

Veranda Neighborhood Association

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

Board of Directors Meeting Minutes

Date: February 17, 2017
Time: 8A.M.
Location: Woo-Cat Management

Board Members Present:

Galen Miller- via conference call
Doug Smith
Anne Guenin
Tom Cumpson- via conference call
Dr. William Spitler

Item 1: Call to Order & Agenda Acceptance

Let the record reflect that Vice President Anne Guenin called the meeting to order at 7:58AM. Doug Smith made a motion to accept the agenda as submitted and Dr. Spitler 2nd the motion. All board members voted to accept the agenda.

Item 2: Architectural and Landscape Committee

- A. *Update Needed:* January Submittals- 1300 Vickery Lane (Mastropietro) is requesting to add a whole house generator to the left side of his home. The Architectural Committee reviewed the submission and approved the request as long as the generator is placed on the side of the home as the drawing depicts.
- B. *Update Needed:* 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 received a larger outline of the proposed plan and property line boundaries. The board approved for the homeowner to add a deck and the homeowner's requested landscape plan is approved with the following condition: homeowner's landscape vendor must stake out the property before commencing work to make certain the landscape additions do not extend onto common ground.
- C. 1305 Banner- Dr. Spitler reviewed the submission with the board. The board accepted the style of fence as long as the fence was maintained, as the design shows, in the limited area of the homeowner's yard. The fence must be white and the homeowner

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must obtain neighbor's signatures as directed by the Architectural/Landscape Change form.

- D. Dr. Spitler updated the board concerning February's Architectural & Landscape Committee meeting. Dr. Spitler stated the committee would like to keep the current Architectural/Landscape forms and explore adding an Indemnification Clause to the forms. Woo-Cat Management will provide the Indemnification Language to the board for their review.

Item 3: Approval of Minutes

- A. Let the record reflect that Anne Guenin made a motion to approve the January 13, 2017 Meeting Minutes as amended and Doug Smith 2nd the motion. The full board approved the January 13, 2017 meeting minutes and requested the amended minutes be sent to the board for final approval.

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. Let the record reflect that Boyd Wilson was not prepared to provide Woo-Cat Management with financial documents during the scheduled 1-13-2017 meeting. Woo-Cat Management waited for the noted point person to show up and the point person never arrived. Woo-Cat Management visited Boyd Wilson's offices on three subsequent dates in order to resolve this matter. Woo-Cat Management is still waiting for Boyd Wilson to submit all funds associated with Veranda Neighborhood Association. President Galen Miller will contact the Vice President of Boyd Wilson to discuss.
- B. Woo-Cat Management continues to work with residents in order to transfer their information to our company.
- C. Woo-Cat Management has paid all outstanding invoices provided to us by Boyd Wilson.
- D. Woo-Cat Management has called all vendors to report the management change and provide updated contact information.
- E. The board reports that snow removal has been limited but going well this season.

Item 5: Financial Report

- A. Woo-Cat Management was scheduled to receive funds from Boyd Wilson on 1-13-2017. Boyd Wilson has not provided all funds to Woo-Cat Management. Woo-Cat Management will provide the board with a fund(s) update once all monies are retrieved from Boyd Wilson.
- B. As approved by the board, Woo-Cat Management has engaged Robin Bodine from Trout Ebersole Groff to complete the 2016 tax return and assist with requesting documentation from Boyd Wilson.

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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. Land Studies: Galen Miller notes that he met with representatives from Land Studies and he is now waiting for Land Studies to provide updates for the board.
- D. Architectural/Landscape Change Format: Dr. William Spittle stated the current forms are acceptable and the board should explore adding an Indemnification Clause.

Item 7: New Business**A. Board Directives, Feedback, and Updates**

- *Galen Miller requested for Woo-Cat to contact Doug Goewey to retrieve keys and cones.
- *The board discussed having another garage sale. The board will continue to discuss this matter and work out all of the details to minimize parking issues.
- *The board discussed sidewalk concerns in Phase 4. Noting that homeowners will have to address Phase 4 concerns with Charter Homes and Woo-Cat will add the concerns to Charter-Homes final punch-list of projects before Charter exits the community.

Adjournment – Let the record reflect that Tom Cumpson made a motion to adjourn the meeting, Galen Miller 2nd the motion and the meeting was adjourned at 9:05AM.

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