

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

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## **Board of Directors Meeting Minutes**

December 15, 2017

### **Board Members Present:**

Galen Miller  
Anne Guenin  
Tom Cumpson  
Dr. William Spittler  
Adam Aloisi  
Board Member-Elect: Carolyn Staszak

Item 1: Call to Order & Agenda Acceptance – Let the record reflect that Galen Miller called the meeting to order at 7:57AM and the agenda was accepted unanimously.

Item 2: Approval of Minutes - November 2017 meeting minutes approved via email and uploaded to website.

### Item 3: A&L Committee Report

- A. Update: A deck was previously approved, but a part of the project was not in the original submission. The homeowner did file proper permits with the township and must pass final township inspection for final township approval. A&L Committee requested more information and WCPAM will review and report back to the A&L Committee.
- B. Update: WCPAM discussed a suspected Ash tree with RPI, and it was determined not to be an Ash tree.

### Item 4: Management Report

- A. Update: Sidewalk inspection update & report – The board asked WCPAM to get a legal opinion from an attorney concerning sidewalk property lines and maintenance responsibilities, common area tree/concrete section responsibilities, and enforcement. The board reviewed the sidewalk inspection and directed WCPAM to notify single family homeowners (after the spring 2018 inspection) whose sidewalks may constitute a tripping hazard.
- B. Playground Signs – WCPAM reported that two new playground rule signs were installed at the playground. “Please Drive Slowly” signs will be installed the week of 12/18/2017 or as soon as the sign vendor provides the signs to WCPAM.

“To cultivate and preserve a community of homes and a landscape that endures and improves with age.”



- C. Violation Fine Updates & Fine Policy – WCPAM updated the board concerning homes not in compliance with the governing documents and the board reviewed the fine policy and schedule. The board would like to acknowledge and thank all homeowners that have brought their homes into compliance.

Item 5: Financial Report

- A. Let the record reflect that the board reviewed the 01-01-2017 to 11-30-2017 financial package and unanimously approved the financials as submitted.
- B. Delinquent Account Updates – The board reviewed the delinquent homeowner list and discussed court action concerning two seriously delinquent homeowners.

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. Rental Property Discussion – The board reviewed the proposed rental policy for the Association. WCPAM will add language concerning “qualified landlords” and submit to the board for final approval. WCPAM will also clean up other provisions and make the language more concise.
- C. Reserve Study – The board unanimously approved of WCPAM performing an updated reserve study in the spring of 2018.

Item 7: New Business

- A. Meeting Minute Approval Process – The board decided to give board members 7 days to respond to draft board meeting minutes before WCPAM sends approved minutes to all homeowners.
- B. Certified Letter: The board authorized WCPAM to send a certified letter to a homeowner noting that their door did not receive A&L Committee approval.
- C. 2018 Board Structure – Let the record reflect that the 2018 Executive Board Officers are:
- President & Snow Removal Liaison - Anne Guenin
  - Vice President - Tom Cumpson
  - Secretary & Geese/Pond Management Liason - Carolyn Staszak
  - Treasurer - Galen Miller
  - A&L Committee Chairman - Dr. William Spittler
- D. The next board meeting will be at 8:30AM on the 2nd Friday of January 2018. Meetings will resume at 8:30AM on the 3rd Friday of each month, beginning February 2018.

Adjournment – Let the record reflect that the meeting ended at 9:58AM.

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