

VERANDA NEIGHBORHOOD ASSOCIATION

Annual Homeowners Meeting Minutes

Date/Time: Wednesday, October 25, 2017 at 7pm.

Location: Brubaker's Conference Room

Board Members:

1. Galen Miller
2. Anne Guenin
3. Tom Cumpson
4. Dr. William Spitler
5. Adam Aloisi

Annual Meeting Agenda:

1. Introduction and Welcome – Let the record reflect that President Galen Miller introduced all current board members and management team members.
2. State of the Association - 2017 Investments/Accomplishments – Let the record reflect that Woo-Cat Management provided the 2017 investment and financial reports. President Galen Miller provided a snap-shot of community accomplishments: paving all walking paths, adding an additional sitting bench to the playground, removing/replacing dead trees throughout the community, conducting several comprehensive community inspections to bring all homes into compliance with the governing documents, and cleaning/painting the mailbox pavilions.
3. Financial Report - Let the record reflect that Woo-Cat Management provided the 2017 investment and financial reports. As of October 20, 2017, the overall fund balance for the common area accounts = \$256,564.94 and the overall fund balance for the towns and carriages accounts = \$97,889.20 for a TOTAL fund balance of = \$354,454.14.
4. Old Business – Let the record reflect that the board continues to work with the township and Charter Homes to report final developer close-out items and request updates.
5. New Business – The social committee provided an update concerning the success of their community events. The social committee thanked all participating residents and the board for approving funding for community social gatherings. The A&L Committee reviewed their new application and approval process. To learn more about the A&L process, please visit: www.VHOA.info
6. Board Member Vote – Let the record reflect that the Association established a quorum which allowed the voting in of new board members. Attending homeowners and proxy voters chose Dr. William Spitler & Carolyn Staszak to serve on the board of directors, beginning January 1, 2018.
7. Member Q&A session:
 - A. Homeowner asked how the Association would enforce the newly proposed draft rental policy. The board of directors stated they will work with interested community members to develop scope of the policy and will seek counsel (if necessary) to make certain the Association has the authority to adopt the proposed rental policy and any reasonable enforcement provisions.

- B. Multiple homeowners expressed concerns over speeding within the community. The board reviewed their previous conversations with the township and urges all concerned residents to note their concerns with East Hempfield Township.
- C. Homeowners requested information regarding Charter finishing the community. The board noted that the board has taken all concerns to both Charter and the Township and will update the community once the board receives updates.
- D. Homeowner expressed concern over the “homemade For Rent Sign” that was placed in front of a home for several weeks. Homeowner felt the sign detracted from the quality of the community and asked the board to possibly enforce a universal sign requirement. Board members stated they would look further into the homeowner’s suggestion.
- E. Homeowner expressed concern over dog walkers not picking up after their pets. Board reminded homeowners to report concerns to Woo-Cat Management.
- F. Homeowner thanked the board for their volunteer service and commented how nice the community looks and is grateful for the updated walking paths.
8. Adjournment – Let the record reflect that the meeting adjourned at 8:56pm.

***Annual Meeting Invitation and Support Documentation found on pages 3-5.**

VERANDA NEIGHBORHOOD ASSOCIATION

Annual Homeowners Meeting Invitation

Dear Veranda Homeowners:

On behalf of the Board of Directors, we respectfully request your presence at our community's annual meeting. Please note that this mailer is your formal invitation and also provides you with the agenda for our annual homeowner's meeting.

Change of Annual Meeting Venue: The Annual Meeting will be held at Brubaker's Conference Room this year. Brubaker's has graciously donated their conference space to our Association.

Address: [2220 Harrisburg Pike Lancaster, PA.](#)

Date/Time: Wednesday, October 25, 2017 at 7pm.

*Woo-Cat Management will provide light snacks and refreshments.

Board of Director Candidates, Biographies, and Proxies:

There are (2) two open board seats! Our community is fortunate to have (3) three homeowners willing to serve on the board. We have enclosed each interested homeowner's biography, in an effort to provide you with more information regarding the candidates. Please note that if you are unable to attend the meeting, please complete the enclosed proxy form and cast your vote for (2) two homeowners to serve on the Veranda Board of Directors.

- You may email your proxy to our management company:
Support@WooCatManagement.com
- Or, please provide your proxy to an attending homeowner that will submit the proxy on your behalf.
- Homeowners that plan to attend the meeting will not have to submit a proxy form.

Annual Meeting Agenda:

1. Introduction and Welcome
2. State of the Association - 2017 Investments/Accomplishments
3. Financial Report
5. Old Business
6. New Business
7. Board Member Vote
8. Member Q&A session
9. Adjournment

We look forward to seeing our neighbors for a productive Annual Homeowners Meeting.

Sincerely,

Veranda Neighborhood Association Board of Directors

Board Member Candidate Biographies

Interested Candidate #1: Dr. William Spitler

A retired physician, I have lived in Veranda for over ten years. I was on the Architecture committee before its merger with the Landscape committee, and have served as the chairman of Architecture & Landscape since that time. Within the last year, I was asked to serve out the term of a member who had left the board. The new responsibilities fit well, as I had often attended board meetings in my A&L role.

Since the beginning of this year, with our new management company, initiatives by the HOA board and A&L committee are in process, to simplify and expedite the A&L review process. The presence of an A&L liaison on the board facilitates communication between the entities.

Interested Candidate #2: Carolyn Staszak

I am interested in serving on the Veranda HOA board. I live in a single-family home with my husband and two children (7 & 10). I have lived in Veranda for three years. Before living in Lancaster, our family lived outside of Philadelphia, PA and Baltimore, MD. My last employer was Elwyn, which is a non-profit organization that works with children of special needs age's three to five. I was a service coordinator there for three years. My duties were to observe the child, write the child's IEP (Individual Education Plan) if needed, and run the IEP meetings. I stopped working at Elwyn after my son was born. Since his birth, I have been a stay at home mother. I have enjoyed volunteering and helping in the community.

Being born in Lancaster has made it wonderful for me to come home. Since being back I have served the community in various ways. I am a former member of the Junior League of Lancaster. While being in the league I was on the FunD development committee as a member. We planned all the social gathers that the league held. I am involved in my children's school (Centerville Elementary). I have been a classroom connector for the past two years. I enjoy helping out in the classroom as much as I can. I am in the process of applying to be a substitute teacher in the Hempfield School District. I also was a committee member for Night on The Town. NOTT is a large fundraiser for the Lancaster Early Education Center. I just joined the Veranda Social Committee and helped in planning the wine and cheese gathering. I know that I would be able to add value to the HOA board. I am a single-family homeowner, a female and in the age range of 35-45. Please consider me for a spot on the board.

Interested Candidate #3: Peter Faranda-Diedrich

Peter Faranda-Diedrich is a Certified Public Accountant with forty-five years of experience focusing primarily on accounting, tax planning and management consulting for closely-held and family-owned businesses. He serves as advisor to a wide variety of companies in the manufacturing, retailing, construction, real estate and professional service industries. He is also recognized as an expert in consulting to health care providers.

Peter is a Principal in the regional public accounting firm of Trout, Ebersole & Groff, LLP. He has served on the Boards of Directors of many area non-profit organizations including the Distinguished Citizen Recognition Committee of the Pennsylvania Dutch Council Boy Scouts of America, the Historic Preservation Trust of Lancaster County, the Advisory Board of Millersville University, and others. He has been Chairman of the Veranda Neighborhood Association finance committee for the last eight years.

Veranda Neighborhood Association 2017 Official Voting Proxy

Directions: Please vote (by placing a check mark) for up to (2) two candidates to serve on the Association's Board of Directors. You may also "write-in" a homeowner.

Candidate(s):

Dr. William Spitler: _____

Carolyn Staszak: _____

Peter Faranda-Diedrich: _____

_____ (write-in candidate)

_____ (write-in candidate)

Confidentiality: Your proxy-ballot submission is kept confidential and only the community manager will see your voting proxy-ballot. In order for us to keep track of submissions, please provide us with your name and address:

Resident's Name (please print): _____

Resident's Address: _____

Certification: I am a homeowner in good financial standing with the Veranda Neighborhood Association and I am entitled to cast my vote for the homeowner(s) I would like to see represent and manage our neighborhood association.

Homeowner's Signature: _____

If you CAN NOT attend the annual meeting, please complete the official voting proxy-ballot and submit your ballot to Woo-Cat Management on/before October 25, 2017 via:

*Email: support@woocatmanagement.com

**Mail: WCPAM, PO BOX 159 Pequea, PA 17565

You may also give your proxy to a neighbor who will be attending the annual meeting