

Veranda Neighborhood Association

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

Board of Directors Meeting Minutes

April 21, 2017

Board Members Present:

Galen Miller
Doug Smith
Anne Guenin
Tom Cumpson
Dr. William Spitler

Woo-Cat Representative: Christine Connelly

Item 1: Call to Order & Agenda Acceptance- President Galen Miller called the meeting to order at 8AM and motioned to accept the agenda. The Board unanimously approved the motion.

Item 2: Resident Feedback and Concerns – A homeowner attended the meeting to discuss several areas of concern involving Playlanda.

Item 3: Architectural and Landscape Committee Updates

The following homeowner submissions were considered:

- 1309 Hammock
- 1297 Hammock
- 1321 Banner
- 1459 Drake
- 1400 Picket
- 1318 Banner
- 1298 Hammock

Treatment of non-compliant homeowners is an ongoing issue for management and HOA. The Board will continue to work with the A&L Committee and WCPMA to emphasize the importance of following the established procedures and educating residents regarding compliance.

Item 4: Approval of Minutes - March 24, 2017 meeting minutes were previously approved by email.

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Item 5: Management Report

- A. WCPMA updated the board concerning close-out items with Boyd Wilson:
 - Veranda CD Accounts- WCPMA provided the Board with all CD holdings at BB&T. The Board will evaluate all financial data in order to determine if all monies were transferred by Boyd-Wilson during the management transition.
 - 2016 Tax Return Update- President Galen Miller signed the 2016 tax return.
- B. WCPMA Community Visits: WCPMA toured the community on Tuesday, April 4, 2017, to establish inspection parameters. WCPMA met with Tree Connection & Landscapes on Wednesday, April 5, 2017, to tour the community and request a maintenance package bid. WCPMA met with Willow Valley on April 20, 2017, to tour the community and request a maintenance package bid.
- C. First Community Inspections:
 - Monday, May 1, 2017 – WCPMA emailed the community to alert of impending inspections, and it also provided a link to governing documents and an outline of the community inspection format.
 - From Friday, May 5 until Wednesday, May 10, WCPMA will inspect the community (weather permitting).
 - WCPMA will present findings to the Board via email.

Item 6: Financial Report - A full financial report will be provided to the Board with noted updates and CD holdings.

Item 7: Unfinished Business

- A. Resident Support Tickets submitted to WCPAM prior to its official management start date are being tallied. WCPAM will update the Board regarding acted upon directives (refer to 12-29-2016 meeting minutes).
- B. Veranda Neighborhood Association’s Board of Directors wish to meet with Charter Homes to review procedures between the developer, builder, and HOA before Charter Homes officially exits the community.
- C. Galen Miller: Land Studies Update- the Board will continue to review and reevaluate.

Item 8: New Business

- A. Board/Committee Reports - The Board reminds all residents that they must go through the Architectural/Landscape change procedure in order to change the exterior of their properties.
- B. 2017 Landscape Survey- results will be reviewed with the Board, and the Board requested that WCPMA submit the results of the survey to RPI and request applicable bids. WCPMA has Willow Valley Landscaping on standby to provide comparison bids.
- C. Charter Homes Update: Charter has informed the Board that they have no current plans to schedule paving the phase four streets and the other necessary actions to turn over this section of the neighborhood to the Township. The Board has confirmed with the

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Township that there is no timetable requiring them to complete this work by a certain date.

Item 9: Board Directives, Feedback, and Updates:

- A. The Board discussed the Architectural/Landscape review process and some ideas to streamline it:
- The Board requested WCPMA to specifically note on the website an outline of the procedure.
 - The Board requested WCPMA to create clear access on the website to the relevant forms.
 - The Board decided that submissions approved by the A&L Committee that meet all guidelines and have neighbors' signatures do not need separate approval by the Board unless that committee chooses to bring any particular matter to the Board in its discretion.
- B. The Board requested that WCPMA:
- Provide homeowners information concerning non-compliance penalties.
 - Provide homeowners with information concerning changes and how they are referenced in the Veranda governing documents.
 - Post the A&L procedures and website information at all mailbox pavilions. (WCPMA will complete this the week of May 1 when they are scheduled to be on the property.)
 - Provide an update at the May 2017 meeting concerning the number of homeowners without email addresses on file. (The Board wishes to make certain that all members of the community are receiving updates and information; however, the Board does not wish to incur costs of mailing everyone a paper copy if the majority of homeowners are already receiving the information via email.)
 - Request a bid from RPI and another firm to take out ash tree near 1409 Banner Street.
 - Review all Veranda Towns & Carriages Surveys and Veranda Single-Open-Space Surveys with RPI and request bids for those items for which the HOA is responsible.

Adjournment – The meeting adjourned at 9:49AM

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