



Family-Oriented Suburban Neighborhood Since 1994

PEMBROOKE SUBDIVISION

ANNUAL MEETING MINUTES – JUNE 1, 2024

PEMBROOKE PROPERTY OWNERS ASSOCIATION (POA) BOARD

PRESIDENT: Julien Seals ■ **VICE PRESIDENT:** Bernardine Elechi ■ **TREASURER:** Jackie Sheats ■ **SECRETARY:** Nicole Terryn

CALL TO ORDER

The annual meeting was called to order at 10:03 a.m. by former POA President - Pauline Murphy.

ANNOUNCEMENTS

The two new homeowners within Pembroke are as follows:

- Malumbe Yasa & Family – 3425 Buffington Way
- Bernardine Elechi & Family – 3443 Sweetbriar Lane

In Remembrance:

Mr. Larry Harris of 4466 Pembroke Way passed away in May 2023. He will be truly missed. The Pembroke community will continue to pray for his wife, Jeanette.

Mr. Harold Morgan of 4400 Pembroke Way passed away in March 2024. Harold supported and served as president of the Pembroke Board years ago. He will be truly missed. The Pembroke community will continue to pray for his wife, Karla.

Election Results:

The treasurer, Jackie Sheats, announced the election results. The Pembroke election results were tallied, and we received the required number of votes, which is 20% of the forty-five (45) POA members. Based on the results, new board members were selected as outlined below:

- New Board Members:
 - Julien Seals – President
 - Bernardine Elechi – Vice President
 - Nicole Terryn – Secretary
 - Jackie Sheats, the current treasurer will continue in her current role

Pembroke's new president, Julien Seals, made his introduction during the meeting. Julien thanked former board members, Pauline Murphy (president) and Debra Wilson (vice president), for their services on the board. He advised that the new board will be conducting their first meeting soon and looks forward to discussing the needs of the community. In addition, Julien expressed the importance of maintaining the common areas and continuing to build a reserve to support the needs of Pembroke.

Bernardine Elechi, newly elected vice president, was not in attendance and requested that during the meeting we inform the attendees that she is truly excited about joining the Pembroke board and looks forward to supporting the subdivision.

Nicole Terryn, newly elected secretary, made her introduction and welcomed the opportunity to serve the community.

FINANCIALS

- **2023 - 2024 Projections/Expenditures & Proposed Budget 2024 - 2025:**

The current year June 2023 – May 31, 2024 and the Proposed 2024 – 2025 budgets were reviewed during the meeting. For homeowners who were not in attendance, a copy of the financials will be attached to the meeting minutes.

- **Reserve Account:**

The status of the reserve account, which was opened on June 8, 2022, was provided. As of May 31, 2024, with accrued interest, the current balance in the reserve account is \$4,503.06. Future deposits for the reserve account are budgeted for 20% of collected annual dues and donations.

- **Clover Payment System:**

The Clover Payment System will be offered again this year as a 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% (\$8.75) will be included in your payment. The total payment with the convenience fee is \$258.75.

If you have any technical issues 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

- **AQUA DOC:**

In 2019, when the COPS completed the repairs for the pond, it was mandated that the POA acquire maintenance services. Aqua Doc was selected by the POA in September 2023 and is certified to administer chemicals in the pond to control the vegetation. Prior to 2023, Cobb County Landscaping Services handled the maintenance of the pond.

- **Cobb County Leash Law:**

Animals are required to be on a leash when outside unless contained by a fence. Pet owners are responsible for collecting animal waste and disposing of it properly. If there are any concerns, please contact Cobb County Animal Services at (770) 499-4136 to report violations.

- **Noise Ordinance:**

City of Powder Springs Code of Ordinance - Sec. 10-51: In a multi-family dwelling, it shall be unlawful to create any noise that exceeds the daytime (7:00 a.m. - 11:00 p.m.) limit and the nighttime (11:00 p.m. - 7:00 a.m.) limit as measured from the closest neighbor's dwelling. No person shall cause or permit the operation of any sound source in such a manner as to create a sound level that exceeds the sound level limits set forth in Table 1:

TABLE 1: Sound Level Limits by Receiving Property

Receiving Property Category	Time	Sound Level Limit (dBA)
Residential, public space, institutional, or noise sensitive facility.	7:00 a.m. - 11:00 p.m.	60
	11:00 p.m. - 7:00 a.m.	55

- **Volunteering to Support the POA:**

Pembroke POA President, Julian Seals, spoke on the importance of volunteering to support the community. Requested that everyone complete the information request form to express their interest.

- **Current Openings – Committees:**

Architectural Control Committee:

- The POA currently have two openings for this committee. The architectural control committee is responsible for assisting with compliance with the city/state code of ordinance, and the Pembroke governing documents.

Social:

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

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

NEW BUSINESS

- **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.

- ✓ Yard Sale - June 29, 2024
- ✓ Barbeques - July 20, 2024
- ✓ Ice Cream Social - August 17, 2024

- **Quarterly Newsletters:**

Status/Future Recommendations: The new POA Board will determine if the newsletter will continue.

- **City of Powder Springs App:**

We hope everyone takes the opportunity to download the free app to learn more about the city, communicate easily with city staff and elected officials, and know what activities are going on in downtown Powder Springs.



OPEN FORUM DISCUSSION

The POA Board welcomed all attendees for an open forum to discuss any matters with the board.

Susan Berry questioned the POA Board on if the board support the yearly fireworks. The POA Board advised that the fireworks are provided by the Terrell family and are not Pembroke POA sponsored events. Also, advised that the Terrell's family has invited other homeowners to their events. Susan also questioned the safety of the events and at this time, the homeowner, Joseph Terrell, requested to address the questions related to the fireworks. Joseph advised that he has completed training and is certified to manage the fireworks from his home. He also advised that no incident has occurred and he has communication with his surrounding neighbors regarding the fireworks. Mr. Terrell also discussed the city ordinances around fireworks and how he has been compliant based on the stated guidelines.

Robin King questioned the POA board about the option to have quarterly financial reports provided to the homeowners. The POA Board advised that this is under consideration and should not be an issue to move forward with providing. The new board president advised he will discuss with the board and communicate via email to all Pembroke homeowners.

Myria Thomas questioned the POA board about whether homeowners having an option to bid on project needs for the subdivision. The board advised that consideration can be provided to business owners within the subdivision. The board also advised that there are services currently provided by business owners within the subdivision as a courtesy. The board has used these companies when additional services were needed, such as irrigation services and power washing.

Jacinta Watson and Mrs. Susan Berry questioned the POA Board regarding more communication and justification on why the POA dues and donations need to be increased. The board advised that this current meeting and the prior communication were not detailed out enough for the community. The new board president advised during the meeting that this will be reviewed and additional information will be provided, based on the board assessment.

Susan Berry questioned if a vote is required regarding increasing the dues. The POA board advised that the board was not effective in providing enough details on the increase. In addition, after further review the email was issued on May 8th; which was not within the 30-day notice to the community. For other matters, there are requirements to engage the POA members (homeowners who are active in the POA) to vote on upcoming changes for the POA; however, the Bylaws 3.17: Power outlined the POA Board's course of action. The board also advised during the annual meeting that there are several areas outlined in the Pembroke Covenants as "Total Association Vote" throughout the Covenants and outlines the percentage of votes needed.

Maggie Washington made a recommendation for the social committee to consider adding an event for homeowners to rally their favorite college teams. Consider having a social gathering for all homeowners who are interested and represent their college team(s).

CLOSING REMARKS

Pembrooke POA President, Julien Seals, provided a special thanks to everyone in attendance for the meeting; and advised that he looks forward to supporting the community and meeting all homeowners.

At 11:10 a.m. the meeting was adjourned. Thanks to everyone who attended the 2024 Annual Meeting.

ATTACHMENTS:

Pembroke Financials – 2023 – 2024 Actual Budget

Pembroke POA 2023 - 2024 Projected Budget			
	2023 - 2024 Projected Budget	2023 - 2024 Actual Budget	Per Owner
Income Carry Over from Previous Year		\$ 90.31	
		\$ -	
Assessment Income - Annual Dues	\$ 9,000.00	\$ 9,000.00	\$ 200.00
Annual Donations	\$ 2,200.00	\$ 1,400.00	
Past Due Assessment		\$ 200.00	
Delinquent Accounts - Late Fees	\$ -	\$ 20.00	
HOA Initiation Fee- New Owners	\$ -	\$ 600.00	
Violation Fees		\$ 150.00	
Postage Reimbursement		\$ 4.35	
Total Income Operating Budget	\$ 11,200.00	\$ 11,464.66	
Other Revenue			
City of Powder Springs Beautification Grant		\$ 1,160.00	
Clover		\$ 98.00	
IRS Tax Refund		\$ -	
Total Other Revenue		\$ 1,258.00	
Utilities			
Electricity - Georgia Power	\$ 500.00	\$ 649.56	
Water - Cobb County Water System	\$ 800.00	\$ 562.80	
Total Utilities	\$ 1,300.00	\$ 1,212.36	
Landscape			
Lawn Maintenance - Jose Munoz	\$ 1,920.00	\$ 2,045.00	
Seasonal Flowers	\$ 1,000.00	\$ 440.00	
Seasonal Mulch - Pine straw	\$ 800.00	\$ -	
Stump Grinding		\$ 525.00	
Total Landscape	\$ 3,720.00	\$ 3,010.00	
Irrigation System Service	\$ 150.00	\$ -	
Maintenance Services - Retention Pond	\$ 1,200.00	\$ 2,049.00	
Total Additional Expenses	\$ 1,350.00	\$ 2,049.00	
General & Administrative	\$ -		
ACC & Welcome Committee Expenditures	\$ 50.00	\$ -	
POA Community Events - Yard Sale Barbecue/Ice Cream Soc	\$ -	\$ 103.85	
Bank Charges	\$ -	\$ -	
Check Re-Order	\$ 50.00	\$ -	
Postage		\$ 24.39	
Court Filing Fees	\$ 100.00	\$ -	
Federal -State Tax Filings	\$ 100.00	\$ -	
Insurance	\$ 900.00	\$ 880.00	
Legal Fees	\$ -	\$ -	
Clover Merchant Services	\$ -	\$ 340.34	
Secretary of State Annual Renewal	\$ 40.00	\$ 100.00	
Website Wix 2 - 3 Year Plan	\$ 828.00	\$ -	
Go Daddy - Domain Name	\$ 30.00	\$ -	
	\$ -	\$ -	
Total General & Administrative	\$ 2,098.00	\$ 1,448.58	
Projected Expenses	\$ 8,468.00		
Actual Expenses		\$ 7,719.94	
Current Operating Account Balance		\$ 2,802.72	
Funds Moved to Reserved Account		\$ 2,200.00	
Total Account Summary		\$ 12,722.66	
Reserve Savings Account Total		\$ 4,503.06	
Bank - United Community Bank			

Pembroke Financials – 2024 – 2025 Projected Budget

Pembroke POA 2024 - 2025 Projected Budget			
	2024 - 2025 Projected Budget	2024 - 2025 Actual Budget	Per Owner
Income Carry Over from Previous Year			
Assessment Income - Annual Dues	\$ 11,250.00		\$ 250.00
Annual Donations	\$ 2,500.00		
Past Due Assessment			
Delinquent Accounts - Late Fees	\$ -		
HOA Initiation Fee - New Owners	\$ -		
Violation Fines			
Postage Reimbursement			
Total Income Operating Budget	\$ 13,750.00		
Other Revenue			
City of Powder Springs Beautification Grant			
Clover			
IRS Tax Refund			
Total Other Revenue			
Utilities			
Electricity - Georgia Power	\$ 700.00		
Water - Cobb County Water System	\$ 800.00		
Total Utilities	\$ 1,500.00		
Landscape			
Lawn Maintenance - Jose Munoz	\$ 1,920.00		
Seasonal Flowers	\$ 1,000.00		
Seasonal Mulch - Pine straw	\$ 800.00		
Stump Grinding			
Total Landscape	\$ 3,720.00		
Irrigation System Service	\$ 150.00		
Maintenance Services - Retention Pond	\$ 1,800.00		
Total Additional Expenses	\$ 1,950.00		
General & Administrative	\$ -		
ACC & Welcome Committee Expenditures	\$ 50.00		
POA Community Events - Yard Sale Barbecue/Ice Cream Social	\$ 200.00		
Bank Charges	\$ -		
Check Re-Order	\$ 50.00		
Postage			
Court Filing Fees	\$ 100.00		
Federal - State Tax Filings	\$ 100.00		
Insurance	\$ 900.00		
Legal Fees	\$ -		
Clover Merchant Services	\$ -		
Secretary of State Annual Renewal	\$ 40.00		
Website Wix 2 - 3 Year Plan	\$ 300.00		
Go Daddy- Domain Name	\$ 30.00		
	\$ -		
Total General & Administrative	\$ 1,770.00		
Projected Expenses	\$ 8,940.00		
Actual Expenses			
Current Operating Account Balance			
Funds Moved to Reserved Account			
Total Account Summary			
Reserve Savings Account Total			
Bank - United Community Bank			

THE *do's* AND *don'ts* OF YARD WASTE DISPOSAL

BAG IT *don't* BLOW IT



DO use your leaves as compost/mulch to insulate your soil.



DO leave grass clippings on your lawn as fertilizer.



DO put all yard waste in a biodegradable bag on your curbside for pick-up.



DO request a work order if yard waste exceeds maximum allowed number of 6 bags.

DO NOT blow leaves or grass clippings onto street, nearby drains, gutters, or drainage ditch.



DO NOT dump yard waste into your regular trash can.



DO NOT include other trash of any kind into yard waste.



DO NOT use plastic bags for debris; they are not allowed in compost landfills.



THE PROBLEM

Yard waste can be tricky! If it is not disposed of properly, this can be a serious threat to our streams and lakes – and can contribute to stormwater problems.



WHY IT'S IMPORTANT

When yard waste and other debris clog our stormwater sewers, it can lead to serious issues like stormwater pollution, localized flooding, and an increase of rats and cockroaches (yuck!).

WHAT IS CONSIDERED YARD WASTE?

Yard waste includes:

- Leaves
- Pine straw
- Grass clippings
- Twigs



THE SOLUTION

We have a responsibility to protect and maintain clean and healthy waterways. See reverse side for tips on how to properly dispose of yard debris and help avoid clogging our city's stormwater system.

