

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

Board of Directors Meeting Minutes

June 23, 2017

Board Members:

Galen Miller

Doug Smith

Anne Guenin - absent

Tom Cumpson

Dr. William Spittler - absent

Item 1: Call to Order & Agenda Acceptance - Let the record reflect that Galen Miller called the meeting to order at 8AM. The board accepted the agenda with no additions.

Item 2: Financial Report

A. Woo-Cat Management will present 01-01-2017 to 05-31-2017 (board reviewed 6-162017)

B. Delinquent Account Updates

Let the record reflect that Galen Miller made a motion to approve the financial packet as submitted, Doug Smith 2nd the motion and the motion was unanimously approved. Let the record reflect that the board reviewed the delinquency report and authorized WCPAM to send certified letters of impending court action if residents do not come current on their Association dues.

Item 3: Inspections, Compliance, and Vendors

- A. Review Community Inspection & Discuss Notification Procedure – The board reviewed the inspection report and requested that WCPAM draft a form letter to accompany the inspection report to explain the process to homeowners. The board wishes to review/approve the letter before WCPAM sends out to homeowners.
- B. Fines Policy and Board Directives – The board agreed it is important to hold homeowners accountable for the condition of their property. The board feels they owe it to community members that maintain their property values to bring everyone up to the same standard.
- C. Vendor Review (August 2017) for Snow Removal & Maintenance- WCPAM is tasked with scheduling vendors to tour the community with Galen Miller and other board members before submitting a proposal for landscaping and/or snow services.

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- D. Playground Bench Options- **WCPAM will submit choices to the board and the board will select/approve.**

Item 4: Approval of Minutes

- A. April 2017 meeting and May 2017 supplemental meeting minutes have been approved.

Item 5: Management Report

- A. Community wide inspection report- **Please note Section 3, Item A.**
 B. New A&L procedural considerations – **WCPAM will review with Dr. Spitler and send DropBox information to all board members.**

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.

Item 7: New Business

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.
2. Trash cans: residents are asking for clear directives on where they may store their trash cans. Residents feel the board should approve standard: storage bins/sheds, planting arrangements, or other covering structures so trash cans do not have to be stored inside garages during hot months. **The board continues to support the regulations regarding trash cans as stated in the governing documents. 6.5 Nuisances: All garbage, trash and other refuse shall be placed in tight, enclosed containers which shall be kept out of sight except as such may be placed for collection within 24 hours of refuse and trash collection. To read all rules and regulations, please visit: http://www.vhoa.info/uploads/2/4/2/0/24200862/veranda_governing_documents.pdf**
3. 1408-1409 Banner Drive Tree Discussion (Galen Miller) – RPI bid was approved per May’s supplemental meeting minutes.
4. Galen Miller: Sinking of Paving at 2 Catch basins in the alley, Ground Hog Control, Dr. Spitler Driveway. **The board will solicit bids to repair sinking paving around 2 catch basins in alley, Galen Miller will work on a plan for ground hog control, and the board decided that all driveway repairs will be the responsibility of the homeowner.**
5. Board directives, feedback, and updates:
 - Email Galen a copy of RPI time/materials invoice.
 - Galen will contact concrete vendor about Hammock/Middle concrete issue due to tree roots.
 - WCPAM will request Charter’s Bond information from East Hempfield Township

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-WCPAM to add violations noted by board to homeowner inspection sheets.
Adjournment – Meeting was adjourned at 9:45AM.

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Agenda Supplementation & Directives from Board of Directors

Meeting held on: June 16, 2017

The board met for its regularly scheduled meeting on June 16. All members were present. A representative of WCPM was unavailable. A meeting with WCPM is scheduled for June 23 at 8AM at WCPM office. The board wishes to keep with its scheduled meetings throughout 2017. We ask that a informed representative of WCPM is available for each meeting. If that is not possible, as much advance notice as possible would be appreciated.

Following are WCPM action items for the 6/23 meeting.

1. Agenda adjustments: Start with financials to include what WCPM is doing to resolve homeowners in arrears for HOA fees. Remove B from item 6. Remove the A&L report as it was reviewed and approved. Add the topic of fines as the board requested in the May minutes input from WCPM on this action item. Add the topic of vendor review to begin in August for 2018. This would be both snow removal and maintenance. Add review of spring inspection report.
2. The board would like to see the bill from Lancaster City for water for \$799.95 paid on 2/23.
3. The board wishes to proceed with adding one bench to the playground utilizing WCPM resources.

In other board action:

- Dr. Spitler advised that the A&L committee will take on the task of writing the communique that outlines what HO can do WITHOUT submission/ approval.
- Galen advised that RPI will replace the black eyed susans they killed during a weed spray on Getz Green.
- The board approved the RPI proposal to replace the ash tree at 1408 Banner Dr.
- In the Fall RPI will replace the pine tree on the Heath behind Dr DiComo's house. They will also hard cut the hedges. We should look at the tree at 1317 Banner for possible replacement in same time frame.
- Galen has contracted with HR Rogers to slit seed the bare spots on common ground in early fall.
- The board asks that the May meeting minutes be posted to the website.
- The meeting was adjourned at 9:15.

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