

Pembroke Home Owners Association
Board of Directors Minutes

November 18, 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
x	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
x	Dave Chandler	New board member
x	Daniel Wadsworth	New board member

- **Call to Order** – Nicole called the meeting to order at 10:00 am.
- **Motion to Approve / Deny the Agenda**- Lewis made motion to approve. Nicole seconded, all in favor. Agenda is approved.
- **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 – Lewis made motion to approve September Minutes, Nicole seconded. All in favor, August minutes approved.
- **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 – The September and October reports are not reconciled, therefore we cannot approve the reports. Bookkeeping services were transitioned from Bookkeeping by Blanche to Hannah Evans at the end of October 2023.
- **Goals for 2023 / Action Items:**
 - 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.**

- Jillian Grace pond – Right side fence issues resolved. Left side issue with drain field. Nicole to contact County Inspector about drain field.
- Sharing recordings of the Annual meeting with homeowners – a homeowner asked to listen to the recording of the last annual meeting. The BOD has not previously offered this to Homeowners, and it is not a requirement to provide. Our requirement is to provide the written Meeting Minutes only. The Board agreed to continue to only provide Meeting Minutes.
- Exterminator for bees/hornets in Whittemoore pond and entrance – (Alicia) Alicia has one quote. She solicited six exterminators, but no one else responded back. After discussing, the board agreed we should go with their quote approx. \$300. Lewis made a motion to approve up to \$350 on the exterminator at the pond, Nicole seconded, all in favor, motion approved. Alicia will arrange to have them come out and exterminate.
- Kiosk for Rowan Knight homes – Lewis advised that it was shipped and should be arriving soon.
- New board members welcome. New officers appointed – Tyler Duncan made a motion to elect the following officers: Lewis Collier (President), Jon Friscia (VP), Dave Chandler (ARC), Daniel Wadsworth (Treasurer/Secretary), Jon Friscia seconded, all in favor, motion approved.

Committee Reports

- **ARC:** Tyler and Board discussion – All violations corrected? Tyler said we are up to date. No new ARC requests. He will stay on the ARC committee to help.
 - There are two homes left to be pressure washed. Tyler to follow up with Liz to determine if the homes have resolved the issue or if additional letters need to be sent.
 - Nicole to follow up with the lawyer about a Homeowner's fence.
- **Additional Items for Discussion**
 - The board discussed perhaps clarifying the by-laws regarding recouping lawyer fees.
 - Reserve study – the board discussed the need for another reserve study this year.
 - Discussion on when new board members take affect. Nicole to follow up with the lawyer.
- **Other Actions of the Board**
 - On August 21, 2023 the board voted unanimously (6 yays) to raise the annual dues from \$350 to \$360.
 - On August 23, 2023 the board voted 4 yays in favor, 2 did not vote of sending 2 first fine letters to homeowners.
 - On August 23, 2023 the board voted 5 yays in favor, 1 did not vote to spend \$675 for Clippers to unclog the pond grate at the Tenby pond.
 - On August 25, 2023 the board voted 5 yays in favor, 1 did not vote of having Staples print the annual meeting notices for a total up to \$280.
 - On September 3, 2023 the board voted 5 yays, 1 did not vote to send 6 second violation letters to homeowners.
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** (Annual Meeting) January 20, 2023; virtual
- **Adjourn** – Alicia made motion to adjourn meeting at 12:01 pm, Nicole seconded, all in favor, meeting adjourned.