

Pembroke Home Owners Association

Board of Directors Meeting Minutes

September 18, 10:00 a.m.] Virtual Meeting (Due to COVID-19 social distancing measures, email bod@pembrokehoa.org for details if planning to attend)

Attendees:

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

- **Call to Order:** Nicole called the meeting to order at 10:02 AM.
- **Motion to Approve / Deny the Agenda-** Lewis made a motion to approve, Nicole seconded, all in favor, Agenda approved.
- **Secretary's Report**
 - The Secretary attached a copy of the August 2021, 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, Nicole seconded, all in favor, Minutes approved.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for August 2021. Financial statements have been attached for review and acceptance by the Board of Directors. Reminder letters will be sent out to all homeowners by Lewis to all who still owe us money.
 - Motion to Approve / Deny the Treasurer's Report – Tyler made a motion to approve, Lewis seconded, all in favor, Treasurer's Report approved.

- **Action Items**

- **Fence around Jillian Grace** (Nicole) - On hold due to boundary issue.
- **Collections Agency Discussion:** (Lewis) – Lewis to follow up with AFS about outstanding accounts.
- **Document Scanning:** (Shonnie) – Shonnie scanned 3 boxes. Shonnie will drop off the remaining 4 boxes to Nicole today to complete scanning.
- **Ponds:** (Board) – Nicole to follow up with vendor to obtain quotes for repairs. Nicole will get quotes from vendor for basic vegetation remediation around the ponds. Nicole will get update on Tenby pond unblockage.
- **Update on findings from Evans law:** Evans Law provided memo with guidance about the ponds. BOD responded with feedback and request for additional research.

- **Committee Reports**

- **ARC:** (Tyler and Board discussion) – New ARC Committee member has been added to the team. Tyler is still looking for someone to take over the ARC Chair.

- **Additional Items for Discussion**

- Reminder to send your weekly updates by Wednesday night
- Discussion on email from homeowner regarding turnaround pad.
- Sarah made a motion to create a nominating committee for electing new board members. Chairperson to be Sarah Peddicord, members being Nicole Smith, Liz Kessel, Lewis Collier, and Tyler Duncan. Lewis seconded, all in favor, motion passed. Liz to send email to Homeowners announcing this.
- Board of Directors will gather at Nicole's house for the annual meeting
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** October 16, 2021 (Annual Meeting); Virtual due to COVID-19
- **Adjourn** – Lewis made a motion to adjourn at 11:54 AM, Tyler seconded, all in favor, motion passed.