

## Pembroke Homeowners Association Board of Directors Minutes June 21, 2025, 10:00 a.m. | Virtual Meeting (email bod@pembrokehoa.org for details if planning to attend)

### Attendees:

Present	Name	Title
X	Lewis Collier	HOA BOD - President
	Jonathan Friscia	HOA BOD – Vice President
	Daniel Wadsworth	HOA BOD – Treasurer
	Vacant	HOA BOD – Secretary
X	Richard Ibanez	HOA BOD – ARC Chairman
X	Tyler Duncan	HOA BOD- Member at Large
X	Sarah Fallin	HOA BOD- Member at Large
		Homeowner
		Homeowner

**Call to Order:** Lewis Collier called the meeting to order at 10:02.

**Motion to Approve / Deny the Agenda:** Tyler Duncan moves, Richard Ibanez seconded, motion unanimously.

### Secretary's Report:

- Approve April and May minutes. Richard Ibanez motioned, Tyler Duncan seconded. Motion unanimously.
- Online vote was recorded to send a violation notice with a fine
- Need to get latest (2023, 2024) approved minutes on website. Maybe some older ones as well.
  - S. Fallin now able to log into website. Several updates needed – will list these out for the board to review before publishing

### Treasurer Report:

- It is board policy to review the reconciled financial statements for the HOA. President presented financial overview on behalf of treasurer

### ARC Chair Report:

- Several third/final notices sent out for fines
  - No responses; R. Ibanez motioned to have landscaping taken care of on Pershing Dr and bill the homeowner. S. Fallin seconded. Motion passed unanimously.
    - Discussion on whether to do back yard as well
  - No response on vehicle on Tenby Dr

- Discussion about fine vs resolution. Table discussion for another session
- Concord refuse in driveway
  - Discussion about using landscaping company and billing homeowner
- Three pending approvals, two for fences
- Five resolved issues
- When R. Ibanez finds an infraction during drive-throughs he has a driving log

#### **General Items:**

- Open Board member positions – Secretary
  - i. Will assemble nominating committee in August
  - ii. Will have a working session to plan annual meeting
- Landscaping
  - i. Guy Landscaping has started caring for HOA landscaping issues
    - a. Suggest we get them to do a pond check when weather is appropriate, before mowing, to clear out fence growth and look for other issues before the grass grows and covers it up.
  - 2. Was asked for a quote to clear bus stop corners of snow but no response has been received.
- Street lights
  - i. Dan received some information, working session needed
- Crime concerns
- Board of Appeals Wetlands variance for townhouses
  - i. S. Fallin preparing written comment for board review
  - ii. Will take email vote to send comments to county
  - iii. S. Fallin will attend board of appeals meeting to get info, will not verbally give comment
- Middlegate pond
  - i. Stormwater Management (SWM) engineering team has done core samples and has completed preliminary engineering effort.
    - 1. SWM has questions for the engineering company. Once they get answers, SWM will get us an estimate.
    - 2. No updates
- Jillian Grace Pond fence
  - i. L. Collier to work with fence company when weather conditions improve to complete that effort.
  - ii. They're reworking the quote to include the poles at the bottom of the fence so wildlife can get in and out of the pond and the purpose is to keep humans from dumping trash
  - iii. Email vote to approve the expenditure
- Entrance lights at the front of neighborhood
  - i. GFI keeps tripping. A deeper debug session will be performed as soon as time and weather permits.
- Tree issue in retention area completed
- **Additional Items for Discussion**
  - None
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
  - None

**Next Meeting Date & Location:** 10:00 am 19 June, 2025; Virtual

**Motion to Adjourn** – T. Duncan moves, S. Fallin seconded, meeting adjourned at 11:01.