

Pembroke Home Owners Association  
Board of Directors Meeting Minutes

September 19, 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
X	Nicole Smith	HOA BOD - President
X	Adam Boas	HOA BOD – Vice President
X	Lewis Collier	HOA BOD – Treasurer
X	Liz Kessel	HOA BOD – Secretary
X	Tyler Duncan	HOA BOD – ARC Chairman
X	Dawn Person	HOA BOD- Member at Large
X	Sarah Peddicord	HOA BOD- Member at Large
		Homeowner
		Homeowner
		Homeowner

- **Call to Order** at 10:05 am by Nicole.
- **Motion to Approve / Deny the Agenda** Lewis made a motion to approve the agenda, Tyler seconded. All in favor. Motion carries.
- **Secretary’s Report**
  - The Secretary attached a copy of the August 18, 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. Correction to the minutes to clarify that the weeding was not included in the contract. Lewis made a motion to approve the minutes. Tyler seconded the motion. All in favor. Motion carried.
- **Treasurer Report**
  - It is board policy to review the reconciled financial statements for August 2020. Financial statements have been attached for review and acceptance by the Board of Directors. Lewis stated that the reconciliation of the budget report for the \$63 difference. This is due to outstanding checks. Bookkeeping by Blanche will report next month on the difference. There was a settlement paid directly to us for over \$2000 on a delinquent property. Liz made a motion to approve the treasurer’s report for August. Tyler seconded the motion. All in favor,

motion carried. We discussed the increase in dues, which were discussed in a prior working meeting. The increase is to allow for monies to cover the pond maintenance and repairs on our 9 storm water ponds. Tyler made a motion to approve the increase in dues, Liz seconded. All in favor, motion carries. The 2021 budget was reviewed. Tyler made a motion to approve the budget. Liz seconded the motion. All in favor, motion carried.

### Action Items

- **Tree growing out of storm drain:** Tyler has called the county (Sharon White with public works) regarding this and they advised they will come out to look at this.
- **ARC request revision:** Need to review the ARC guidelines for RV/Camper/trailer storage requests (Adam). Tyler advised that he feels that a new form specifically for campers/RV/Trailers is a good idea. The form should include “Temporary ARC Request”, homeowner name, what the request is, and dates requested. Lewis made a motion that the ARC committee develop a form for temporary requests. Liz seconded. All in favor, motion carried.
- **Scanning items from Storage Unit:** Nicole advised that that we have items to scan. Nicole asked what time would work for Adam to come to the storage unit to get the files. Adam advised that he can go to the unit tomorrow with her.
- **Storage and email solutions for digitized records update:** Adam, is ready to move the files. He will get with Liz to coordinate this.
- **No fine letter disputed.** Nicole advised that a homeowner wanted to officially dispute a no fine letter. We have a record of this on file.
- **Annual Meeting Mailing:** All the letters have been mailed out to homeowners. Nicole advised that next year we can solicit a company can do this mailing for us. Action item: Nicole to send out a final review of the Annual meeting slides.
- **Ponds:**
  - i. Nicole advised that she has the keys for Adam as Sarah’s backup.
  - ii. We have reviewed the work completed to date verses what we have paid to date. The vendor that was performing pond maintenance has decided not to continue their work. We are awaiting a cost to complete based on the work they will complete for this year.
  - iii. Action Item: Nicole to develop RFP for pond maintenance, grass cutting, snow removal, etc for the board to review.
  - iv. Action item: Nicole to contact the lawyer if bonding is required for our vendors.
  - v. At the Haverford and Whittemore ponds we need work completed (hay was left and the vegetation is overgrown). Sarah moved that we spend the \$8200 to have ESC vendor to finish the cutting on Haverford and Whittemore, removal of small trees and overseed and remove the hay. Lewis seconded the motion. All in favor, motion carried.
  - vi. Another motion was made by Tyler that we discuss with our lawyer how we can hold the first vendor accountable for \$1600 to remove the hay and reseed the bald spots that was left by them which is our cost to remove so that it does not cause damage. Lewis seconded, all in favor, motion carried.
  - vii. Since the last meeting, we have voted via official channels to have an engineering review of the Middlegate pond to understand the soil suitability. Lewis made a motion

to have the lawyer to review the contract with the engineering company. Adam seconded the motion. All in favor, motion carried.

- viii. County records of the storm water ponds- there is a fee associated with getting these records. We need the records so that we have a comprehensive record of the ponds for future maintenance contracts. Lewis made a motion that we pay the fee up to \$1000 to have the county make copies, preferably electronic, of the storm water records so that there is a chain of custody. If the amount will exceed this we will have to vote on additional funds. Sarah seconded the motion. All in favor, motion carried.
- ix. Sarah made a motion that we solicit vendors for specific repairs to the ponds. There are trees, overgrowth, clogged filters, etc in ponds that need addressing so that the damage does not get worse. Lewis seconded, all in favor, motion carried.
- x. Sarah made a motion that we verify that the invoices are accurate before we pay the remaining balance to the current vendor. Lewis seconded. All in favor, motion carried.

- **Committee Reports**

- **ARC:** Update regarding outstanding items (Tyler and Board discussion) Members of the committee are doing drive throughs of the neighborhood.

- **Additional Items for Discussion-** none

- **Open Forum**

- **Next Meeting Date & Location:** October 17, 2020; Virtual due to COVID-19, Annual meeting October 24<sup>th</sup> @ 10am

- **Adjourn** – 11:33am