

Pembroke Homeowners Association Board of Directors Minutes February 21, 2025, 10:00 a.m. | Virtual Meeting

• Attendees:

Present	Name	Title
X	Lewis Collier	HOA BOD - President
X	Zachery Farrell	HOA BOD – Vice President
X	JoyMcBride	HOA BOD - Treasurer
	Matt Stearns	ARC Chairman
X	Sarah Fallin	HOA BOD – Secretary
X	Neil McLaughlin	HOA BOD – Member at Large
X	Frankie Riffle	HOA BOD – Member at Large
X	Alicia Huff	Homeowner
X	Deborah Robinson	Homeowner
X	Dannetta Jackson	Homeowner
X	Dwaine Osborne	Homeowner
X	Laura Wathe	Homeowner
X	Rafael Flores	Homeowner
X	Terah Tessier	Homeowner
X	Logan Spendlove	Homeowner
X	Daniel DeMilio	Homeowner
X	Dawn Person	Homeowner

Call to Order: L. Collier called the meeting to order at 10:01

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

Secretary’s Report:

- Approval of January Minutes Z. Farrell motioned, J. McBride seconded, motion unanimously passed
- Website: minutes up to date, research effort requiring login underway
- Communication: sent out a February newsletter with general reminders and calls for volunteers, notice of the meeting

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. There's still a transition going to the new treasurer
- Dues payment period ended, getting list of folks who double paid or didn't pay to resolve

ARC Chair Report:

One homeowner requested paperwork for a deck/fence has been provided the information

Nothing else to report

Request about mailboxes having a latch broken – L. Collier taking for action to determine procedure

General Items:

- Landscaping
 - i. Construction drainage: no updates
 - ii. Front entrance: landscaping company working on giving a quote to re-do since mulch piled up high blocking signs
 - iii. Bulletin Boards: follow up on Eagle Scouts and quotes
 1. Will bring up in upcoming meeting, have to coordinate with boys going for Eagle, interest among the leaders. Landscaping company also looking into routes for this
 - iv. New construction clean out: working with DR Horton to get all of this removed, not much activity during the winter. DR Horton plans to do final paving during the spring and then turn the road over to the county but no exact timeline
- LED light conversion/solar: have not heard back from SMECO, in terms of adding new lights board members will look into, collecting info
- Ponds
 - i. Awareness: Middlegate Pond working session needed – scheduling difficulties, can put up for vote during March meeting

Additional Items for Discussion:

- o Status Update on Events Policy: decided on creating a standardized form for event/funding requests and creating an events committee. F. Riffle, Z. Farrell, S. Fallin continuing to take for action and reviewing against governing documents
- o Additional update on status of action items for the board
- **Open Forum** (3 minutes allowed per attendee; you may not give your minutes to others)

D. Osborne: Question regarding the fence, tried to make several attempts via email and recently sent the package via certified mail about approval for a fence – clarified email address and policy

A. Huff: Plowing done on Welch Way which is a private road, requests reimbursement. Welch Way is owned by DR Horton. What do I get in HOA dues and do I adhere to HOA rules since on a private road?

L. Collier: HOA does not plow the streets, county does. Your home is on a private road, don't know why the county or the developers did that. The HOA does not own that road so we do not have jurisdiction over that. Currently DR Horton plows Rowan Knight because they have not turned it over to the county. That is the only private road in the entire community.

D. Robinson: Concord Ct, told SMECO would cut brush behind every five years. It was cut down four years ago when they first moved in. Is there going to be a time soon to cut down the brush? L. Collier will put on the list to ask SMECO next time he contacts about lights.

D. DeMilio: How are minutes disseminated? They are posted the next month after they are approved in the next open session

T. Tessier: Contacted SMECO for light out on Colby and Tenby and researching more on the mailbox latch

D. Person: Water damage due to sump pump failure and they're going to put a dumpster in front of the house Monday and Tuesday to clear out the damaged materials. Will put in a deck and fence request shortly. The company would like to do a sign to advertise on the property

- **Next Meeting Date & Location: Meeting at 10:00 am on 21 March 2026 – hybrid with in person location at the Lexington Park Library room B**

Motion to Adjourn S. Fallin moved, Z. Farrell seconded, Motion passed unanimously. Meeting adjourned at 10:47 am