



*Family-Oriented Suburban Neighborhood Since 1994*

# **PEMBROOKE HOA**

## **MEETING MINUTES**

**ATTENDEES:** Pembroke HOA Board / Homeowners

**MEETING DATE:** Saturday, September 26, 2020

**START TIME:** 10:05 am – End Time: 12:36 pm

**LOCATION:** Warwick Lane Cul-de-sac

### **DISCUSSION TOPIC(S):**

#### **CALL TO ORDER / WELCOME - PAULINE MURPHY**

- Welcomed attendees and new homeowners:
  1. Dematrius & Chisia – 3405 Sweetbriar Lane
  2. Gerald & Lacy – 4437 Pembroke Way
  3. Stephana Dorsinvil – 3438 Sweetbriar Lane

#### **Recap – Previous Minutes / Zoom Meeting**

- A written request was place to receive the Zoom Meeting minutes; as of Friday, 9/25 no information has been provided.

#### **UPDATES / ANNOUNCEMENTS - JACKIE SHEATS**

- Next Door group set up for Pembroke Homeowners by homeowner Lacey Irvin. You will receive an email with a link to join the group. It is not mandatory, but a good way to connect with your neighbors.
- Yard of the Month ended September 30<sup>th</sup>; seeking volunteers for next year's program (May-September) – Contact the HOA Board if you are interested.

#### **CURRENT BUSINESS CITY OF POWDER SPRINGS (COPS) - PAULINE MURPHY**

- Update - Croy Engineering Survey Findings  
Findings will be provided with the open document request.

- **Documents Request - During Zoom Meeting – September 8, 2020**

Documents were requested during the meeting and in a follow-up call to COPS. Due to cost associated with these documents, the HOA Board will only be responsible for the documents requested by the HOA Board. The HOA Board will provide the documents via email and/or add to the Pembroke's Website.

- **Statement of Work / Project Proposal**

COPS will not have access to this information until the site is fully evaluated. Once the information is received, the COPS will determine if it will do the logistical work for the repairs. Pembroke homeowners are responsible for all expenses associated with the repair(s). The COPS has started the process by getting the Survey of the retention pond done. The COPS has discussed incurring the upfront cost associated with the repairs needed with the homeowners reimbursing COPS of the cost by way of assessment on Annual City tax bill.

- **Bidding Process**

The COPS seek bids for projects and outline the scope of work that must be done. COPS evaluate the bids and recommend the lowest responsive and responsible bidder. The recommendation is not always the lowest price.

- **City of Powder Springs Payment Plan Support**

A payment plan is determined and approved by the city council. In the past for other projects, the COPS approvals were for three years on large infrastructure projects. If a payment plan option is provided by COPS, there will be no interest; however, for homeowners who are considering the payment plan, there will be a lien placed on their property until payment is fulfilled.

- **Status on Grants or Project Funding**

At this time COPS is not aware of any grant funding; however, in support of all homeowners, please assist with researching possible available grants / funding.

## **NEW BUSINESS - DEBRA WILSON**

- **Post Retention Pond Maintenance / Repairs**

Once the pond is repaired there will be responsibility for the subdivision to ensure the pond is maintained. During the Zoom meeting COPS stated that additional information will be provided on the code requirements, once the pond is repaired.

**Pembroke will also need to consider, the below:**

1. The responsibility for maintaining the land surrounding the pond after the repairs.
2. Removing silt build-up and debris from the pond.
3. Determine if the HOA is responsible for safety, that can be associated with the pond.
4. Determine if the HOA is responsible for insect control associated with the pond.

- **HOA Yearly Dues**

With maintenance requirements for the pond, the HOA Due will need to be increased. The board is seeking support and recommendations from all homeowners. For planning purposes, the board will seek out cost factors associated with the maintenance of the retention pond, to ensure Pembroke is in compliance with the COPS code.

There are requirements in the covenant to vote on the recommended decision for an increase. The website listed under the below Reference information is provided if homeowners would like to review HOA Dues amounts paid by other subdivisions.

### **OPEN FORUM DISCUSSION – ALL ATTENDEES**

- Is COPS responsible for the repairs? COPS stated they are not responsible and the 55 homeowners bear the sole responsibility for all repairs.
- Are homes surrounding the pond responsible for repairs? There has been miscommunication regarding this in the past. The homeowners surrounding the retention pond are only responsible for maintaining the easement around the pond to allow routine evaluations to be conducted by COPS.
- Will Homeowners have input in the Bid selection? The board will provide info on this when available to us.

### **CLOSING REMARKS - PAULINE MURPHY**

The pond was designed to serve the subdivision. It was a wet land prior to the building of Pembroke community. There are nine drainage systems within our community.

The board will request another meeting with COPS once the scope of work has been disclosed. The board will send an email to request for ten homeowners to attend the meeting. The first 10 homeowners who respond to the email will be considered for the meeting. We will notify homeowners in advance. If you have information from your individual research or knowledge that can be helpful please share with the board.

### **REFERENCES: THE FOLLOWING ARE ARTICLES REFERENCED FROM THE COVENANTS**

Pembroke's Amended & Restated Declaration of Protective Covenants

- Article IV: Section 8 - Nonpayment of Assessments, Page 6
- Article V: Section 1 - Association's Responsibility, Page 7
- Article VI: Section 14 - Drainage, Page 3
- Article VII: Section 1 - Insurance, Page 13
- Article X: Section 1 - 3 - Easement for Utility, Page 3

**HOA Community's in Powder Springs**

<https://hoa-community.com/location/ga/powder-springs-ga/>