

Pembroke Home Owners Association Board of Directors Minutes

November 20, 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
	Vacant	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
x	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner
		Homeowner
		Homeowner

- Call to Order** – Nicole called to order at 10:02am.
- 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 October 2021, Board of Directors annual meeting minutes for the Board's review and acceptance. The Minutes, once approved at the next annual meeting, will be posted on the website for homeowners' viewing and placed in the corporate record book.
 - Motion to Approve / Deny the previous Minutes – Liz will send out for all to review and we will revisit the next meeting.
- Treasurer Report**
 - It is board policy to review the reconciled financial statements for October 2021. Financial statements have been attached for review and acceptance by the Board of Directors.
 - Motion to Approve / Deny the Treasurer's Report – Tyler made a motion to approve the Treasurer report, Nicole seconded, all in favor – motion passed.

- **Action Items**

- **Contract for lawn and SW ponds:** Nicole said that we do not have to sign another contract with the Vendor, and our current prices will not increase for 2022.
- **Power washing Tot Lot:** Nicole to follow up with the Vendor to ensure that the Power Washing is on the schedule for approximately May 2022.
- **Fence around Jillian Grace (Nicole)** On hold.
- **Collections Agency Discussion:** (Lewis) Lewis to follow up with Book Keeping by Blanche to resolve issues for homeowners that have sold, but not resolved their balance with the collections agency.
- **Ponds:** (Board) Nicole reached out to our lawn maintenance Vendor to request small repairs such as cutting back overgrown vegetation from the pond fences. These small repairs are estimated to occur in December 2021. Sarah will look for the As Built Plans for the ponds and will load to the SharePoint site if located.
- **Update on findings from Evans law:** Awaiting the pond letter to forward to the community.
- **Open offices on the BOD:** Sarah will resign as soon as there is a Member at Large replacement, but she will not be able to serve after May 2022. Nicole will follow up with an interested homeowner about joining the board and Liz will send her the NDA and training information.

- **Committee Reports**

- **ARC:** Tyler and Board discussion. Tyler may have located an ARC Chair replacement. However, there is a conflict of interest due to a property line issue. Nicole to follow up with the homeowner to resolve.

- **Additional Items for Discussion**

- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** January 15, 2022 at 10am; Virtual due to COVID-19
- **Adjourn** – Sarah made a motion to adjourn the meeting, Tyler seconded, all in favor- meeting adjourned at 11:08am.