

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

Board of Directors Meeting Minutes
August 18, 2017

Board Members:

Galen Miller
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 7:59AM. Tom Cumpson made a motion to accept the agenda with additions added and Galen Miller 2nd the motion. The motion was approved by all board members.

Item 2: Approval of Minutes

- A. July 21, 2017 (emailed to board on August 8, 2017)
The board asked WCPAM to amend the meeting minutes by removing homeowner names and substituting with their addresses. WCPAM made the change and the board unanimously approved the July 21, 2017 meeting minutes.

Item 3: A&L Committee Report

- A. The committee met 8/15, and heard a report from Mr. Edwards on the positive response of the board to the new guidelines for submission of an A&L application. We amended the wording to specifically require an application for removal of landscape, and have suggested additional use of bold type. In addition, over the last month, we have reviewed the entire "Architecture/Landscape Change Process" portion of the Veranda webpage, and wish to present both of these items to the board on Aug 18.

Other items discussed were:

1286 Getz: The full committee agrees deck railings must be white, according to existing guidelines.

1416 Picket: Mr. Cumpson made a query regarding landscape changes on the side of the house,

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which are believed to be a result of a conversation between the homeowner and RPI. The board decided to engage RPI to review the situation and propose a remediation plan that would help deter rabbits from eating the vegetation. RPI is to propose plants/shrubs that are less likely to appeal to rabbits. RPI will provide a bid and the board will review.

1461/1451 Hammock: Front porch railings removed, presumably to replace damaged concrete on porches.

1461 Drake: Replacement of dead plantings.

1302 Banner: Garage window addition (new submission)

*Let the record reflect that Dr. Spittler provided WCPAM with several document updates and changes that the A&L Committee wishes for WCPAM to make to the A&L procedural information and supporting documents. WCPAM will attempt to find the original files for edits but may have to type out the entire document if unable to find an existing file to make the edits.

Item 4: Financial Report

- A. Woo-Cat Management will present 01-01-2017 to 07-31-2017 financial package.
- B. Delinquent Account Updates
- C. WCPAM explained that the board needs to make a motion to transfer operating funds to the capital reserve fund so WCPAM has the transfer motions on file for the bank. WCPAM will review the funding levels and report back to the board treasurer.

Item 5: Management Report

- A. Playground Bench was delivered to WCPAM on 8/11/2017. WCPAM will arrange for install.
- B. WCPAM inspector met with two homeowners to review their inspection reports and answer questions.
- C. WCPAM notified all remaining delinquent homeowners.
- D. WCPAM had their pest control technician follow-up on a hive complaint.
- E. WCPAM submitted concerns to Charter on behalf of homeowners. WCPAM will provide the board with an update.

Item 6: Unfinished Business

- A. 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.
- B. (June's Meeting Minutes) Galen will contact concrete vendor about Hammock/Middle concrete issue due to tree roots. Update: Galen contacted the vendor and approved the work. August 18, 2017 update: Galen will contact vendor and cancel work. The board has decided to pursue other remediation options that are more cost effective. Galen Miller will update the board concerning remediation costs and time-lines.

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- C. (June's Meeting Minutes) The board will solicit bids to repair sinking paving around 2 catch basins in alley (The board awarded work to BR KREIDER). Galen Miller noted that BR KREIDER will commence work when vendor can fit project into their schedule.
- D. Trash Can Violation Updates – Board directed WCPAM to implement the board's fine policy. The board feels that homeowners have been given ample notice to store their trash cans inside of their garages or to hide from plain sight.
- E. 1305-1309 Banner Hive Update – The hive was removed by WCPAM.
- F. 1304 Kelly Drive Inspection Concerns – The board reviewed all email communication between WCPAM and noted homeowner. The board has directed WCPAM to continue trying to resolve inspection concerns with this homeowner. The board has given WCPAM the authority to assess fines.

Item 7: New Business

- A. Doug Smith resigned from the board because he has moved out of Veranda. Doug Smith suggested Adam Aloisi be appointed to fill Doug Smith's term. Let the record reflect that Galen Miller made a motion to appoint Adam Aloisi to fulfill Doug Smith's board term, Tom Cumpson 2nd the motion and the full board approved the appointment.
- B. Board Term Update: Dr. Spitler's and Doug Smith's terms both end in December of 2017, resulting in two (3 year terms) board seats up for election at this year's annual meeting. Anne and Galen's terms expire in December of 2018. Tom's term expires December of 2019. Adam noted to the board that he will only serve out the remainder of Doug Smith's term and will not seek election to a full 3-year term in October.
- C. Annual Meeting – The board asked WCPAM to contact St. Edward's Church and East Hempfield Township to see if either location can accommodate Veranda's annual meeting. Possible dates/times: October 24 and October 25, 7pm. WCPAM will notify the community within 30 days of the meeting regarding the date/time of the annual meeting, the location, and that two board seats are up for election.
- D. Mulch in Playlanda - The board asked WCPAM to contact Zeager's Mulch and ask Zeager's to lay more playground mulch at Playlanda.
- E. Tree replacement in Phase 4 and other noted areas of concern – Tom C. provided WCPAM with pictures of trees that possibly need replaced. WCPAM is to forward the pictures to RPI and request replacement bids. WCPAM will forward RPI's bid to the board. RPI will also examine the trees to see if any trees can be saved.
- F. Drop Box explanation – After learning the logistics of Drop Box, the board decided to utilize email instead.
- G. RPI contract for 2018 – Galen Miller will oversee the execution of the contract between Veranda and RPI.
- H. Speeding on Banner Drive - the board discussed speeding issues on Banner Drive, with board members sharing previous mitigation attempts after appeals to East

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Hempfield. The township determined through a traffic study that no mitigation was warranted. Residents who disagree with that assessment should contact the township.

I. Board directives, feedback, and updates:

*Board decided that T/C should no longer host “garage sales” but should instead host “sidewalk sales.” The board discussed the parking issues created by garage sales and feel that if homeowners wish to hold such sales, they will be required to move their items for sale, in front of their homes, and host sidewalk sales.

**Board discussed the upcoming snow season. Galen Miller stated he liked RPI’s handling of sidewalks and Hershey’s handling of alley ways. Galen will contact both vendors for the 2017-2018 snow season. WCPAM will determine if there is one single vendor that could oversee snow season at a comparative cost. Single family homeowners are responsible for their own walk ways, sidewalks, and driveways.

***Dr. Spitler wishes to add to the A&L procedure that the removal of landscaping also requires a submission for approval.

Adjournment – Let the record reflect that the meeting adjourned at 10:04am.

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