

Pembroke Home Owners Association  
Board of Directors Agenda

September 16, 2023 10:00 a.m. | Virtual Meeting (email bod@pembrookehoa.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   |
|         | Vacant           | HOA BOD- Member at Large |
|         | Jonathan Friscia | HOA BOD- Member at Large |
|         |                  | Homeowner                |
|         |                  | Homeowner                |

- **Call to Order** – Call the meeting to order.
- **Motion to Approve / Deny the Agenda-**
- **Secretary’s Report**
  - The Secretary attached a copy of the July 2023, 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 (Pembroke HOA Sharepoint site).
  - Motion to Approve / Deny the previous Minutes –
- **Treasurer Report**
  - It is board policy to review the reconciled financial statements for the HOA. August statements have been attached for review and acceptance by the Board of Directors. Once approved, they will be posted on the Pembroke HOA Sharepoint site
  - Motion to Approve / Deny the Treasurer’s Reports –
- **Goals for 2023 / Action Items:**
  - Provide ARC Guidelines recommended changes to the BOD. Add the provision for chain link fences around ponds. Cross reference with the Governing Documents (Bylaws, Covenants, etc.) to ensure that changes do not contradict. (Jon Friscia & Tyler Duncan) Still under revision.

- Middlegate pond – County inspector (Jimmy Yates) to provide a recommendation of a local company with an engineer on staff. (Nicole Smith)
- October Annual Meeting Minutes (Nicole Smith) In progress
- Resolve issues property lines by Jillian Grace Pond (Nicole Smith) In Progress
- Middlegate pond fence repair – need quote from Clippers (Tyler)
- Removal of leaning pine tree at Tenby pond and leaning tree at Pershing - (Tyler) Tenby completed but Pershing not cut flush to the ground.
- Prepare slides for Annual Meeting (BOD) – All updated?
- Exterminator for bees/hornets in Whittemoore pond and entrance – (Alicia)
- Solicitation for new bookkeeper (Lewis and Alicia)

## **Committee Reports**

- **ARC:** Tyler and Board discussion – All violations corrected?
- **Additional Items for Discussion** -
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
- **Next Meeting Date & Location:** (Annual Meeting)October 21, 2023; virtual
- **Adjourn** –