

# Veranda Neighborhood Association

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

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## Board of Directors Meeting Minutes

March 24, 2017

### Board Members Present:

Galen Miller

Doug Smith

Tom Cumpson

Dr. William Spitler

**Absent:** Anne Guenin,

**WCPAM Representative:** Christine Connelly

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

Let the record reflect that Galen Miller called the meeting to order at 8AM and made a motion to accept the agenda with noted below additions. Dr. Spitler 2<sup>nd</sup> the motion and the board unanimously approved the agenda.

### Item 2: Architectural and Landscape Committee

#### *Committees Findings, Approvals, and/or Recommendations*

- 1282 Getz Way: Request for shrubs around patio for privacy. A&L members were asked to check the site, and were in agreement that, although the plan could be approved, work was done before official approval was obtained.
- 1300 Veranda Way: Removal of oak tree approved immediately upon receipt, as there was a safety issue.
- 1417 Drake: Addition to existing deck and installation of hot tub, approved with stipulation that township be contacted for proper permits and regulations.
- 1459 Drake: Landscape change request, approved without drawing, since homeowner reviewed with A&L member, though drawing has been requested.
- The last submission raises the issue of privet hedge size within Veranda. There are guidelines for height, and proximity to sidewalk, which need to be followed by RPI at town and carriage homes, and forwarded to single home owners as well.
- An inquiry was made regarding the status of the town and carriage landscape survey discussed at the 12/2016 HOA meeting.
- An A&L member observed the finding of consistently high radon levels in Veranda, encouraging homeowners to have testing done

\*Let the record reflect that the board unanimously agrees with the recommendations submitted by the Architectural and Landscape Committee.

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**Item 3: Approval of Minutes**

- A. Let the record reflect that Dr. Spitler made a motion to approve the February 17, 2017 meeting minutes as submitted and Galen Miller 2nd the motion. The board unanimously approved the meeting minutes.

**Item 4: Management Report**

- A. Woo-Cat Management updated the board concerning close-out items with Boyd Wilson. Woo-Cat Management reviewed checking and CD accounts with the board of directors.
- B. Woo-Cat Management reported that all 2016 Tax Return documents were submitted to the board's selected CPA firm.
- C. Resident Submitted Requests/Concerns/Feedback- the board held an Executive Session to review sensitive information pertaining to specific homeowner accounts.

**Item 5: Financial Report**

- A. Woo-Cat Management presented the February 2017 financial package to the board of directors to review. Galen Miller made a motion to accept the financial package as submitted and Doug Smith 2<sup>nd</sup> the motion. The board unanimously approved the February 2017 financial package.

**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. Galen Miller presented the Land Studies proposal to the board of directors to review. However, Mr. Miller felt Land Studies' proposal was extremely costly and asked Christine Connelly to review the proposal with Amber Green.

**Item 7: New Business**

**A. Board/Committee Reports**

- 1. 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. 2017 Landscape Survey & 2017 Landscape Maintenance Package Submissions**

The board discussed the 2017 landscape survey and approved WCPAM emailing out the survey to all residents. The board will review survey results at their April 2017 board meeting. WCPAM updated the board and noted that RPI and Willow Valley Landscaping will be submitting landscape maintenance packages to the board for the board's review. Both vendors promised to have proposals completed by the April 2017 board meeting and stated

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the extended winter has made it more difficult to produce an accurate cost estimate for certain plants and shrubs.

### **C. Update from RPI Landscaping**

With spring right around the corner, RPI will be commencing the edging and mulching of the landscape beds at Veranda Neighborhood Association in accordance with the schedule below. Please note that due to the varied weather conditions at this time of year, the schedule is fluid and subject to a high degree of change.

Estimated Date to Edge – 4/3/17

Estimated Date to Mulch – 4/4/17-4/7/17

### **D. Board directives, feedback, and updates:**

1. The board reviewed playground concerns and discussed the original playground concept and community derived plans. The board agreed that vigilance is important and community members need to report playground concerns to the management company.
2. Let the record reflect that the board received Doug Smith's intent to resign from the board of directors since Mr. Smith is expected to relocate. Mr. Smith has agreed to stay on the board until his seat is filled and/or his home is sold (whichever happens first). Doug has enjoyed serving his community and the board members thanked Doug for his service.
3. The board will review and discuss the proposed Indemnity Agreement at the April 2017 meeting and if the board wishes to add the agreement to the ACLC application.
4. The board wishes to remind residents that the community garage sale is May 19-20 from 8AM to 1PM. Residents are encouraged to park in the street because there will be no access/traffic in the alleyways during the garage sale.

**Adjournment** – Galen Miller made a motion to adjourn at 9:25AM, Doug Smith 2<sup>nd</sup> the motion and the board unanimously agreed to adjourn the meeting.

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## INDEMNITY AGREEMENT

**Recitals:**

- A. The undersigned Applicant is the owner of a lot or house located in Veranda Neighborhood Association and has legal authority to request architectural & landscape changes (“Owner”) and wishes to commence construction of the improvements (the “Improvements”) set forth on Exhibit “A” attached hereto.
- B. The undersigned Contractor has been hired by Applicant to effect the improvements (“Contractor”).
- C. Construction of the improvements is subject to the By-Laws of the Veranda Neighborhood Association (“By-Laws”) and Association’s Rules and Regulations (“Rules and Regulations”), as well as the Guidelines of the Architectural Control & Landscape Committee (“ACLC”).
- D. The Veranda Neighborhood Association (“Neighborhood Association”) and the ACLC may, but are not obligated to, exercise supervisory responsibilities with respect to ascertaining that Contractor’s operations and improvements comply with the Rules and Regulations of the Association and the Guidelines set forth by the ACLC.
- E. Certain indemnities are required of Owner and Contractor, as follows, prior to commencement of construction of the improvements:

**Accordingly:**

- 1. Applicant and Contractor hereby agree to construct the improvements in accordance with the By-Laws, Rules and Regulations, and the Guidelines of the ACLC.
- 2. Applicant shall be responsible for the conduct of the Contractor and its employees within the community. Applicant and Contractor understand and agree that violations may be met with a stop work order and revocation of Contractor’s right to enter the community.
- 3. Applicant and Contractor hereby indemnify the Veranda Neighborhood Association, and the ACLC, as well as their agents, Management Company and both Applicant and Contractor agree to hold them harmless against and from any and all liabilities, claims, losses, workman’s comp. issues, damages, and expenses, including attorney’s fees arising from or in any way connected with the improvements or construction of the improvements.

\_\_\_\_\_  
Homeowner’s Signature/Date

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Contractor’s Signature/Date

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