

# **Veranda Neighborhood Association** **2021 Annual Meeting Minutes**

## **Board Members:**

Tom Cumpson, Galen Miller, Dr. William Spitler, Dr. Lyn Schmid, Jennica Brodeur  
Meeting Commenced at 7:00pm.

**Item 1: President Tom Cumpson noted that a quorum was established, introduced all board members, and welcomed attending community members.**

**Item 2: President Tom Cumpson provided the State of the Association report:**

### **A. 2021 Accomplishments (TC)**

President Cumpson noted that the board and WCPAM's objective is to carry out the mission of the Association, "to cultivate and preserve a community of homes and a landscape that endures and improves with age."

President Cumpson thanked homeowners for following the governing documents of the Association and for maintaining their properties.

President Cumpson reviewed the repairs made to the playground and the replacement of playground equipment parts, new landscaping at the Middle Green mailboxes, replacement of a bench at the end of Drake Lane and worked with a homeowner to repair a drainage issue that affected the homeowner's property and the common area.

President Cumpson noted that the board adopted a board member Code of Conduct.

**B. Financial Report (WCPAM) – Galen Miller and WCPAM provided the 2021 financial report as follows:**

**Veranda Financial Snapshot**  
**Ending CH/Savings Balances Date: September 30, 2021**  
**\*Information will change**

**Ending Balances for Checking & Savings account as of September 30, 2021:**

Checking - \$22,248.01  
Savings - \$54,809.53  
**Total - \$77,057.54**

**\*CD Account Information**

- CD 1960 - Balance is \$27,700.15 – Common Reserve
- CD 1979 - Balance is \$31,205.26 – Towns & Carriages Reserve
- CD 1755 - Balance is \$51,540.14 – Common Reserve
- CD 1798 - Balance is \$25,899.59 – Common Reserve
- CD 4366 - Balance is \$30,999.12 – Towns & Carriages Reserve
- CD 5645 - Balance is \$51,542.69 – Common Reserve
- CD 5653 - Balance is \$52,316.11 – Common Reserve

**\*Total CD Portfolio - \$271,203.06**

**\*Overall Portfolio Total - \$348,260.60**

**2021 Home Sale Totals:**

- 1408 Picket
- 1416 Banner
- 1428 Amberly

**Item 3: Old Business/Committee Reports:**

**A. A&L Committee Updates (WS)** – Dr. Spitler thanked the members of the A&L Committee for their service and noted they appreciate homeowners that follow the A&L submission process. Dr. Spitler also reviewed the seasonal and holiday decoration rules and regulations.

**Seasonal and Holiday Decoration Rules & Regulations**

**Flags:**



- \*Display of the American flag is encouraged in accordance with established flag etiquette
- \*Historical, service, international, state, school, team, seasonal, and holiday flags are permitted
- \*Commercial and political flags (regardless of size, shape, or material) are NOT permitted
- \*One freestanding flagpole and two flag mounts are allowed
- \*A maximum of two approved large flags may be displayed simultaneously
- \*Small, approved yard flags are permitted
- \*Approved bunting and banners are permitted

### **Decorations:**

- \*Any portion of the home and yard, except for the roof, may be decorated
- \*Seasonal decor may only remain for a maximum of three months
- \*Holiday decor is allowed for up to 30 days before and after the given holiday

### **Permitted decorations:**

- Plaques, welcome signs, and the like on doors and porches
- Planters and pots
- Real or artificial greenery
- Clear and multicolor lights on homes and in yards
- Window candles
- Approved yard flags

### **Prohibited:**

- Rooftop decoration
  - Inflatables
  - Projected images
  - Outdoor audio
  - Objects over 5' tall
  - Objects in beauty strip
  - Yard signs

**C. Social Committee Updates (JB)** - Jennica Brodeur provided the following social committee update:

New Social Committee members were appointed in June 2021: Jennica Brodeur, Katie Roberts, and Carly Abbott.

The new Social Committee has planned several events so far throughout the year:

Third Thursday Food Truck Nights

Kickball Party (canceled due to rain)

Annual Veranda Wine & Cheese night

Veranda Fall Festival

Moving into 2022, we're looking to continue aiming for roughly one event per month or two (as weather permits).

We're also looking to make a few improvements as well: increased communications about upcoming events, greater variety of events, and events geared towards both older and younger kids.

If you have any feedback or suggestions about social events, please email us at [VerandaSocialEvents@gmail.com](mailto:VerandaSocialEvents@gmail.com). We look forward to hearing from you!

- D. **Concrete Repairs (TC)** - President Tom Cumpson noted that four areas of sidewalk are set to be replaced due to tree roots pushing up the slabs, three dead trees are scheduled to be replaced, and the township is working on installing a speed limit sign on Banner at Sylvan.

#### **Item 4: New Business: WCPAM**

##### **A. 2022 Budget Presentation**

\*WCPAM and the executive board are proud to note that the 2022 budgets reflect the 2021 budgets and there will be no dues increases in 2022. The board thanked Treasurer Galen Miller and WCPAM for their collective efforts.

##### **B. Board Election – there was a 10-minute break for WCPAM to count the final votes. The community unanimously voted to retain Galen Miller and Lyn Schmid.**

<http://www.vhoa.info/10252021-annual-meeting.html>

**Bylaws Change** - To be fair to the two different classifications of homeowners and the two different dues structures, the Executive Board, at their September 17, 2021, Executive Board Meeting unanimously voted to change Section 4.1 of the Bylaws, Composition of the Executive Board to read:

**“The composition of the Executive Board shall include two voting members from the towns/carriages and two voting members from the single-family homes. The 5th board seat may be a towns/carriage homeowner, a single-family homeowner, or a nonhomeowner, dually elected by the full membership to serve as a member of the Executive Board. There may not be two members of the same household serving on the Executive Board at the same time. Homeowners that are not current on their dues and/or are currently and knowingly in violation of the governing documents may not serve on the executive board.”**

**CANDIDATE BIOGRAPHIES:** please note that more candidate biographies will be added as homeowners step forward to serve:

**Candidate 1: Lyn B. Schmid, Ed.D.**

I am retired Hempfield principal, Dr. Lyn Schmid, offering my candidacy for another term on the Veranda HOA Board. I have resided in Veranda since 2006 and am proud of the work the Board does to maintain and improve the Veranda community. I have always felt it important to give back to any group that serves me. We live in a beautiful development with good neighbors and friends, so my service on the Board is my way of paying it forward to sustain this lovely community.

**Candidate 2: Galen Miller**

My name is Galen Miller, my wife Ruth and I live at 1441 Grassy Way. We have lived in Veranda since 2005.

Ruth and I had a General contracting business for 40 years. I am now retired.

My goal has been and still is to keep Veranda a neighborhood where property values stay high because we all follow the guidelines and bylaws.

I have served on the Veranda board from 2007 until the present time. I would like to serve another term and I ask for your vote.

<http://www.vhoa.info/10252021-annual-meeting.html>

**Item 5: Member Q&A session (WCPAM will read previously submitted questions that were submitted by homeowners)**

A. Would it be possible to paint a crosswalk across Veranda Way at the intersection of Banner and Veranda Way? After sitting on our porch for long periods of time during the months of covid19 restrictions, it became quite clear that most cars speed through the intersection when the exit via Veranda Way, and/or they speed as they enter the neighborhood via Veranda Way and fail to fully stop at the stop sign. This crossing point on Veranda Way is heavily used by pedestrians: school children going or coming from school buses, residents walking to the mailboxes, residents walking dogs or walking for exercise. A painted crosswalk could help remind drivers to watch for pedestrians, stop at the stop sign and SLOW DOWN. Thank you for your consideration.

Answer: The board noted that the streets are public streets, and the Association has no jurisdiction over them.

B. You indicated that the fifth member of the board could be a non-homeowner. What does this mean? Could this be a renter? Could this be someone who doesn't even live in Veranda? I don't think that someone who does not own a property in Veranda should be on the board. Please clarify.

Answer: the governing documents have always had this language. No changes are being made to this language.

C. In an email dated May 15th, 2020, from Woo-Cat it was specified that signs of any kind were not permitted within the community- but I am seeing several signs- in particular signs associated with the upcoming Hempfield School Board election... why is this allowed in our community?

Answer: signs are not allowed within the community. Please email [Support@WooCatManagement.com](mailto:Support@WooCatManagement.com) to report any signs and WCPAM will ask the homeowner to remove the signs.

Item 6: Adjournment at 8:26pm

<b>Veranda Common Area</b>						
	<b>9/1/2021 - 9/30/2021</b>			<b>1/1/2021 - 12/31/2021</b>		
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Over Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Over Budget</b>
<b>Income</b>						
Association Fee Income	\$8192.00	\$12415.00	-\$4223.00	\$84366.00	\$148980.00	-\$64614.00
Association Fee Income: T&C	\$3840.00	\$0.00	\$3840.00	\$35141.35	\$0.00	\$35141.35
BANK INTEREST	\$0.75	\$0.00	\$0.75	\$10.79	\$0.00	\$10.79
Convenience Fee	\$7.68	\$0.00	\$7.68	\$61.44	\$0.00	\$61.44
Late Fee Income	\$0.00	\$58.33	-\$58.33	\$50.00	\$700.00	-\$650.00
Maintenance Reim.	\$0.00	\$0.00	\$0.00	\$1233.00	\$0.00	\$1233.00
NSF Fee Income	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
Reimbursement	\$0.00	\$0.00	\$0.00	\$65.00	\$0.00	\$65.00
Veranda Capital Contributions	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
<b>Total for Income</b>	<b>\$12040.43</b>	<b>\$12473.33</b>	<b>-\$432.90</b>	<b>\$121447.58</b>	<b>\$149680.00</b>	<b>-\$28232.42</b>
<b>Expenses</b>						
Association Fees	\$0.00	\$0.00	\$0.00	\$65.00	\$0.00	\$65.00
Bank Fees	\$4.95	\$0.00	\$4.95	\$67.05	\$0.00	\$67.05
Capital Reserve Transfer	\$1165.10	\$1241.50	-\$76.40	\$10485.90	\$14898.00	-\$4412.10
Tax Return	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00
Veranda "Common" Accounting	\$31.00	\$41.67	-\$10.67	\$640.03	\$500.00	\$140.03
Veranda "Common" Electric	\$1169.13	\$806.35	\$362.78	\$10534.92	\$9676.25	\$858.67
Veranda "Common" General Maint.	\$250.00	\$166.67	\$83.33	\$1392.83	\$2000.00	-\$607.17
Veranda "Common" Insurance	\$0.00	\$0.00	\$0.00	\$4560.00	\$5161.00	-\$601.00
Veranda "Common" Landscaping	\$0.00	\$5666.67	-\$5666.67	\$65588.38	\$68000.00	-\$2411.62
Veranda "Common" Management Fees	\$2291.67	\$2458.33	-\$166.66	\$20625.03	\$29500.00	-\$8874.97
Veranda "Common" Misc G&A	\$0.00	\$41.67	-\$41.67	\$15.99	\$500.00	-\$484.01
Veranda "Common" Pond Maint.	\$0.00	\$588.00	-\$588.00	\$2940.00	\$2940.00	\$0.00
Veranda "Common" Postage	\$0.00	\$41.67	-\$41.67	\$0.00	\$500.00	-\$500.00
Veranda "Common" Snow Removal	\$0.00	\$0.00	\$0.00	\$16034.38	\$10000.00	\$6034.38
Veranda "Common" Sprinkler System	\$0.00	\$0.00	\$0.00	\$1608.23	\$2104.75	-\$496.52
Veranda "Common" Water	\$0.00	\$400.00	-\$400.00	\$1067.99	\$3900.00	-\$2832.01
<b>Total for Expenses</b>	<b>\$4911.85</b>	<b>\$11452.52</b>	<b>-\$6540.67</b>	<b>\$136325.73</b>	<b>\$149680.00</b>	<b>-\$13354.27</b>
<b>Net Operating Income</b>	<b>\$7128.58</b>	<b>\$1020.81</b>	<b>\$6107.77</b>	<b>-\$14878.15</b>	<b>\$0.00</b>	<b>-\$14878.15</b>
<b>Net Income</b>	<b>\$7128.58</b>	<b>\$1020.81</b>	<b>\$6107.77</b>	<b>-\$14878.15</b>	<b>\$0.00</b>	<b>-\$14878.15</b>

<b>Veranda Towns &amp; Carriages</b>						
	<b>9/1/2021 - 9/30/2021</b>			<b>1/1/2021 - 12/31/2021</b>		
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Over Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Over Budget</b>
<b>Income</b>						
Association Fee Income	\$3840.00	\$0.00	\$3840.00	\$37936.35	\$0.00	\$37936.35
Association Fee Income: T&C	\$6160.00	\$6600.00	-\$440.00	\$64314.00	\$79200.00	-\$14886.00
Convenience Fee	\$0.00	\$0.00	\$0.00	\$30.80	\$0.00	\$30.80
Late Fee Income	\$0.00	\$100.00	-\$100.00	\$0.00	\$1200.00	-\$1200.00
Veranda Capital Contributions	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
<b>Total for Income</b>	<b>\$10000.00</b>	<b>\$6700.00</b>	<b>\$3300.00</b>	<b>\$102531.15</b>	<b>\$80400.00</b>	<b>\$22131.15</b>
<b>Expenses</b>						
Association Fees	\$3840.00	\$0.00	\$3840.00	\$35141.35	\$0.00	\$35141.35
Veranda "Common" Accounting	\$0.00	\$0.00	\$0.00	\$165.36	\$0.00	\$165.36
Veranda T&C General Landscaping	\$0.00	\$5000.00	-\$5000.00	\$55547.89	\$67400.00	-\$11852.11
Veranda T&C Snow Removal	\$0.00	\$0.00	\$0.00	\$25371.82	\$13000.00	\$12371.82
<b>Total for Expenses</b>	<b>\$3840.00</b>	<b>\$5000.00</b>	<b>-\$1160.00</b>	<b>\$116226.42</b>	<b>\$80400.00</b>	<b>\$35826.42</b>
<b>Net Operating Income</b>	<b>\$6160.00</b>	<b>\$1700.00</b>	<b>\$4460.00</b>	<b>-\$13695.27</b>	<b>\$0.00</b>	<b>-\$13695.27</b>



**Veranda Neighborhood Association  
Executive Board Code of Conduct**

The Board of Directors hereby adopts the following Code of Conduct. Each Director as well as the collective Board shall adhere to the following:

1. Always strive to serve the best interests of the Association regardless of their personal interests.
2. Respond to all required correspondence, written or verbal in a timely manner. Required correspondence will be dated with a prerequisite response time. Failure to do so will make the director's vote null and void per issues.
3. Exercise sound business judgment to make the best possible decisions for the Association, taking into consideration all available information, circumstances, and resources.
4. Act within the boundaries of their authority as defined by law and the governing documents of the Association.
5. Perform their duties without bias for or against any individual or group of owners.
6. Provide complete and timely disclosure of personal, professional and/or financial relationships with any company or individual who has or is seeking to have a business relationship with the Association.
7. Provide complete and timely disclosure of any personal, professional and/or financial conflicts of interest related to actions of the Association, the Board, individual Directors, or managers.
8. Conduct open, fair, and well-publicized elections.
9. Observe a duty of undivided loyalty to the Board and refrain from any behavior or discussions that undermine the Board.
10. Support all duly adopted Board decisions even if the Director was in the minority regarding actions that may not have obtained unanimous consent.
11. Treat all Directors and owners with civility, courtesy, and respect.
12. Observe proper and professional decorum and language at all Board meetings and in all correspondence to fellow board members.
13. Voluntarily resign from their role as a director if they are: (1) convicted of a felony, (2) knowingly violate the governing documents, (3) share confidential board/community information, or (4) commit other acts considered to be violations of proper board conduct as noted by a majority of board members while serving as a director.
14. Refrain from disclosing confidential information obtained through their role as a director.
15. Refrain from disclosing any information with any individual or entity bidding for Association contracts unless specifically authorized by the Board.
16. Refrain from interfering with a contractor or subcontractor engaged by the Association while a contract is in progress.

17. Refrain from making any promises or representations that have not been duly approved by most of the Board.
18. Refrain from advocating or supporting any action or activity that violates a law, the governing documents, or regulatory requirement.
19. Refrain from using their position as a director for personal gain.
20. Refrain from soliciting or accepting, directly or indirectly, any of the following from an individual or entity that is seeking to obtain contractual, business, or financial relations with the Association: gifts, gratuity, favor, entertainment, loans, or any other thing of monetary value.
21. Refrain from accepting any gift or favor made with the intent of influencing the Director's decision or action with respect to any matter related to the Association.
22. Refrain from knowingly misrepresenting any facts related, directly or indirectly, to the Association.
23. Refrain from disclosing any confidential, non-public, or personal information about the Association, owners, non-owner residents or employees that was obtained in the performance of his or her duties as a director. This restriction shall not apply to communications with the Manager; communications with the Association's legal counsel; communications with the Association's tax professionals; responses to inquiries made by any law enforcement or regulatory personnel; any other communications necessary for the Board to fulfill its duties and obligations.
24. Refrain from disclosing to any owner, non-owner resident or unauthorized third party the discussions, deliberations, communications, and comments made during any closed or executive session of the Board.

By my signature below, I accept, acknowledge, and agree to abide by the code of conduct. I understand that any failure to adhere or otherwise comply with the code of conduct may serve as grounds for my removal as a director. A vote by the majority of the director's is required to remove a board member.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

