

PEMBROOK WOODS HOMEOWNERS ASSOCIATION, INC.

RESCHEDULED ANNUAL MEETING NOTICE

October 23, 2014

Dear Pembroke Woods Homeowner(s),

In Accordance with Article IV of the By-Laws the Rescheduled 2014 Annual Meeting will be held **Thursday, November 20th, 2014, at the Emmitsburg Public Library, 300 South Seaton Avenue, Emmitsburg, MD, starting at 6:45 pm.**

Quorum was not achieved at the Annual Meeting scheduled on September 18th, 2014 so the meeting was adjourned and the Annual Meeting rescheduled using the procedure authorized by Section 5-206 of the Maryland Corporations and Associations Bylaws as voted on by a majority of those present. To reach quorum we needed **18** owners of lots (25% of 70 lots), present in person and/or by proxy; but, we had **14** owners represented, 12 in person and 2 by proxy.

The procedure authorized by Article IV., Section 4.6 and 4.7 of the By-Laws states: "If any meeting of members cannot be organized because a quorum has not attended, the members who are present, either in person or by proxy, may adjourn and reconvene the meeting in accordance with the provisions and requirements of Section 5-206 of the Corporations and Associations Article, Annotated Code of Maryland (1993 Repl. Vol.), as from time to time amended." "The members present thereat shall have the power to adjourn the meeting from time to time and call an additional meeting giving at least fifteen (15) days - notice. At the additional meeting, the members present in person or by proxy shall constitute a quorum." The requirements of Section 5-206 are on the reverse side.

The purpose of the Rescheduled Annual Meeting is to review the past year's operations, discuss the goals and objectives of the Board of Directors, and discuss other business as may come before the members.

There are currently Six (6) Members serving on the Board of Directors. Those members consist of Ed Brogden, Sandra Isaacson, Jenny Joy, John Marsh, Kendall Moore, and Mike Hoffman.

This mailing includes an Agenda, 2015 Proposed Budget, and Collection Resolution.

The Board and Manager look forward to seeing you at the 2014 Rescheduled Annual Meeting.

Sincerely,

Elizabeth Betancourt

Elizabeth Betancourt CMCA®, AMS®
Community Manager

Enclosures: Agenda, Section 5-206, 2015 Proposed Budget, Collection Resolution

Section 5-206 of the Maryland Corporation and Associations Article
Insufficient number of members present at meeting

(a) Calling of additional meeting

If the number of members present at a properly called meeting of the members of a nonstock corporation is insufficient to approve a proposed action, another meeting of the members may be called for the same purpose if:

- (1) The notice of the meeting stated that the procedure authorized by this section might be invoked; and
- (2) By majority vote, the members present in person or by proxy call for the additional meeting.

(b) Notice of additional meeting

Fifteen days notice of the time, place, and purpose of the additional meeting shall be given by advertisement in a newspaper published in the county where the principal office of the corporation is located. The notice shall contain the quorum and voting provisions of subsection (c) of this section.

(c) Quorum and voting requirements at additional meeting

At the additional meeting, the members present in person or by proxy constitute a quorum. A majority of the members present in person or by proxy may approve or authorize the proposed action at the additional meeting and may take any other action which could have been taken at the original meeting if a sufficient number of members had been present.

PEMBROOK WOODS HOMEOWNERS ASSOCIATION, INC.

Rescheduled 2014 Annual Meeting Agenda

Thursday, November 20th, 2014

Emmitsburg Public Library, 300 South Seaton Avenue, Emmitsburg

Please bring your meeting materials with you! No documents available at the meeting.

Sign-In	6:45 PM
Call to Order/Introductions	6:50 PM
Roll Call	6:50 PM >Motion to allow the sign-in sheet to serve as a substitute for roll call.
Establish Quorum	6:50 PM
Approval of 2013 Minutes	6:50 PM
Board of Director Reports	6:50 PM >Kendall Moore, President/Director >Mike Hoffman, Treasurer/Director >2015 Proposed Budget >Collections Status >Collection Resolution
Pending Business	7:05 PM >This is pending business from the 2013 Annual Meeting.
New Business	7:10 PM >2015 Proposed Budget Discussion >Motion for 2015 Proposed Budget >Open Forum – Meeting is open to comments, concerns, compliments, questions, etc.
Adjournment	7:45 PM

Thank you for attending the meeting!

**Pembroke Woods HOA
2015 Proposed Budget**

**New Budget
2015**

Income

Assessments	18970.00
Other income	0.00
Checking Interest	0.00
Tax Refund	0.00
Reserve Interest	0.00
Total Income	18,970.00

Expenses

Web Site Maintenance	85.00
Insurance - Liability	475.00
Bond - Required by State of Maryland	552.00
Public Meeting	66.00
Postage	150.00
Printing	160.00
Income Taxes	300.00
General Office Expense	42.00
Accountant tax Prep	300.00
Accountant Audit Fee - next Audit 2014	240.00
Legal / Collection Fee	0.00
Management Fee	4200.00
Lawn Mowing	2070.00
Snow Removal	300.00
Sign area	200.00
Capital Reserve Deposit - Swales	8267.00
Special Deposit to Reserves - To off set low rate of return on investments - approved at Public Meeting	1563.00

Total Expenses	18,970.00
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2015 Yearly Assessment is \$271.00 per home.

PEMBROOK WOODS HOMEOWNERS ASSOCIATION, INC.
PROCEDURE FOR COLLECTION OF ASSESSMENTS

Adopted on _____ Effective on _____

WHEREAS, Article VII, Section 7. 1 (c) of the By-Laws of Pembrook Woods Homeowners Association, Inc. grants the Board of Directors all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these By-Laws, the Articles of Incorporation , or the Declaration; and

WHEREAS, Article IV, B of the Articles of Incorporation of Pembrook Woods Homeowners Association, Inc. grants to the Association the power and authority to fix, levy, collect and enforce payment, by any lawful means, of all charges or assessments pursuant to the terms of the Declaration; and

WHEREAS, Article V and Article VI of the Declaration establish assessments and remedies for the nonpayment of assessments; and

WHEREAS, the Board of Directors deems it to be in the best interest of the Association to adopt uniform and consistent procedures for dealing with delinquent accounts; and

WHEREAS, it is the intent of the Board of Directors to establish steps for the collection of delinquent assessments in accordance with the Maryland Homeowners Association Act.

NOW THEREFORE, BE IT RESOLVED, the procedure for the collection of delinquent assessments shall be as follows:

1. An annual assessment is due and payable, in advance, on the first (1st) day of January. Assessments not received and processed by the Management Agent by the twenty-eighth (28th) day of February are deemed delinquent.
2. If the assessment payment is not received and processed by the Management Agent by the twenty-eighth (28th) of February, a Late Statement shall be mailed, by the Management Agent, to the owner of the property, at the owner's last known address. Interest at the maximum rate permitted by law, on the unpaid balance, calculated from the due date, will be due in addition to the assessment, and a one- time late fee of ten percent of the current year annual assessment (10%).
3. If after thirty (30) days of the Late Statement the assessments have not been paid, the Management Agent will issue a Warning Letter to the homeowner letting them know if the assessments are not paid within thirty (30) days the Association will start the procedure to file a lien. Interest, the one-time late fee, and the cost to mail by first-class mail will be included in the balance.
4. If, after thirty (30) days of the Warning Letter, the assessment has not been received by the Management Agent, a Notice to File a Lien will be sent to the homeowner letting them know if the assessments are not paid within thirty (30) days the Association will file a line with the Court. Interest, late fees, an administrative fee of \$15.00 charged by the Management Agent, plus the cost of the certified postage and first-class mail will accrue on the Account.
5. If, after thirty (30) days of the Notice to File a Lien, the assessment has not been received by the Management Agent, a Lien will be filed with the Court. *In addition to the interest, late fee and Administrative fee, other fees charged to the account will include an additional administrative fee of \$20.00 charged by the Management Agent and filing fees to the Court. The Association shall be entitled to a fifty (\$50.00) cost of collection charge, which may be amended from time-to-time, by the Board of Directors.*
6. At the end of each calendar year, the Board of Directors shall review all delinquent accounts and determine the accounts to be turned over to the attorney for collections. In addition to the outstanding balance on the account, an administrative fee of \$50.00 charged by the Managing Agent, accelerated assessments, and legal fees will result from the owner's failure to pay assessments when due.

PEMBROOK WOODS HOMEOWNERS ASSOCIATION, INC.
PROCEDURE FOR COLLECTION OF ASSESSMENTS

Adopted on _____ Effective on _____

7. A delinquent Owner shall be liable for payment of all collection costs, including legal and administrative expenses (regardless of whether suits or liens are filed), resulting from the Owner's failure to pay assessments when due. The Association has the right to all legal remedies including foreclosure.
8. In cases of severe hardship, a delinquent homeowner may appeal, in writing to the Board of Directors, during the original delinquency period (first thirty days), in care of the Management Agent. The homeowner must supply proof of hardship and be prepared to meet with the Board of Directors in person. The Board may waive further action and/or agree to alternative arrangements, as the Board may deem appropriate, to satisfy the delinquent account. All appeals will be handled on an individual basis.
9. Payments received from an Owner will be credited according to the following order of priority:
 - A. Attorney's fees and collection costs;
 - B. Late Fees;
 - C. Interest;
 - D. Fines;
 - E. Special Assessments, if any;
 - F. Monthly Assessments.

The foregoing resolution was duly adopted by the Board at its meeting of _____, 2014 and is effective as of the same date.

ATTEST:

Date

Secretary