



Family-Oriented Suburban Neighborhood Since 1994

PEMBROOKE SUBDIVISION

ANNUAL MEETING MINUTES – APRIL 30, 2022

PEMBROOKE PROPERTY OWNERS ASSOCIATION (POA) BOARD

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

CALL TO ORDER:

The annual meeting was called to order @ 11:09am by Pauline Murphy, President.

ELECTION RESULTS:

- The Board of Directors election results were communicated as outlined below:
 - A total of 19 ballots were received, there were no write-ins, and the results are outlined below:
 - 19 Votes for Pauline Murphy - President
 - 19 Votes for Debra Wilson - Vice President
 - 19 Votes for Jackie Sheats - Treasurer/Secretary

FINANCIALS:

- The Current Year and the Proposed Budget 2022 - 2023 was reviewed during the meeting. For homeowners that were not in attendance a copy of the financials will be provided.

ANNOUNCEMENTS:

- The two new Homeowners within Pembroke are as follow:
 - The Winbush - Terryn Family: 3404 Sweetbriar Lane
 - The Rivera Family: 3443 Sweetbriar Lane
- In Memoriam
 - Larry Chadell
 - Yvonne Hazard
 - Phil Davis

CURRENT BUSINESS:

- Yard of the Month
 - A vote was taken during the meeting to continue or discontinue the Yard of the Month. Based on the total number of member within the POA (45) and the number of votes received during the meeting (15), the outcome is to discontinue the Yard of the Month. Any votes taken for the Board to make a change requires 20% of the total POA Member within the Subdivision.

- Landscaping
 - Lawn Care: Cut your grass twice per month and edge.
 - Treat weed and trim hedges.
 - Use mulch and/or pine straw (optional).
 - It's important for all homeowners to review the flyer provided, **"Bag It, Don't Blow It and The Do's and Don'ts of Yard Waste Disposal."**
- Trash Cans
 - Trash cans should not be stored in the front of your house. Cobb County Code Enforcement states "Garbage receptacles shall be removed from the street within 24 hour of garbage collection." Article 6: Section 9.
- Leash Law
 - All dogs are required to be on a leash when outside or enclosed within a fence. Please clean-up animal waste from your neighbor's yard when walking your dog.
- Architectural Control Committee (ACC) Purpose
 - The Architectural Control Committee is responsible for maintaining the community's property values. The committee member(s) will review design applications from homeowners and see whether they comply with the architectural guidelines stated in the governing documents.
- City of Powder Springs (COPS) - Quality of Life
 - Quality of Life is now operational in Powder Springs. Please be aware that when they drive through the subdivision, they are looking for violations of the Code of Ordinances. Please review the pamphlets on common violations provided during the meeting, which are only some of the violations and not all inclusive.
- Mailbox Project Update
 - 76% of Pembroke Homeowners have installed new mailboxes, and we currently have 13 homes who have not installed, which is 24%. If you have neighbors or friends who have not yet purchased their mailbox, please encourage them to do so.

NEW BUSINESS:

- Website - Under Construction
 - The Pembroke website is currently down to make updates. The website will be available within next two weeks.
- HOA Dues
 - Dues of \$200 are due by June 1, 2022 and are considered late after June 30th. If payments are received late a \$10 late fee will be assessed.
- HOA Dues - Additional Charges
 - The Board normal communication channels are via email and placement in mailboxes, when the information is for all homeowners. If you would like to receive all communication by other means such as direct mail by way of postal service there will be an additional cost of \$10. Please include \$10 with your annual

dues payment if you would like to receive your communication coming from the Board by postal mail, or provide an email address to receive future information.

■ **Retention Pond Maintenance**

- The POA Board reached out to several companies for pond maintenance and only received two responses:
 - 1) Cobb County Landscape/Retention Pond - \$100 monthly charge, annual cost \$1200.
 - 2) Quality Diversified Services (QDS) - \$3,000 annually, two visits a year. (Quote received 04/2021)
The Board met with QDS in March 2022, to request an additional review of the pond and a quote for maintenance, to-date no response has been received.
 - 3) Maldonado Landscape – No response.
 - 4) Solid Rock Landscape, Inc. – No response.

The Board moved forward as of April 2022 with Cobb County Landscape/Retention Pond; and the contact person is J.T Stoner. The company will provide the below monthly services:

- Services will include the removal of all overgrown areas around the Outlet Control Structure, Dam, and Embankment. Services will also be provided around all outlets in the pond.
- Services will be provided along the outer bank of homeowners on the Pembroke side, to cut down any small trees, weeds, etc.
- Edging will be provided as needed.
- During each visit will ensure removal of anything that impacts the integrity of the pond.
- Spray around general areas for poison ivy, and other areas of concern.
- Manage the growth on the slopes cut and sprayed (*cannot have anything larger than a blade of grass growing in the dam, it will cause the dam to fail*).
- Site visit once per month or twice when needed, for example, after a storm.

During the meeting with Cobb County Landscape and Quality Diversified Services (QDS) the Board was informed that additional work is required around the Dam area. No quote was received from QDS. Cobb County Landscape provided an estimate of \$5775, to clean and regrade the spillway. The services will include the removal of all debris from the spillway below dam. Dispose of removed materials and repair grass between houses due to entering and exiting pond dam. Removal of overbrush and fallen tree limbs that are now around the Dam. Based on current expenditures, the Board recommend consideration for any proposed work for the fiscal year, not to exceed \$3000; this is the line items on the 2022 – 2023 Projected Budget for “Dam.”

■ **Upcoming Events:**

During the last two years there have not been any community events due to Covid. We are hoping to move forward with events for the 2022 – 2023 fiscal year.

- Yard Sale - June 25, 2022
- Barbeques - July 23, 2022
- Ice Cream Social - August 27, 2022

▪ **Quarterly Newsletters:**

March, June, September, December

- The first newsletter for 2022 will be issued this June. We look forward to receiving support from homeowners to provide information and support this effort. The newsletter will be placed on the Pembroke's website and email out as well.

▪ **Current Openings - Committees:**

Last year the Architectural Control Committee (ACC) was established to continue the efforts to maintain our community.

- **ACC:** Currently have Nita Parks and the Board is seeking another homeowner to assist on this committee.

Today the board would like to propose the formation of the Social and Welcome committees, the guidelines are currently being created. All homeowners will be notified when the initial rollout will start. An email will be sent next week to request for volunteers to support these committees.

- **Social:** Currently have two openings for this committee. The Social Committee will be responsible for assisting with activities within Pembroke.
- **Welcome:** Currently one additional opening for the Welcome committee. We have one volunteer who have expressed an interest.

Once the selection process is complete for all committees, an email update will be provided related to this committee.

OPEN FORUM DISCUSSION:

The Board open the meeting for open forum discussion from the attendees. Chris King of 3408 Sweetbriar Lane, raised concerns around consistency with the Pembroke's Reinstated Covenants as it relates to code violations. Based on the information provided by Mr. King prior to the meeting, the Pembroke President and Vice President had discussed the concerns a week prior to the meeting and advised that the Annual Meeting was not the appropriate forum.

The Pembroke Board focus on consistency to address any areas of Code Violation(s) with all Pembroke homeowners. The areas of concerns referenced by Mr. King and associated with the Board are areas that are always addressed at the appropriate time and forum with the homeowner(s). All information and/or conversations between the Board and a homeowner is confidential and is not discussed with other homeowners. Any personal concerns the King Family may have with any member of the Board is not associated with the Pembroke POA Board and was not the appropriate forum to conduct a discussion. The Board has an open-door best practice for all meetings, and we continue to welcome the King Family to address any topic; however, to ensure they are addressed in the appropriate forum.

CLOSING REMARKS

At 12:58pm the meeting came to an abrupt end. Thanks to everyone who attended the 2022 Annual Meeting.