**Pembrook Farm Homeowners Association January 8, 2023, at 3:00 pm via Zoom 1st Board Meeting Notes**

**Leaders Present:** President: Angela Cherry-Davis Vice President: Karen Meikle Treasurer: Eloise Reid

**Honorary Member:** Ackeem Evans

Madam, President Angela Cherry-Davis started the meeting at 3:03 pm, and the following matters were discussed:

1. **Status of non-payment for late fees, liens, and mailing notices.**

* Revision of late fees: it was discussed that we would waive the late fees of $25.00 to encourage homeowners to pay their outstanding dues for the year 2022.
* Liens: The Board has decided to forgo the liens on individual homes for the year 2022.
* Mailing Notices: We will issue letters for outstanding dues for the year 2022.

1. **Treasurer’s report:**

Madam, Treasurer Eloise Reid gave a financial overview for the year ending

December 2022. We received a total of $7188.17 for the year 2022. the breakdown

is as follows:

1. June to December 2022 dues of $5888.17
2. Overpayment of dues of $700.00
3. Current year dues collected to date 2023 is $600.00
4. Total expenses were $2,840.29
5. Bank account balance as of December 31 is $2,874.00
6. No vendor payment is outstanding.
7. We will incur Recurring monthly expenses for the landscaper and electricity,
8. **Infraction Notices**: The Board has agreed to 3 infractions. (1st, 2nd and 3rd offences)

It was further agreed that any member of the Board can present an infraction as the need arises.

1. **Unclaimed Property Update:** Madam President has obtained “The Name, EIN,” etc. for unclaimed funds from the former HOA Management Company and has assumed the responsibility to inquire how to obtain those funds and will update the board following her inquiry.
2. **Open Position Recruitment:** The Board has agreed to announce the position of Secretary as our former Secretary Sir, Anthony Brown has resigned from the post effective December 2022. We expressed our individual appreciation to him in our group text messages for his contribution to serving on the committee. It was agreed that Madam, Vice President Karen Meikle will assume the role of interim secretary until the position is filled.
3. **New Email Duty:** We agreed that Madam Meikle will create the schedule of rotation for email duty on a rolling 2-week schedule
4. **Questions or Concerns**:
5. Sidewalk: Madam Reid will reach out to the county to address the repair to the sidewalk
6. Common Areas: We agree to have the landscaper maintain all common areas, i.e., to cut and keep the areas well-manicured at all times.
7. Madam Reid will send letters to update all Homeowners on what we have accomplished for the year 2022.
8. Madam Meikle will take the lead to get the announcement board for the upcoming meeting
9. Suggestions were made to prepare an agenda in the form of a PowerPoint for the next HOA general meeting.

(Suggesting discussed included sidewalk, mailbox, and getting community feedback regarding what improvement we should make.)

1. Suggestions were made to obtain an auditor to audit our books.
2. Suggestion was made for better lighting for the front entrance. We will obtain the quote from Mr. Meikle. (Mr. Meikle will render his electrical services for free, in Common areas only)
3. Next Committee meeting will be on January 22, 2023

The meeting was adjourned at 3:52 pm.