

Pembroke Homeowners Association Board of Directors
 Minutes January 17, 2026, 10:00 a.m. | Hybrid Meeting
 (email bod@pembrookehoa.org for details if planning to attend)

Attendees:

Present	Name	Title
Virtual	Lewis Collier	HOA BOD - President
In person	Zachery Farrell	HOA BOD – Vice President
In person	JoyMcBride	HOA BOD - Treasurer
Virtual	Matt Stearns	ARC Chairman
In person	Sarah Fallin	HOA BOD – Secretary
Virtual	Neil McLaughlin	HOA BOD – Member at Large
In person	Frankie Riffle	HOA BOD – Member at Large
Virtual	Zakkiyya & James Cunningham	Homeowner
Virtual	Howard Wathen	Homeowner

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

Motion to Approve / Deny the Agenda: N. McLaughlin moved, Z. Farrell seconded, motion unanimously passed.

Secretary’s Report:

- Approval of November Minutes Z. Farrell motioned, F. Riffle seconded, motion unanimously passed
- Approval of 2025 annual meeting minutes (noting bylaws specificity of posting is lacking) Z. Farrell Motioned, F. Riffle seconded, motion unanimously passed.
- Communication: sent out a December newsletter with general reminders and calls for volunteers, sent out another notification of the Santa run.
 - o F. Riffle will ask previously involved volunteers for engagement
 - o Z. Farrell interested in posting a sign about meetings

Treasurer Report:

- It is board policy to review the reconciled financial statements for the HOA. There is a bookkeeper who does the check depositing and such. They do a profit/loss statement against quickbooks. Will have additional reports in February due to turnover from last treasurer. Lots of people paying dues and dues through Zelle which means the funds come in right away

ARC Chair Report:

Two approvals

General Items:

- Landscaping
 - i. Potential follow up on new construction drainage. M. Stearns working with DR Horton and they're pushing toward the county. The newsletter asked for inputs from homeowners about issues and there weren't responses
 - 1. Some folks didn't get the email – maybe update the website. QR code to the website on the bulletin boards. Put newsletters on the website as a blog. See if we can require a login only on the website
 - ii. Front entrance: talking to landscaping contractor to get a quote to redo the front entrance landscaping since mulch is piling up
 - iii. Bulletin Boards
 - 1. Call for volunteers resulted in no volunteers
 - 2. Will get quote from company
 - 3. F. Riffle – knows scouts, need eagle projects. Board concurrence in seeing eagle scout interest
 - iv. New construction clean out, adding new construction common areas to landscaping schedule
 - 1. L. Collier/M. Stearns to follow up with DR Horton
- LED light conversion/solar
 - i. L. Collier will follow up with SMECO
 - ii. Some talk about adding lights but that's not on the developer or SMECO
 - iii. Need volunteers to study the options. N. McLaughlin and M. Stearns to take for action
- Ponds
 - i. An email motion to complete the Tenby Pond outflow repairs passed with 7 in favor and 3 no votes (note this occurred during the transition between the old board and the new)
 - ii. Awareness: upcoming need for working session for Middlegate pond work
- **Additional Items for Discussion:**
 - o N. McLaughlin: country transportation ordinances says in order for them to deal with traffic things first a neighborhood has to post their speed limits. We don't have many in the neighborhood. We have one on Colby that says 25 on all streets. Can we consider having another speed limit sign, particularly on the Rowan Knight entrance. County can't put up a sign until they take over the road which would happen in the spring. Another discussion point for DR Horton. Not sure if we have authority to post speed limit signs
 - o What about another sign for the development for the other entrance and no solicitation in the little sliver of land 20-30 feet. N. McLaughlin and M. Stearns to take for action
 - o Z. Farrell will send county sign regulations to the board
 - o June 20 meeting is on a holiday weekend – move to another weekend (S. Fallin to take for action)
 - o S. Fallin to set up meetings through 2026 since previous board member owns the meeting maker
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)
 - o Z. Cunningham: additional feedback on the winter social and event planning

- S. Fallin, Z. Farrell, F. Riffle to take for action is drafting a policy for event funding requests
- Z. Cunningham requesting requiring BOD meet with requestor.
- Z. Farrell acknowledged this may not be possible with open meetings and bylaws
- Z. Farrell soliciting regulations – need to review the bylaws, meant to keep companies from going door to door but people asking about girl scouts. Changing the bylaws/CCRs takes a quorum of property owners
- Food trucks: F. Riffle will see if previous volunteer will start it up again
- Z. Farrell can we encourage volunteerism like knowing a month off dues

Next Meeting Date & Location: Meeting at 10:00 am on 21 February 2026

Motion to Adjourn S. Fallin moves, Z. Farrell seconded, Motion passed unanimously. Meeting adjourned at 11:17 am