**
 - It is board policy to review the reconciled financial statements for September and October 2019. Financial statements have been attached for review and acceptance by the Board of Directors.
 - Motion to Approve / Deny the Treasurer's Report Nicole made a motion to approve the Treasurer report, Sarah seconded. Motion carried.
- Action Items**
 - ARC Passdown:** Discussion regarding ARC duties. (Board discussion) We will review the book from the prior ARC (this only contains old ARC requests which are all on email). Liz will go through it and scan them all in. Tyler is working on a plan for drive throughs in the neighborhood with the ARC committee.

- **Ponds and Common Areas and Middlegate Pond Repairs:** Status of research and any updates. (Sarah Peddicord). Sarah sent an update on her research last month. A discussion regarding updates was held.
- **Treasurer Passdown:** Discussion of Treasurer duties and collections updates. Any volunteers for position? Discussion concerning the roles of the incoming Treasurer and Bookkeeping by Blanche. (Chris/Board discussion) We agreed that we still need Quickbooks. We discussed how we determine whether a homeowner is still in good standing (voting and ARC approval) and monthly reports. We will draft a letter to homeowners concerning the new payment address. Will also post to website and send via email once complete. Need to send them our list of responsibilities.
- **December Meeting:** We do not usually hold a December Board meeting based on holidays and schedules. Are we good with that this year as well or do we want to work on a date to schedule a meeting? (Board discussion) We agreed not to have a meeting in December. We may need a working session for the Treasurer duties.
- **Committee Reports**
 - **ARC:** Drive-through follow up. (Board discussion) The ARC is once again taking action.
- **Additional Items for Discussion-** Halloween: Nicole will contact the POC at the Sheriff's office and thank them for their presence. We will also have a discussion with the PD on what more we can do next Halloween to control the influx of traffic and safety.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** January 25, 2020; Lexington Park Library Longfellow Room
- **Adjourn** – meeting adjourned at 11:56am