

Pembroke Home Owners Association

Board of Directors Minutes

September 17, 2022 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
✓	Nicole Smith	HOA BOD - President
✓	Alicia Huff	HOA BOD – Vice President
✓	Lewis Collier	HOA BOD – Treasurer
✓	Liz Kessel	HOA BOD – Secretary
✓	Tyler Duncan	HOA BOD – ARC Chairman
✓	Shoshonna Davis	HOA BOD- Member at Large
✓	Jonathan Friscia	HOA BOD- Member at Large
		Homeowner
		Homeowner

- **Call to Order** – Nicole called the meeting to order at 10:02am.
- **Motion to Approve / Deny the Agenda**- Tyler made a motion to approve the Agenda, Nicole seconded, all in favor, Agenda is approved.
- **Secretary's Report**
 - The Secretary attached a copy of the August 2022, 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 – Jonathan made a motion to approve the Minutes, Lewis seconded, all in favor, Minutes are approved.
- **Treasurer Report**
 - It is board policy to review the reconciled financial statements for August and statements have been attached for review and acceptance by the Board of Directors.
 - Motion to Approve / Deny the Treasurer's Report – Lewis advised that the budget is tracking to plan. There were no questions on the Treasurer's report. Tyler made a motion to approve the Treasurer's report, Nicole seconded, all in favor, Treasurer's report approved.
- **Goals for 2022 / Action Items:**
 - i. Resolve issues with Collections Agency – Lewis. Nothing new to report.

- ii. Resolve issues property lines by Jillian Grace Pond – Shonnie / Nicole. Shonnie has been unsuccessful getting in contact by phone call and texting. Nicole to follow up with homeowner.
- iii. Complete Jillian Grace Pond Fence Installation – Nicole / Vendor – On Hold
- iv. Pond Repairs from County Inspection – Due 9/29/22 – BOD. Vendor to complete majority of the repairs by the end of September. Nicole to follow up for status. Nicole to contact Environmental Contractor to complete remaining repairs.
- v. BOD Assignments for Pond follow up:
 - 1. Jonathan – Haverford
 - 2. Lewis – Tenby & Pershing
 - 3. Tyler – Middlegate
 - 4. Liz – Pembroke End & Utility Station
 - 5. Nicole – Whittemoore
 - 6. Alicia – Jillian Grace
 - 7. Shonnie – Tot Lot
- vi. Lewis to contact fence company to obtain a quote to add a gate at Tenby Pond.
- vii. Forest Retention Sign Replacement – Shonnie will call to obtain an estimate including weather proofing.
- viii. Mail box kiosk – Alicia to check storage to determine if we have an additional kiosk.

- **Committee Reports**

- **ARC:** Tyler and Board discussion – Tyler / Jonathan to follow up with homeowner to submit ARC paperwork for fence installed without approval.

- **Additional Items for Discussion**

- Annual Meeting packet has been sent to homeowners. Presentation is 90% complete.
 - Liz to send an email to homeowners about grass clippings.

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

- **Next Meeting Date & Location:** October 15, 2022; virtual due to COVID-19

- **Adjourn** – Lewis made a motion to adjourn the meeting at 10:47am, Tyler seconded, all in favor, meeting adjourned.