

Pembroke Homeowner's Association

Bylaws

Revised July 2006

Introduction

The Pembroke Homeowner's Association was established January 1, 1996. The purpose of this Association is to maintain the front entranceway landscaping, pay the utility bills for the lights located under the front entrance sign and water for the sprinkler system. In addition, the Association is to uphold the covenants as originally planned by the developer (and now the residents) of Pembroke.

HOA meetings shall be held twice per year. One in March and one in September (or as scheduled by officers if those times are inappropriate).

Homeowners voted mandatory Association dues into our covenants and by-laws in 2004. This standard has been communicated to and is recognized by the city officials of Powder Springs. HOA dues of \$100 are payable no later than June 30th of EACH year. A coupon that will serve both as a reminder and receipt will be distributed in January of EACH year. Please also be aware that a lien may be placed upon your property for failure to pay required dues. Decisions are voted upon at HOA meetings by those in attendance and are confirmed as such.

The fiscal year for the Association will run from June 1st through May 31st.

Any cost for Pembroke gatherings, ie. barbeques, fall festivals, Easter parties, etc. will be kept separate from the annual fee as not everyone participates.

Officers

- The officers of the Association shall be President, Vice President, Secretary, and Treasurer.
- If there becomes a vacancy of any office, a special election will be held to replace the vacancy.
- **President**- The President shall be the chief executive officer of the Association and shall be present at all meetings of the Association. The President shall have all the general powers and duties which are incident to the office of President.
- **Vice President**- The Vice President shall act in the President's absence and shall have all powers, duties and responsibilities provided for the President when so acting.
- **Secretary**- The Secretary shall keep the minutes of all meetings of the Association and all other duties incident to the office of Secretary.
- **Treasurer**- The Treasurer shall have the responsibility for the Association's funds and shall be responsible for keeping full and accurate financial records and books of account showing all receipts and disbursements, and deposits of all monies.

Members are all welcome to see financial statements upon their request

HOA email address: hoa-Pembroke@hotmail.com

<u>President</u> Sally Perry 3416 Sweetbriar Lane 770-222-1654	<u>Vice President</u> Mike Kessock 4437 Pembroke Way 770-222-6070
<u>Secretary</u> Debra Wilson 4350 Warwick Lane 770-943-8591	<u>Treasurer</u> Paula Todd 4436 Pembroke Way 770-943-8519

- Properties are intended as single family dwellings. Sub-let or rental properties within the Pembroke Subdivision will NOT be allowed nor tolerated. This is also a violation of the zoning for the City of Powder Springs. Our Subdivision is zoned R-15, which is Single Family Detached.
- Speed limit is 25 mph within the Subdivision and IS enforceable by local police should the need arise. Please make visitors aware of this as well as inappropriate music levels in vehicles. Please reduce music levels upon entering subdivision after 10:00 p.m.
- Basketball goals shall be erected and stationed as closely to dwellings as possible. Basketball goals and other large equipment shall not be placed onto sidewalks or near the street of each property location.
- No fence of any type shall be erected any closer to the street than the front corner of the residential dwelling. Chain link fence is prohibited.
- Christmas decorations are to be removed by January 30th EACH year.
- Every yard must be maintained at least weekly, and not longer than bi-weekly, to include but not limited to, the seeding, watering, mowing, and edging of all grasses; the pruning and cutting back of all trees and shrubbery. More specifically, ALL lawns must be EDGED and grass and weeds removed from between cracks in pavement areas surrounding each property. By these protective covenants, it is deemed unacceptable in appearance for grass to extend beyond the strips along the curbs and sidewalks of this neighborhood; strip and sidewalk areas must be edged and grass cuttings must not be left on the sidewalks or streets after mowing.
- Painting or other appropriate external care needed for proper maintenance of your home is required. Paint colors for exteriors of each home should remain uniform with the overall appearance of the subdivision. Excessively bright colors for siding and shutters should not be used.
- All machinery, inoperable vehicles, or any other items which shall be considered an eyesore shall be located in rear yards and sheltered so that it is not visible from any roads, streets, or adjoining lots.
- The parking of ANY commercial vehicles, including school buses and excluding automobiles and pickup trucks within the subdivision is prohibited.
- It is against City ordinance to park unattended vehicles on the streets of our neighborhood for more than 72 hours. After such time, the police will give a warning of the violation. The vehicle will be towed if it becomes a hazard.
- All mailboxes within the subdivision shall be uniform and the maintenance shall be the responsibility of the owner.
- It shall be the sole responsibility of the owner(bank or otherwise) to maintain lawn appearance while trying to sell a home within our subdivision as set forth by the homeowner's of Pembroke in these by-laws.

Committee Members

<u>Welcoming Committee</u> Teri Burns 770-439-7848 Doris Davis 770-439-9962 Debra Wilson 770-943-8591 Vera Terrell 770-439-4387 Linda Weston 770-439-3112	<u>Social Committee</u> Paula Todd 770-943-8519 Beverley Reid 770-222-9252
<u>Safety Committee</u> Alan Berry 770-943-8586 Terronna Davis 678-567-2177	<u>Safe House Moms</u> Stephenie Kessock(primary) 770-222-6070 Paula Todd (secondary) 770-943-8519

The welcoming committee will greet new residents into the Pembroke family with a "welcome visit" as well as a packet containing a copy of the directory, covenants, and by-laws.

The social committee will plan and coordinate neighborhood events and activities.

The safety committee will identify safety issues within the neighborhood and provide awareness by way of an appropriate form of communication.

Safe House Moms will be available to "rescue" a neighborhood child who may have been locked out of their home, or some other emergency circumstance where a child is unable to reach a parent.