

**Pembrook Farms**  
**HOA Board Meeting 5/22/22**

- Next Community Meeting Jun 12<sup>th</sup>
  - \$175 due June 1<sup>st</sup> 22
- Electric bridge Admin Dashboard review- Will need to confirm access for HOA Board
  - Log into Election Bridge
  - Click Profile
  - Click Admin Dashboard to make updates
  - To get verified you must upload a license or Mail with Address and Name
- Election Bridge Contract Review
  - Please add in language to include based on final home count of paid dues- we will restructure based on that total home count
  - IRS SS Form 4- Need the copy EIN # to create bank account
    - Once we sign and then a week to create the EIN to update the Make the payment bank info
  - - *Actions for Next Meeting*
- Election Bridge Contract Update and Sign
  - Website changes- Forms to submit an HOA board to HOA Approvals via the HOA Board Email
  - Process for Submission, Review, Track- PDF
- Track Homes as we get sign Reminder for
  - Trees, Fence, Board approved
  - Next Meeting 5/29