

Pembroke Home Owners Association  
Board of Directors Meeting Agenda

November 21, 2020| 10:00 a.m.| Virtual Meeting (Due to COVID-19 social distancing measures, email [bod@pembrookehoa.org](mailto:bod@pembrookehoa.org) for details if planning to attend)

Attendees:

Present	Name	Title
	Nicole Smith	HOA BOD - President
	Adam Boas	HOA BOD – Vice President
	Lewis Collier	HOA BOD – Treasurer
	Liz Kessel	HOA BOD – Secretary
	Tyler Duncan	HOA BOD – ARC Chairman
	Shonnie Davis	HOA BOD- Member at Large
	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner
		Homeowner
		Homeowner

- **Call to Order**
- **Motion to Approve / Deny the Agenda**
- **Secretary’s Report**
  - The Secretary attached a copy of the November 14, 2020, 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
- **Treasurer Report**
  - It is board policy to review the reconciled financial statements for October and November 2020. Financial statements have been attached for review and acceptance by the Board of Directors.
  - Motion to Approve / Deny the Treasurer’s Report
- **Action Items**
  - **Scanning items from Storage Unit:** (Nicole/Adam)
  - **Storage and email solutions for digitized records update:** (Adam)
  - **RFP vote:** (Board)

- **Ponds:** (Sarah)
- **Committee Reports**
  - **ARC:** Update regarding outstanding items (Tyler and Board discussion)
- **Additional Items for Discussion**
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** January 16, 2021; Virtual due to COVID-19
- **Adjourn**

Approved