

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

**Board of Directors Meeting Minutes
Friday, November 30, 2018 at 8:30AM**

Board Members:

Anne Guenin

Galen Miller

Tom Cumpson

Dr. William Spitler, present via conference call until 9:45AM.

Carolyn Staszak

Item 1: Anne Guenin called the meeting to order at 8:30AM and the agenda was unanimously accepted.

Item 2: Let the record reflect that the October 19, 2018 board meeting minutes and the October 30, 2018 annual meeting minutes were unanimously approved.

Item 3: A&L Committee Report

- A. 1421 Drake – Pool Application Update – Application has been approved per the terms and conditions agreed upon between the homeowners and the board of directors.
- B. Roof Submission Updates – Dr. Spitler noted that he is personally reviewing all roof submissions and appreciates community members’ submitting timely applications with their contractor’s insurance information and consent signatures of their neighbors.
- C. Dr. Spitler reported that the A&L Committee approved the following submissions: 1302 Hammock – deck and step submission and 1449 Drake – paint front door and shutters black and replace front steps with approved materials.
- D. A&L Approval Process – the board discussed the A&L approval process and agreed the current procedure is acceptable and the board appreciates Dr. Spitler serving a dual role as executive board member and A&L committee chairman.

Item 4: Management Report

- A. Inspection Update – The board discussed the administration of the approved fine policy and re-inspection procedures.
- B. Update to Snow Removal Policy for Single Family Homeowners – Tom Cumpson made a motion to enact a snow removal policy stating that single family homeowners must clear their sidewalks and walkways at least 24 hours after any snow fall, Galen Miller 2nd the motion and the board unanimously approved. Let the record reflect that the Towns and Carriages homeowners’ contract with RPI via the Association, for snow removal services and the snow vendor must also follow this removal provision for Towns and Carriages’ walkways and sidewalks.
- C. Let the record reflect that the board unanimously approved the October 2018 Financial Packet.

Item 5: Unfinished Business

- A. RPI Project Updates –RPI still needs to finish the tree trimming and leaf removal in the 2018 contract. RPI still needs to repair damage done to the turf caused by a homeowner and RPI needs to repair the damage the snow crews did to 1414 picket’s driveway. RPI noted that they secured the area and will repair ASAP. Galen Miller also asked WCPAM to request that RPI and two other firms provide bids to thin/limbing trees in the spring.

Item 6: New Business

- A. Management Contract – Galen Miller made a motion to approve a two-year extension of Woo-Cat Management’s management contract at \$27,500.00 per year, subject to all the conditions, terms, and provisions contained in the original management contract, Tom Cumpson 2nd the motion and the board unanimously approved (Dr. William Spitler did not vote because he was unable to remain on the conference call).
- B. Communication with Vendors – Anne Guenin asked the board to keep WCPAM in the loop regarding all vendor activities. The board approved Galen Miller’s position as landscape committee chairman and asked Mr. Miller to include WCPAM on all landscape related communication.
- C. 2019 Budget – Anne Guenin made a motion to approve the 2019 Towns and Carriages increase of \$6.00 per month and the Single Family Homes \$0.00 increase and Galen Miller 2nd the motion, the board unanimously approved (Dr. William Spitler did not vote because he was unable to remain on the conference call). Anne Guenin made a motion to accept the 2019 Towns and Carriages AND 2019 Common Area budgets, Tom Cumpson 2nd the motion and the board unanimously approved (Dr. William Spitler did not vote because he was unable to remain on the conference call). Let the record reflect that the dues schedule is as follows for 2019:
- **Towns and Carriages Homeowners = \$171.00 per month** - the increase is due to the landscape needs of the T/C homes. Towns and Carriages homeowners have asked for more landscape services and the landscape contract has increased as a result. The aging of the landscape is also a factor and the Association realizes that further landscape replacements will be needed. The Association has not increased the dues in many years and the Association has been pulling from their landscape reserve accounts. The Association needs to replenish reserves in order to complete continuously needed T/C landscape replacements and beautification projects.
 - **Single Family Homeowners = \$61.00 per month** – the board was able to maintain fees at the same funding level because the common area has been able to meet and sustain their reserve funding ratios.
- D. 1455 Hammock Way – Homeowner reported that cats are living under her AC units. Homeowner is concerned that the cats will be unable to thrive in the winter months. WCPAM is to contact the Pet Pantry and request that the cats be trapped, neutered, and put up for adoption.

- E. Let the record reflect that Dr. Lyn Babb Schmid, Ed.D was present for the board meeting. Dr. Schmid will be joining the board in January 2019 as the newly elected board member.

Adjournment – Let the record reflect that the meeting was adjourned at 10:20AM