

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
		Homeowner
		Homeowner
		Homeowner

Call to Order

Motion to Approve / Deny the Agenda

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

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.
- 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)
- Upgrading to Advanced QuickBooks: (Board)

- **Reschedule walkthrough with one of the vendors:** (Nicole)
- **Arrange quote for cut/clean up in Common Areas:** (Sarah)
- **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:** December 12, 2020; Virtual due to COVID-19
- **Adjourn**

DRAFT