

# Veranda Neighborhood Association

c/o Woo-Cat Management  
930 Red Rose Court  
Lancaster, PA 17601

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## **Board of Directors Meeting Minutes**

January 13, 2017

### **Board Members Present:**

Galen Miller  
Doug Smith  
Anne Guenin  
Tom Cumpson  
Dr. William Spitler

### **Item 1: Call to Order & Agenda Acceptance**

Let the record reflect that Galen Miller called the meeting to order at 7:58AM. Galen Miller made a motion to accept the agenda and Tom Cumpson 2<sup>nd</sup> the motion. The board unanimously accepted the agenda with additions noted in Item 2.

### **Item 2: Architectural and Landscape Committee**

- A. January Submittals- 1300 Vickery Lane (Mastropietro) is requesting to add a whole house generator to the left side of his home. The Architectural Committee will review and notify the management company concerning this architectural request after their next scheduled meeting.
- B. 1309 Banner Drive is requesting the Landscape Committee to view the common area grass (lackof) behind his set of homes and rectify the situation in the spring. The Landscape vendor has been notified concerning the reported issue and will evaluate in early-spring.
- C. Review RPI shrub replacement proposal. Let the record reflect the board will review all shrub replacement proposals at their March meeting to allow time for additional vendors to view the community and provide bids.
- D. 1281 Banner- Architectural request was submitted to the full board by the Architectural Committee Chairman. The resident is requesting to beautify their yard. The board would like to see a larger outline of the proposed plan and property line boundaries. Woo-Cat Management will notify the homeowner's proposed vendor and request the additional information.

### **Item 3: Approval of Minutes**

- A. January 13, 2017 constitutes the first official meeting between Veranda Board of Directors and Woo-Cat Management. Let the record reflect that the board approved December 2016 meeting minutes via email; as submitted by Boyd Wilson.

### **Item 4: Management Report**

- A. Woo-Cat Management was scheduled to meet with Boyd Wilson on 1-13-2017 at 1PM to retrieve all bank funds, 2016 financial reports, and final documents.
- B. Woo-Cat Management met with Galen Miller on 12-29-2016 to review resident submitted concerns and update Mr. Miller on the transition. The meeting minutes from the 12-29-2016 are

provided for full board review and comments and will be emailed out to all Veranda homeowners with January 2017 meeting minutes.

**Item 5: Financial Report**

- A. Woo-Cat Management is scheduled to receive funds from Boyd Wilson on 1-13-2017.
- B. Let the record reflect that the board chose Trout Ebersole and Groff to complete Veranda's 2016 tax return. Trout Ebersole and Groff completed Veranda's 2015 tax return. Let the record reflect that Tom Cumpson made a motion to have Trout Ebersole Groff only complete a 2016 tax return and not a full audit; Anne Guenin 2<sup>nd</sup> the motion and the board unanimously approved the motion.
- C. A resident reported a bank concern. Woo-Cat Management reviewed the concern with the board. All board members agreed that name variations should only be accepted if the variation is listed as acceptable with the bank. Receivables should be for deposit only and the board will review all account expenditures on a monthly basis.
- D. The board approved for Woo-Cat Management to pay the noted past due invoice turned over by Boyd-Wilson: RPI, Invoice #014136, \$128.00, Prune Cherry Laurels.

**Item 6: Unfinished Business**

- A. *Resident Support Tickets* submitted to Woo-Cat Management prior to our official management start date. Woo-Cat Management will update the board regarding acted upon directives (please refer to 12-29-2016 meeting minutes).
- B. Let the record reflect that Veranda Neighborhood Association's Board of Directors wish to meet with Charter Homes to review close-out procedures between the developer, builder, and HOA before Charter Homes officially exits the community.
- C. Let the record reflect that Galen Miller will be meeting with Land Studies to review unfinished business and Galen Miller will report back to the full board.

**Item 7: New Business**

- A. Board/Committee Reorganization:
  - 1. Tom Cumpson Requested for Woo-Cat Management to extract the Architectural Guidelines and Submission Forms (once approved by Architectural Change Committee & Board) and add to Veranda's website. Tom Cumpson commented that he liked the new website and appreciated Woo-Cat Management creating it on behalf of the community.
  - 2. The board wishes to remind all residents that residents must go through the Architectural/Landscape Change procedure in order to change the exterior of their properties.
- B. Board directives, feedback, and updates- no additional information to add to meeting minutes.

**Adjournment** – Let the record reflect that the meeting adjourned at 9:58AM

“To cultivate and preserve a community of homes and a landscape that endures and improves with age.”