

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
	vacant	HOA BOD- Member at Large
√	Sarah Peddicord	HOA BOD- Member at Large
√	Shonnie Davis	Homeowner
		Homeowner
		Homeowner

- **Call to Order** by Nicole Smith at 10:07 AM.
- **Motion to Approve / Deny the Agenda** Sarah made a motion to approve. Lewis seconded. Motion carried.
- **Secretary’s Report**
  - The Secretary attached a copy of the October 17, 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 - Lewis made a motion to approve. Liz seconded the motion. Motion carried.
- **Treasurer Report**
  - It is board policy to review the reconciled financial statements for October 2020. Financial statements have been attached for review and acceptance by the Board of Directors. Lewis sent over the report, he needs to send a revision. There is a \$5,000 check that needs be categorized correctly. AFS status - a discussion was held about collection status.
  - Motion to Approve / Deny the Treasurer’s Report – the report needs revision and corrections will be accounted for in the November report.

- **Action Items**

- **Scanning items from Storage Unit:** (Nicole/Adam) Need to follow up with Adam.
- **Storage and email solutions for digitized records update:** (Adam) Need to follow up with Adam. He started to move the files from Sync to MS365. We need to work on the email migration. Nicole advised that she would like to complete that as soon as possible. After documents have been scanned in and verified, we can shred the majority of documents. Some documents need to be kept in hardcopy and we will do so.
- **Upgrading to Advanced QuickBooks:** (Board) The BOD discussed the differences between QuickBooks Advanced verses what we have now. The BOD chose to retain what we have now.
- **Reschedule walkthrough with one of the vendors:** (Nicole) Need to contact the vendor today to reschedule.
- **Arrange quote for cut/clean up in Common Areas:** (Sarah) Liz did a drive through with Eddie / SWM vendor. He will send his estimate in the next few days. Eddie recommended we get a fence for the Jillian Grace pond to keep people from accessing the pond. The BOD will attempt to get quotes for a fence as soon as possible. The other fences were put up by Long fence. Need to understand the boundary where the fence should go per the plat. When Eddie comes out to complete some stop gap mowing, he can spray the perimeter line, if desired.
- **Ponds:** (Sarah) Need to cut a check to the engineering firm. Sarah needs to follow up with Bruce from the County about the pond documents. Sarah has a list of items that needs to be repaired for the ponds and she will work on sending that out this weekend. Sara will follow up with Mr. Krause about the engineering contract.

- **Committee Reports**

- **ARC:** Update regarding outstanding items (Tyler and Board discussion) - no updates.

- **Additional Items for Discussion**

- **Shonnie** – wanted to become the Member at Large. Liz advised that there is a time commitment. Tyler made a motion to appoint Shonnie to the Member at Large position. Nicole seconded. Motion carries. Liz will send the NDA to Shonnie and ask her to sign.

- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)

- **Next Meeting Date & Location:** December 12, 2020; Virtual due to COVID-19

- **Adjourn** – Lewis made a motion to adjourn 10:50am. Tyler seconded. Motion carried.