



Family-Oriented Suburban Neighborhood Since 1994

PEMBROOKE SUBDIVISION

ANNUAL MEETING MINUTES – MAY 20, 2023

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 @ 10:04 a.m. by Pauline Murphy, Pembroke POA President.

ANNOUNCEMENTS

The two new homeowners within Pembroke are as follows:

- Demond & Samantha Burch - 3444 Sweetbriar Lane
- Isaiah Thomas - 3445 Sweetbriar Lane

FINANCIALS

- **2022 - 2023 Projections/Expenditures & Proposed Budget 2023 - 2024:**

The Current Year and the Proposed Budget 2023 - 2024 were reviewed during the meeting. For homeowners who were not in attendance, a copy of the financials was placed in your mailbox on Wednesday, May 24th.

- **Reserve Account:**

We opened a savings account on June 8, 2022 for our reserve account. We transferred \$300 to open the account with our existing Bank, United Community, an additional \$2,000 was transferred. The savings account has accrued .26 cents in interest with a current balance of \$2,300.26. Future deposits for the reserve account will be 20% of collected annual dues.

- **Clover Payment System:**

We are now offering another payment option for our Pembroke Property Owners through United Community Bank Merchant Services.

To make an online payment, visit our website at <http://www.pembrokeps.org> and click the "Make a Payment Tab," from there you will be able to make a one-time debit/credit card payment (*a fee will apply for all credit or debit card payments*). The convenience fee of 3.5% (\$7.00) will be included in your payment. The total payment with the convenience fee is \$207.00.

If you have any technical issue making an online payment, you can contact Jackie Sheats at 678-642-5960. You may also continue to drop off your dues in the mailbox of the Treasurer, Jackie Sheats, or mail to the below address:

Pembroke Property Owners Association

Attn: Jackie Sheats

3410 Sweetbriar Lane

Powder Springs, Georgia 30127

CURRENT BUSINESS

- **Retention Pond Status:**

The retention pond is functioning well. Continues to be monitored by Cobb County Retention Services. Going forward, the service provider will email the POA Board a report on any potential problems identified around the pond.

- **Architectural Control Committee (ACC):**

All homeowners are reminded to complete the ACC form for any renovations being done that can be seen from the curb.

- **Mailbox Project Update:**

89% of Pembroke homeowners have installed new mailboxes, and we currently have nine (9) homes that have not installed a mailbox. If you have neighbors or friends who have not purchased their mailbox, please encourage them to consider purchasing a mailbox.

NEW BUSINESS

- **Management Company:**

The subdivision is aging and it's getting increasingly difficult to monitor. At this present time, the POA Board is researching options to engage a management company. So far, we have received two (2) proposals one from All-in-One Management Company, which quoted \$1,000 for monthly services.

A second quote was received from Douglas Management Company, which quoted \$750 for monthly services. At this time, with our current yearly dues and donations, we cannot afford to obtain a management company. The search continues with the knowledge that going forward, we will have to increase the dues significantly.

- **Future Pembroke POA Dues:**

Future Pembroke dues will have to be raised to be able to afford a management company and to ensure we are collecting what is needed to maintain the needs of Pembroke. For now, the Pembroke Board will continue to utilize volunteers; however, this means that homeowners will have to volunteer to serve our community.

- **Violations - Schedule of Fines:**

Fines will be rolled out on July 1, 2023. Do we have the right to do this? Yes, we do. Questions, please refer to Article XI: Section 1 of the Covenants.

Additional information will be provided on this initiative. The POA Board is required to provide notice of any new processes that are in our Covenants; the announcement is effective May 20th, as presented during the Annual Meeting. A copy of the Schedule of Fines was provided during the meeting or placed in your mailbox if you were not in attendance.

- **COPS Beautification Grant Award/Status:**

On March 31 of this year, the POA Board submitted an application for the Neighborhood Beautification Grant with the COPS. This application was for the front entrance. As an aging community, we had several large trees that needed to be removed due to tree hollows and concerns of structural integrity.

On April 20th, we received an email notifying us that the Pembroke Subdivision was awarded the grant, which covers half the cost associated with the tree removal. The email and a copy of the before and after photos were provided to all homeowners. Thanks to Swat Tree Services, Rainfall Irrigation, and Jose Landscaping for their services for this project.

▪ **Upcoming Events:**

We are excited about this year's upcoming events. The POA Board is hopeful that we will have a good turnout of homeowners who are interested in participating. To move forward with the yearly events, we are forecasting participation of 20% or more expressed interest for the yard sale, and 30% or more for the other two events.

- ✓ Yard Sale - June 24, 2023
- ✓ Barbeques - July 22, 2023
- ✓ Ice Cream Social - August 26, 2023

▪ **Quarterly Newsletters:**

Status/Future Recommendations: The POA Board will continue with the quarterly newsletter. Thanks to all who have submitted information. Please feel free to contact the POA Board via email or phone if you would like to make a recommendation for the quarterly newsletter.

▪ **Current Openings - Committees:**

Social: We currently have one opening for this committee. The Social Committee will be responsible for assisting with activities within Pembroke.

Welcome: We currently one opening for this committee. The Welcome Committee is responsible for welcoming new homeowners and assist with wellness checks for the Pembroke community.

If you are interested in supporting one of these committees, please reach out to a board member.

CLOSING REMARKS

At 11:14 a.m. the meeting was adjourned. Thanks to everyone who attended the 2023 Annual Meeting.