

Pembroke Home Owners Association
Board of Directors Agenda

November 18, 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 September 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 (Pembroke HOA Sharepoint site).
 - Motion to Approve / Deny the previous Minutes –
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for the HOA. September and October statements have been attached for review and acceptance by the Board of Directors. Once approved, they will be posted on the Pembroke HOA Sharepoint site
 - Motion to Approve / Deny the Treasurer’s Reports –
- **Goals for 2023 / Action Items:**
 - New Board members positions
 - 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.

- Middlegate pond – County inspector (Jimmy Yates) to provide a recommendation of a local company with an engineer on staff. (Nicole Smith) needs to be reassigned
- Resolve issues property lines by Jillian Grace Pond (Nicole Smith) completed?
- Middlegate pond fence repair – (Tyler)
- Exterminator for bees/hornets in Whittemore pond and entrance – (Alicia)

Committee Reports

- **ARC:** Tyler and Board discussion – All violations corrected?
- **Additional Items for Discussion** -
- **Actions of the board-**
 - On October 29, 2023, 5 board members voted in favor of accepting the RFP for bookkeeping services from Hannah Evans [01 November 2023 through 31 October 2024](#).
 - On October 23, 2023, 5 board members voted in favor of sending fine letters for ARC violations.
 - On October 7, 2023, 5 board members voted in favor of spending \$2,685 for fence repair at Whittemore pond.
 - On September 27, 2023, 6 board members voted in favor of sending fine letters for ARC violations.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** (Annual Meeting) January 20, 2024; virtual
- **Adjourn** –