

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

Board of Directors Meeting Minutes
Tuesday, September 11, 2018 at 8:30AM
Meeting with Charter Homes starts at 10:00AM

Board Members:

Anne Guenin
Galen Miller
Tom Cumpson
Dr. William Spitler
Carolyn Staszak

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

Item 2: Approval of Minutes – Galen Miller made a motion to accept the August 16, 2018 meeting minutes and Dr. William Spitler 2nd the motion, the meeting minutes were unanimously approved and have been posted to Veranda’s website.

Item 3: A&L Committee Report

- A. 1401 Drake – Outdoor Fireplace Installation was approved.
- B. 1413 Hammock Way – Paint shutters and front door, replace front steps/railings submission was approved.
- C. 1459 Hammock – Received approval to replace existing porch steps.

Item 4: Management Report

- A. Rental Amendment Update – The board received an updated list of homeowners that have not submitted their vote on the rental amendment update. The board will continue to reach out to homeowners and WCPAM has been directed to send certified letters and another email to remaining homeowners to request that they please submit their vote for the record.
- B. The board received updates concerning several homes that require maintenance and landscape improvements. The board discussed each home and noted that the fine policy update should be provided to each of the homeowners after the annual meeting to encourage them to maintain their homes per governing document standards. The board thanks the homeowners that have complied with the board’s requests to improve the appearance of their homes.

Item 5: Unfinished Business

- A. RPI snow/mow contract proposals – Let the record reflect that the board reviewed landscape and snow proposals. Tom Cumpson made a motion to approve RPI’s snow and mow proposals with the board’s added stipulations and Carolyn Staszak 2nd the motion. The board unanimously approved. WCPAM

will execute the contracts and note that the board wants RPI to notify WCPAM when services will be scheduled to allow time for WCPAM to notify homeowners and RPI will schedule the first trimming, of towns and carriages between July 1st – July 15th and the second trimming between October 1st – October 15th.

- B. Fine Policy – The board reviewed proposed fine policy revisions and updates. The board provided WCPAM with fine policy language suggestions. WCPAM will provide an updated fine policy for the board’s review and vote. The board plans to review the updated fine policy at the annual meeting.
- C. Solar Policy Discussion – The A&L Committee will discuss solar panels and provide suggestions and feedback on an as-needed basis.
- D. Veranda Owned Fences – The board directed WCPAM to have a contractor power-wash and paint Veranda owned fences once the weather allows.
- E. The board discussed privet hedge heights and homeowners that are still out of compliance. WCPAM will send out reminder emails with their next e-newsletter to the community.
- F. RPI will commence the replacement and trimming schedule during the first two weeks of October if weather allows. Affected homeowners will be notified.

Item 6: New Business

- A. Outlets and Tractors - Carolyn Staszak noted that Veranda’s Fall-Fest will be held on October 27, 2018 at noon. Galen Miller will assist Carolyn Staszak with outlet locations/power sources and WCPAM will contact Brubaker Inc. to inquire if they have a tractor Veranda may borrow.
- B. The annual meeting will be held on Tuesday, October 30, 2018. Once WCPAM is able to secure a location for the meeting, WCPAM will send information out to the community and alert homeowners that there will be two board seats up for election.
- C. Meeting with Charter Homes – Let the record reflect that the board met with Charter Homes to discuss Charter’s impending exit from the community:
 - 1. Charter Homes noted that they will have to comply with all original plan specifications before the township accepts the dedication of the roads.
 - 2. Charter reviewed current on-going projects remaining in phase 4 and gave weather-permitting completion time-lines.
 - 3. Charter Homes agreed to remove their pole at the entrance of the community. The Association has no need for the pole and it is not currently being utilized for any purpose.
 - 4. The board asked Charter Homes about pond requirements and remaining pond projects. Charter Homes stated they are required to meet the township’s standards for ponds.
 - 5. Charter Homes agreed to replace the disturbed tree in-front of 1294 Banner since construction exposed the tree’s roots.
 - 6. The board asked Charter Homes to assess any swale issues throughout the community.
 - 7. Charter Homes noted that Martin’s Paving is contracted to pave phase 4 streets. Charter can not provide an exact date because the weather has been uncooperative.

8. Charter noted that concrete apron replacements have been going well and Charter will fix any reported issues as a result of apron replacement. WCPAM reported damage to 1313 Banner Drive's driveway and re-mortar of curbing blocks at end of driveway apron. WCPAM reported the issue to CHN and Charter Homes. CHN confirmed all repairs will be made but did not provide a deadline.
9. CHN will repair cobblestone as apart of the dedication process in phase 4.

Adjournment – Let the record reflect that the meeting adjourned at 11:18AM