



Official Meeting Minutes

December 29, 2016

Meeting Minutes

Veranda HOA

Location- President Galen Miller's Home

Time- 9AM-1030AM

Attendees: Amber Green (WCPAM), Christine Connelly (WCPAM), and Galen Miller (President of Veranda HOA).

Item 1: Review *Resident Support Ticket (RST)* Submissions

Explanation- Amber Green & Christine Connelly from Woo-Cat Management met with Galen Miller to discuss the *Resident Support Tickets* our office has received thus far. For a detailed report of information that was submitted and Galen Miller's directives, please reference supporting documents: *12-29-2016 Single Family Homes RST and 12-29-2016 Towns and Carriages RST*. Christine will brief the board at the January 13, 2017 board meeting regarding status of submitted and newly received *Resident Support Tickets*. It is important to note that Amber/Christine/Galen drove around the community to review the submitted concerns.

Item 2: President Galen Miller's Updates & Directives

- A. Amber/Christine suggested that towards the end of winter, Woo-Cat would send out a Landscape Survey to all carriage and townhomes requesting homeowner feedback and landscape maintenance requests. Galen Miller approved the idea and said the survey will need to be presented and approved by the full board at the February, 2017 meeting.
- B. Galen Miller would like for Amber/Christine to contact two more vendors and request Landscape Maintenance Packages that would detail exactly how much their services will cost (removal of bush, plantings, replacements, etc.).
- C. Galen Miller asked for Amber/Christine to submit their Architectural Change forms and Landscape Change Request forms to the full board at January 13, 2017 meeting for review and consideration.
- D. Galen Miller reminded Amber/Christine to email homeowners 10 days before the January 13, 2017 meeting that a meeting of the board of directors will be taking place.

- E. Galen Miller directed Amber/Christine to contact Dr. William S. and/or Anne G. for snow removal recommendations. Galen pointed out sidewalk areas that get extremely icy due to lack of sun.
- F. Board members Galen and Tom will be out of town for the February meeting. Galen requested that Amber/Christine have a conference call set-up so Galen and Tom can call in.
- G. Galen requested to have all the HOA's CDs listed by maturity date and separated out between Common Area CDs and Town/Carriage CDs.
- H. Galen noted that the Town/Carriage homes have @\$90,000 contingency fund set-up for replacement of grass and landscape maintenance/enhancements.
- I. Galen asked Amber/Christine to contact Wizard Lock "Todd" and ask Todd to create a key for a parcel box "Middle Green" that does not have a key. Galen noted that the HOA owns the mailboxes but residents are responsible for their mailboxes.

The meeting ended at 1030AM.

Next Meeting: 01-13-2017 at 8AM (Woo-Cat Management's Office)