



**Veranda Board of Directors Meeting Minutes**  
**Wednesday, August 25, 2021, at 9:30AM**

**Board Members:**

Tom Cumpson, Galen Miller, Dr. William Spitler, Dr. Lyn Schmid, Jennica Brodeur

**Item 1:** The meeting was called to order at 9:30AM

**Item 2:** The board approved the July 2021 Executive Board Meeting Minutes and officially welcomed Jennica to the Board.

**Item 3: A&L Committee Report/Social Committee**

A. Dr. Spitler will provide A&L submission updates:

- 1420 Amberly - approved
- 1313 Veranda Way - approved

B. Jennica Brodeur provided the social committee update:

- Food truck event on August 19th had a great showing. Thank you to everyone who came!
- Next Third Thursday Food Truck Events will be as follows:
- September 16<sup>th</sup> 5-7pm: Blazing Swine BBQ
- October 21<sup>st</sup> 5-7pm: Walk-O Taco
- November 18<sup>th</sup> 5-7pm: Dough Head Waffles

**Item 4: Unfinished Business**

- A. 1282 Banner- Swale Remediation Update – Expectation is to have the work done within the next two weeks. The topsoil will be provided by Charter Homes.
- B. Post Office Update – Post Office is not taking responsibility for the writing on mailboxes. Members of the Board will try to remove the writing.
- C. (Address removed) - trash can violation continues. WCPAM will continue to fine.
- D. Sidewalk Repair Updates – WCPAM expects the sidewalks to be repaired
- E. (Address removed) – A&L flagpole submission is still not complete. WCPAM will continue to fine.
- F. The board discussed fireworks feedback received by homeowners.
- G. Sign Installation – Hudson and Drake pet signs will be installed the 1<sup>st</sup> week of September. WCPAM will contact a homeowner for obtain the playground equipment that needs to be installed.
- H. Beauty Strip Reseeding - 1441 Grassy Way will be paying to beautify their grass and beauty-strip.
- I. Inspection Update – 2<sup>nd</sup> inspection completed week of July 19<sup>th</sup>. Board reviewed the inspection update and directed WCPAM to follow the fine policy.



**Item 5: Financials**

- A. The board reviewed and unanimously approved the July 2021 financial packet.

**Item 6: New Business**

- A. Board Code of Conduct – Unanimously approved by the Board. All Board Members will sign the Board Code of Conduct.
- B. Playground Bug Issue – Board Members will continue to monitor the situation and will notify WCPAM when/if a pest control company needs to assess.
- C. Fountain Repair Estimates – The Board approved the replacement bid.
- D. Bench by the Pond – The bench is being replaced (next to mailbox on Drake – overlooks pond in front of community). Replace bench with bench installed at the playground. Galen Miller will send WCPAM bench measurements.
- E. 2021 Annual Meeting – Date/Location/Board Openings – The annual meeting will be held on Monday, October 25th at 7:00PM. Two board members are up for re-election: Galen Miller & Lyn Schmid.
- F. F. 1426 Picket Sinkhole – The Board discussed a sinkhole situation that the township corrected.

Next Meeting – September 17<sup>th</sup> 8:30AM  
Adjournment – 11:20AM



## **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