



Wellington Manor Homeowners Association

**BOARD OF TRUSTEES  
BOARD MEETING MINUTES**

**2004**

*A special thanks to Cindy Smith for documenting the history of our Wellington Manor Association for all 2004 meetings. The following are unofficial minutes.*

### **Clubhouse Meeting March 7, 2004**

Debbie Lake, Charlie Harris and Dave Morris are interested in running for the two open seats on the WM Board of Trustees.

Concerns – Clubhouse and Pool

Problems with sewer back-ups and use of clubhouse and tennis courts

Homeowners should install a second water meter so the outside water usage is deducted from their total sewer usage.

### **Clubhouse Meeting March 9, 2004**

Attended by Steve Mutascio – Beazer VP and member of BOT

This was an informational meeting.

All 5 BOT seats should never be open for re-election at once.

A Special Meeting will take place to elect two homeowners to the Board of Trustees for a two year term.

Financial statements are due 90 days after year end

Homeowners should read the Declaration of Covenants, By-Laws, Deed restrictions

Association has right to promulgate rules and regulations

When settlement is complete on the 87<sup>th</sup> lot Beazer will turn over two seats and possibly the third.

Fiscal year is calendar year

# WELLINGTON MANOR AT HOPEWELL

## MINUTES OF BOARD MEETING

JUNE 8, 2004

**Attendance:** S. Mutascio, P. Schneier, K. Ortner, C. Harris, D. Morris, and A. Pellegrino  
(P & A Management, Inc.)

**Call to Order:** Meeting was called to order by Steve Mutascio

**Board Reorganization:** After much discussion the Board concurred on the following Board positions:

President – Stephen Mutascio  
Vice President – Dave Morris  
Secretary/Treasurer – Charles Harris

### **Community Input:**

LD19 – Complained about workers speeding and driving on the wrong side of the road on Lexington Drive. Would like to see one-way signs erected.

LD38 – Requested the “port-a-potty” at the corner of Buckingham & Lexington to be removed

- Common areas littered by workers and construction debris

LD18 - Complained that their rear yard has not been cut

LD30 – Complained about the condition of the island

LD38 – Complained about the condition of the island

- Trees have been removed and seed over

### **Developer Update:**

Paul Schneier - Beazer homes shall address the concerns presented this evening. Beazer Homes will be working to correct the open issues, including the clubhouse H.V.A.C. system.

No further comments being heard, public session closed at 7:00PM.

## Committee Reports:

Recreation: The recreation committee presented copies of the Pool Rules, Tennis Court Rules, and Clubhouse Rules for the Board to review and approve.

Dave Morris stated that the Pool Rules were only in draft form, and the Board will review. Dave thanked the committee for their work.

Steve Mutascio stated that the two Board Members could review and approve the final rules and submit to the Board for a vote.

Finance: The finance committee has not had a meeting to date.

Steve Mutascio stated that the Budget and the dues would remain the same until all of the units are sold.

Covenants: The committee will holding a working meeting on June 15<sup>th</sup>.

Transition : Dave Morris stated that according to the Declaration, the committee should not exist until the project is complete

Architectural: Randy Jacobs read a prepared stated to be added to the minutes. Dave Morris thanked the committee for all of their hard work. Steve Mutascio stated that the Board needs to review the rules before they are approved. Charlie Harris suggested that a copy of the rules should go out to the community for comment. Randy Jacobs stated that a letter was sent to the homeowners requesting comment, prior to drafting the guidelines. Steve Mutascio stated that even if the Board approves the guidelines, they can be changed in the future.

Architectural approvals:

A motion was made to approve the applications as submitted.

M - C. Harris

No second, motion does not carry.

Steve Mutascio stated that until the guideline are approved the approvals should be tabled. Steve directed the committee to meet again, and make copies available to the homeowners, allow time for comment and then represent to the Board.

With no further business, a motion was made to adjourn the meeting at 8:15 PM.

M - K. Ortner      S - D. Morris  
All in favor

Next meeting to be announced.

Respectfully submitted,

P & A Management, Inc.

# WELLINGTON MANOR AT HOPEWELL

## MINUTES SPECIAL MEETING

JULY 12, 2004

**Attendance:** S. Mutascio, P. Schneier, K. Ortner, C. Harris, D. Morris, and A. Pellegrino  
(P & A Management, Inc.)

**Call to Order:** Meeting was called to order by Steve Mutascio. Steve introduced the Board members and Management.

**Purpose of Meeting:** Steve stated that the purpose of the meeting is to approve the Architectural guidelines, Pool Rules, Tennis Court Rules, and the Clubhouse Rules.

### Rules Approval

A motion was made to approve the Pool Rules, Tennis Court Rules, and the Clubhouse Rules with the following change to the Clubhouse Rules – All funds collected shall be deposited in the Association's operating account.

M – C. Harris  
All in favor

S – D. Morris

Charlie Harris stated that the Architectural Guidelines were distributed to the community and that the Board met in a working session prior to this meeting to review, and have made the following changes:

- AAC shall make recommendations to the Board and the Board shall grant final approval for all projects.
- Fences - AAC shall make the recommendation to the Board of the style of fence, location, and color, and the Board shall have the final approval.
  - Fence installation shall require discussion and approval from neighbors, prior to submission to AAC and the Board.

Paul Schneier stated that Beazer never intended for the community not to have fence, but to have the Board decide placement, style, color, and size.

A motion was made to accept the Architectural Guidelines as amended.

M – C. Harris  
All in favor

S – D. Morris

After much discussion, the public session of the meeting was closed at 7:30PM.

### **Architectural Requests**

A motion was made to accept the following architectural requests:

LD33 – Patio

LD18 - Patio and Landscaping

LD20 – Walkway

BD04 – Screened in Patio

M – C. Harris  
All in favor

S – D. Morris

The following requests were returned to the AAC

LD43 – For AAC review

LD25 – Additional information

All fence requests were turned back to the AAC for neighbor comments.

With no further business, a motion was made to adjourn the meeting at 7: 50 PM.

M – C. Harris  
All in favor

S – D. Morris

Next meeting to be announced.

Respectfully submitted,

P & A Management, Inc.

7-12-04

# WELLINGTON MANOR

## BOARD MINUTES

September 9, 2004

**Attendance:** S. Mutascio, P. Schneier, K. Ortner, C. Harris, D. Morris, and A. Pellegrino, P & A Management, Inc., and Mary Barrett, Esq. Stark & Stark

Prior to Board meeting, it was suggested that the minutes include all homeowner comments in more detail than what is included in the current set of minutes.

**Call to Order:** Steve Mutascio 6: 50

**Minutes:** Steve stated that the minutes from the prior meeting will be approved at the next meeting.

### **Community Input:**

Mr. Dryer – In response to the developer turning over property to the Association, stated that there are inconsistencies in bylaws, and declaration. The declaration states that the transition committee would be formed after 87 Units are sold. Mr. Dryer asked the Board to follow the bylaws with respect to running and holding meetings. Paul Schneier stated turning over property for homeowner use is different than transition.

Dave Morris submitted to the Board a list of the committees and suggested appointments. (List to be included in the minutes). A motion was made to accept the appointments as submitted.

M- C. Harris  
All in favor

S – D. Morris



## **Committee reports**

**ARC** – Bob Fortier submitted a list of suggested changes to the fence standards approved at the previous meeting. After discussion, the list was revised and approved.

**Recreation** – Submitted a copy to of their written report to the Board to be included as part of the minutes. A request for a solar cover for the swimming pool was made by the committee. Keith Ortner stated that a solar pool cover would cost about \$ 500.00 Steve Mutascio stated that Beazer will provide one.

**Landscape** - The committee reported that they are working on the wetlands area. They just received copy of the landscape plan and are in the process of reviewing it. The request for additional signage and the type of signage is currently being discussed. As soon as a plan is formulated it will be submitted to the Board for review and implementation. In addition the committee is discussing the current condition of the grounds. The committee will be circulating a notice to all of the homeowners to ascertain who would be interested in having their sprinkler system winterized and their driveway sealed, in an effort to obtain a group rate.

- Question was raised about rain gauges not being operational. Keith Ortner stated homeowners need to contact customer care. Charlie Harris stated that this meeting is not for addressing these type of issues.
- Mary Barrett, Association Attorney with Stark and Stark, stated that the homeowner issues need to be handled by the homeowners, and not by the Association.

**Finance** – Nothing has been done to date regarding the finance committee. A question arose regarding shortfalls, and Dave Morris stated that currently Beazer covers any shortfalls in our Budget. Dave Morris also stated that he has been reviewing all of our current contracts and prices.

**Covenants**- The committee reported that they have submitted a draft of the proposed Rules and Regulations to the Board last month for review. The committee has also recommended that the draft be distributed to the community prior to approval.

## **Developer Update**

Steve Mutascio stated when 75% sold two more seats will be relinquished to the homeowners. Currently there are 20 – 23 sales under contract which would bring the total homes sold in the low 70's, and we will be reaching 75% in about one year from now. At that time we will have a special election.

Customer Care – Max Wang has left Beazer – his replacement Cindy Keller, will be ready to answer calls next week.

Tom Peaks is no longer with the company – new individuals have been brought in to assist. A question arose, what is going to be done to bring the new people up to date? Keith Ortner stated we have recovered from bad management, and we could now focus on the current issues. Charlie Harris questioned that he would like to know what plan does Beazer have in place to resolve all of the outstanding issues. Keith Ortner stated that a documented plan has not been prepared. Charlie Harris stated many homeowners have had work orders open for more than a year. Keith Ortner stated that Beazer will pull the list of outstanding work orders and begin addressing them.

Keith Ortner stated that the retention pond can not be converted over because the construction is still active, and cannot be done until the construction in the immediate area is complete.

Question - Where are the lines of the wetlands – do we know where the transition area is?

Keith Ortner stated he will get a copy of the master map and we can go over it. The final survey should show the wetland impact on the individual lots.

Question - What quality control changes have been made to insure that people do their jobs? Charlie Harris asked when are things going to be straightened out?

Paul Schneier stated in a perfect world we issue a home that is free of defects. John Gesser was making promises and not addressing issues. We have replaced him and we are now issuing a quality home. We are not running from the issues and we are taking care of them as quickly as we can. We will get everything done. We have customer care techs and your problems will be addressed, not necessarily with a yes.

Question - Who is in the trailer?

Jim Gater, Robert Simmler, and Rich Wellington

Homeowner from 26 Buckingham stated "None of the issues at his home has been addressed- there is a punch list from April. You need to take care of the homeowners that purchased over a year ago.

### **New Business**

Steve Mutascio stated that there are five fence requests. There are new restrictions that the committee would like to add to the current standards. Charlie Harris stated that there are seven recommendations. The ARC the committee is saying we do not like or want fences, but if you, Beazer, are planning on fences, these are the committees recommendations. Paul Schneier stated that Beazer Homes sales staff are telling new home buyers, fences can only be approved by the Board. A motion was made to approve

the current guidelines as recommended by the committee with several changes. Paul Schneier read from the list of committee amendments.

M- P. Schneier

S- C. Harris

Discussion:

Paul Schneier requested that the Committee recommendation of shrub height around the fence of 2' be changed to shrub must reasonably conceal the fence.

Steve Mutascio stated there are three other issues:

Change landscape shrub requirement of 2' tall to reasonably spaced.

Gate must be from the side

Pet requirement is not an issue since it is already addressed in the declaration.

All in favor.

Paulette Bearer stated she is withdrawing her application for a fence as she will be sell her home in the Spring. However, she will keep her application for landscaping and deck installation

### **Architectural Requests**

A motion was made to approve the fences applications, as amended, for Jacobs, Feldman and Marter.

M- P. Schneier  
All in favor

S – S. Mutascio

A motion was made to accept the patio applications as submitted from Harris, and Bearer

M – S. Mutascio  
All in favor

S- D. Morris

A motion was made to accept the applications from Stout and Harris with stipulations

M- S. Mutascio

S – D. Morris

A motion was made to approve the wooden screening from Okabe as submitted

M- C. Harris

S – S. Mutascio

Dave Morris stated that he will be posting copies of the minutes for everyone to review and comment. Dave further stated that he will review the recommendations and amend the minutes before the next meeting.

In addition, a current Committee list, and copy of the architectural amendments will also be posted.

With no further business, a motion was made to adjourn the meeting at 8:20PM

M - C. Harris          S- P. Schneier  
All in favor

# WELLINGTON MANOR

## BOARD MINUTES

**October 19, 2004**

**Attendance:** S. Mutascio, P. Schneier, C. Harris, D. Morris, T. Karschnik, and A. Pellegrino, P & A Management, Inc.

**Call to Order:** Steve Mutascio 6:10 PM

**Minutes:** A motion was made to approve the minutes from the previous meeting:  
M- S. Mutascio      S- D. Morris      Ab- C. Harris, T. Karschnik

### **Committee reports**

**ARC** – A motion was made to approve the ARC list as proposed. S. Mutascio stated that there are some issues with the 20 foot extension to allow the fence and mulch bed to the end of the property. After much discussion, P. Schneier proposed to amend the current ARC guidelines to allow the extension of the fences and rear mulch bed will not extend past the rear property line. C. Harris stated that it was his understanding the recommendation from ARC regarding fences was made for uniformity.

The motion was revised to accept the changes in fence regulation to allow the fences to extend to within 18” of the property line. With the understanding that any new installation must receive prior written Board approval before installation.

M – S. Mutascio      S – T. Karschnik      O- C. Harris, D. Morris

Al will notify the prior applicants to allow the extension. The mulch bed must not extend past the property line.

The following were approved without exception of 63 Lexington Drive fence application as recommended by the ARC.

63 Lexington Drive fence application.

A motion was made to accept the fence application, based on the new regulation for 63 Lexington Drive.

M- S. Mutascio      S – P. Schneier      O – C. Harris, D. Morris – Noted the vote opposing is not against the application, but a vote in opposition of the way that Beazer has presented the issue.

Bob Fortier – Submitted a written report. *See attached*

Committee recommendations:

Board of trustees schedule regular Board meetings for the purpose of reviewing ARC applications. Change the bylaws, to allow the committee to make certain approvals in order to speed up the process. P. Schneier stated he is not interest in changing the bylaws. S. Mutascio stated that the Board meetings will be set on the second Tuesday of every month.

Bob Fortier stated that he and the committee would like to have a walkthrough of the clubhouse with a Beazer representative. S. Mutascio stated Rich Wellington – Is designated as the contact.

Bob Fortier – Requests any letters sent to the homeowners regarding approvals clearly state that it is a recommendation of the committee, and must be approved by the Board prior to commencement of the proposed project.

C. Harris moved that the report be accepted

**Recreation Committee** – See attached report

The committee report outlined the following:

- Check with the clubhouse cleaning company to insure that the trash be removed and not left at the curb.
- Heating system in the back of the clubhouse is not responding to the thermostat.
- Committee request – a gas grill. T. Karschnik recommended to purchase of a convection microwave.
- Request for a solar cover or heater for the swimming pool – P. Schneier stated that Beazer will purchase install a solar cover for the swimming pool

**Landscape Committee – See attached report**

The committee report outlined the following:

- Landscape proposals - Al will bid the landscape contract.
- Signs – will be decided at the next meeting.
- Dead plantings – S. Mutascio stated that they will be replaced. D. Morris asked about plantings on the houses. Al stated that Keith Ortner stated that the Association plants are to be replaced by November 1<sup>st</sup> . Beazer will get back to the Board by the end of the week as to the replacement date.
- Question – Why could the construction vehicles not use the rear entrance to the community. S. Mutascio stated the township will not allow entrance from the rear of the property.
- Island sprinkler system. P. Schneier stated that he has authorized the installation of the island sprinkler system in the Spring.
- S. Mutascio stated that there has been no change on the wetlands setbacks.

**Covenants Committee - .**

In July a draft was issued to the Board. The committee would like to share the draft with the community. There are only 3 homes that are not in compliance. The committee would like to have a meeting in November of the community to review the proposed draft. D. Morris to photocopy the draft and draft a cover letter to distribute.

**Developer Update**

P. Schneier stated that Beazer is addressing any of the outstanding issues. If you have any outstanding issues send all requests to him.

Question:

D. Morris what is the schedule of final CO's

T. Karschnik – stated that the township is beginning to issue them. P. Schneier stated that some grading issues are holding up some of the CO's

**Community Input:**

Question:

On page 7 of the POS – all porches are to be enclosed. What does this mean?

T. Karschnik – will look into it.

Question:

Lot 76 has a drainage problem. When is that going to be addressed?

T. Karschnik – will look into it.

Question:

What is going to happen with the dead native trees in the wetlands.

T. Karschnik stated where there is a danger of the trees in the wetlands, they can be removed. T. Karschnik – will look into it.

Question:

Heard that Beazer does not want to use the rear entrance. P. Sschneier will check into it.

Question:

Fence letters did not go out. Could a lesser quality fence be chosen?

S. Mutascio stated take it back to ARC and the Board will review the committees recommendation.

Question:

How quickly will the balance of the homes be built?

S. Mutascio stated we would like to address them as soon as we can.

Comment:

The landscaping on the common grounds is very poor – they are embarrassed at the condition and the look of the community.

Question:

How much longer will the punch lists take.

S. Mutascio stated that we are working at a solution to address all work orders.



Comment:

Letters have been written regarding water is leaking into his house. 10 letters have been sent and still has not been corrected, since November of last year. Water is coming into his house into his microwave. We were told that John was the problem, and we have not seen any improvement.

A motion was made to adjourn the meeting 8:54.

M - T. Karschnik  
All in favor

S- P. Schneier

# WELLINGTON MANOR

## BOARD MINUTES

**November 15, 2004**

**Attendance:** S. Mutascio, P. Schneier, C. Harris, , T. Karschnik, and A. Pellegrino, P & A Management, Inc.

Absent: D. Morris

**Call to Order:** Steve Mutascio 6:20 PM

**Minutes:** A motion was made to approve the minutes from the previous meeting:

M- P. Schneier      S- C. Harris

### **Committee reports**

**ARC Committee**— Bob Fortier presented the written report of the committee. See Attached.

A motion was made by the Board to accept John Goerss to fill the vacancy on the ARC Committee.

M. C. Harris      S. P. Schneier  
All in favor

### **Committee recommendations:**

A list of applications (Labeled Architectural Requests as Recommended by the Architectural Committee November 15, 2004) was provided to the Board for approval.

M. C. Harris      S. P. Schneier  
All in favor

Bob Fortier presented the problem with the backflow preventer in the homes. Terry Kaschnik will look into the problem. Steve Mutascio stated that if you continue to have a problem you should contact customer care.

**Recreation Committee – See attached report**

The committee report outlined the following:

- Exterior Clubhouse Lighting Recommendation – Exterior lighting along the sidewalks, motion sensors, portico lamp lit, and interior lights set up on a sensor. Terry is working on additional lights with a photocell.
- Emergency contact signs with emergency numbers and location of the clubhouse telephone.
- Sign in the clubhouse with a check list or reminders for the last person out of the building.

**Landscape Committee – See attached report**

The committee made the following recommendation:

- Doerler – One year contract.
- P & A Management to make Doerler aware of the contract.
- Make trimming part of the contract (the word trimming was omitted)
- The Doerler contract should have a cancellation fee only applied to the remaining balance of the contract.

A recommendation was made that Beazer use the same snow contractor as the Association

A motion was made to accept the Doerler contract

M - P. Schneier  
All in favor

S – C. Harris

**Covenants Committee - .**

Lou presented a report of the committee. The committee agreed on 90% of the community issues presented for the Association rules and regulations. The question on parking on the street is still undecided. A draft of the guidelines will be distributed to all of the homeowners to review and comment. The Board needs to appoint a dispute resolution committee. Next committee meeting is Wednesday night.

## **Developer Update**

T. Kurshnik stated that stones have been installed, plants have been replaced, and additional plants have been installed on the island. P Schneier stated that Beazer has brought in a new company to re-landscape the island. Regarding the installation of an irrigation system on the island, Paul stated that the island will eventually be dedicated to the Township and they will have to accept the installation of an irrigation system.

Question: how many homes are sold?  
63 closed with 10 under contract.

## **Community Input:**

Comment:

A car was going through the property late a night with a pad and stopping at every house. It was reported to the police, and he wanted to make the homeowners aware.

Comment:

A white van in the undeveloped area that has been sitting there for over a week. Terry will check with her people and call Al. Al will have it towed if it does not belong to anyone of the workers.

Comment:

Is street lighting complete? Steve stated that the street lights will become the Townships responsibility and they approved the lighting plan.

A motion was made to adjourn the meeting 7:15.

M - T. Karschnik  
All in favor

S- P. Schneier