



Family-Oriented Suburban Neighborhood Since 1994

PEMBROOKE HOMEOWNER ASSOCIATION (HOA)

MEETING MINUTES

PEMBROOKE HOA BOARD

PRESIDENT: Pauline Murphy • **VICE PRESIDENT:** Debra Wilson • **SECRETARY/TREASURER:** Jackie Sheats

MEETING DATE: Saturday - May 01, 2021

Call to Order / Welcome:

The meeting was called to order at 10:35am by Pauline Murphy, Pembroke's HOA President.

Announcements:

- New Homeowner(s)
 - Princess & Ernestine Okeke located at 3441 Sweetbriar Lane are the most recent new homeowners.
- Thanks to Homeowners
 - Thanks to Joseph and Vera Terrell for their ongoing support and services to our subdivision. Additional thanks to Beverly Wells for her notary service offered to the HOA Board.
 - Thanks to the homeowners who supported the efforts to allow us to move forward with the removal of the six trees at the front entrance. Their efforts to pay their 2021 – 2022 HOA Due early allowed for the HOA to save \$400 on the total cost of the tree removal service.

Financials: Current Year / Proposed Budget 2021 – 2022:

- Treasurer Jackie Sheats provided an update on current expenditures for 2021; and provided details related to the proposed 2021 – 2022 budget.
 - Yearly Dues Increase: Please refer to the proposed 2021 – 2022 budget that outlined the areas to justify the recent increase in dues. This information was provided in the folder issued to all homeowners. **Pembroke HOA dues are now \$200 per year. Please submit your payment by June 1, 2021 to Jackie Sheats.**

Current Business:

- Retention Pond
 - No additional updates have been provided by the City of Powder Springs. The last communication was March 2021, and the board is awaiting a response from the city.

- Yard of Month Program
 - Congratulation to Donald & Terri Garland – 3444 Sweetbriar Lane who are the Pembroke homeowners selected for May 2021 Yard of the Month.
- Architectural Control Committee (ACC):
 - The ACC started on April 1, and the Committee consists of Nita Parks and Torrey Moore.
- Insurance Coverage: Liability
 - In compliance with the current guidelines in Pembroke's Restated Covenants the HOA is required to carry general liability insurance.
- Pembroke HOA Registered Name
 - Pembroke Property Owners Association (POA) is the official name for Pembroke, as referenced in our covenants and bylaws.

New Business:

- Current Opening: Welcome Committee
 - The board is creating an additional committee to support the subdivision. **If you are interested in assisting with the Welcome Committee, please notify a board member or send an email to pembrookesubdivisionhoa@gmail.com.**
 - We are seeking two homeowners for the Welcome Committee. The primary purpose of the Welcome Committee is to greet new homeowners and offer informative information to assist the homeowner with settling into their new home and the Pembroke Community.
 - The Welcome Committee in partnership with the HOA Board will be responsible for ensuring the Front Entrance is decorated and maintained during certain holidays throughout the year (Christmas, July 4th, Memorial, and Veterans Day).
 - Community Wellness through reaching out to residents who have death in the family, major illness, and when there is a new addition to the family.
 - Community Activities, work with the Board of Directors to organize and promote community events:
- Upcoming: Mailbox Replacement
 - Several residents within Pembroke have reached out due to the need for replacements and damaged mailboxes. We hope to obtain 100% participation. Please refer the flyer on the mailboxes. Addresses of Distinction is the company selected and the price listed covers the taxes and install. The current signs within the subdivision have the same post as the Avenues. The mailbox selected for consideration are the Avenues and Corinthia.

Closing Remarks / Meeting Adjourned:

- Closing remarks were provided by President Pauline Murphy. **The HOA Board requested all homeowners complete the Information Request Form provided in the folder and return the completed form to Pauline Murphy @ 3406 Sweetbriar Lane.**

The meeting adjourned @ 11:45am.