

Pembroke Home Owners Association  
Board of Directors Minutes

September 16, 2023 10:00 a.m. | Virtual Meeting (email bod@pembrookehoa.org for details if planning to attend)

Attendees:

Present	Name	Title
x	Nicole Smith	HOA BOD - President
x	Alicia Huff	HOA BOD – Vice President
x	Lewis Collier	HOA BOD – Treasurer
Absent	Liz Kessel	HOA BOD – Secretary
x	Tyler Duncan	HOA BOD – ARC Chairman
	Vacant	HOA BOD- Member at Large
Absent	Jonathan Friscia	HOA BOD- Member at Large
		Homeowner
		Homeowner

- **Call to Order** – Call the meeting to order. Nicole Smith called the meeting to order at 10:01 am.
- **Motion to Approve / Deny the Agenda**- Lewis made motion to approve. Tyler seconded. Agenda is approved.
- **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 – Alicia made motion to approve August Minutes, Lewis seconded. August minutes approved.
- **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 – Tyler made motion to approve. Alicia seconded. Treasurer report approved.
- **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 Nicole to finish in a few weeks.**
- Resolve issues property lines by Jillian Grace Pond (Nicole Smith) **In Progress**
- Whittemore Court Pond Fence repair – need quote from Clippers (Tyler) **Tyler to send email to Jamie at Clippers.**
- Removal of leaning pine tree at Tenby pond and leaning tree at Pershing - (Tyler) Tenby completed but Pershing not cut flush to the ground. **Completed by Clippers**
- Prepare slides for Annual Meeting (BOD) – All updated? **Lewis will update the financials through September.**
- Exterminator for bees/hornets in Whittemore pond and entrance – (Alicia) **Alicia has one quote. Will contact two more exterminators.**
- Solicitation for new bookkeeper (Lewis and Alicia) **Lewis working on RFQ. He will send it out for board review.**

#### Committee Reports

- **ARC:** Tyler and Board discussion – All violations corrected? **Tyler said we are up to date. A total of 6 homes are left to be washed.**
- **Additional Items for Discussion -**
  - Nicole will contact attorney to schedule a meeting next week for clarification on fence cases.
  - The nominating committee chair will be handled through email. Lewis will send out email to find a committee chair. Jon F. can access newsletter preparation instructions via the community correspondent folder in Sharepoint.

#### Other Actions of the Board

- On August 21, 2023 the board voted unanimously (6 yays) to raise the annual dues from \$350 to \$360 annually.
- On August 23, 2023 the board voted 4 yays in favor, 2 did not vote of sending 2 first fine letters to homeowners.
- On August 23, 2023 the board voted 5 yays in favor, 1 did not vote to spend \$675 for Clippers to unclog the pond grate at the Tenby pond.
- On August 25, 2023 the board voted 5 yays in favor, 1 did not vote of having Staples print the annual meeting notices for a total up to \$280.
- On September 3, 2023 the board voted 5 yays, 1 did not vote to send 6 second violation letters to homeowners.
- **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** – Tyler made motion to adjourn meeting at 11:07 am. All in favor, meeting adjourned.