



Wellington Manor Homeowners Association

**BOARD OF TRUSTEES
BOARD MEETING MINUTES**

2012

Minutes of the Board of Trustees Meeting—January 9, 2012

The monthly meeting was called to order by Sandy Bing at 7 PM with all board members and the Property Manager present.

A moment of silence was held in memory of Chuck Brim.

The minutes from the November 14, 2011 Board Meeting were unanimously approved on a motion by Roni Shotwell and seconded by Harry Byrne.

ANNOUNCEMENTS

Judith Quinn: Reminder of her blast e-mail—no overnight street parking during winter months. Extra cars can park in the clubhouse lot after notifying Judith. Please keep eyes out for heaving driveways so to alert snow removal teams.

Sandy Bing: Announced that condolences had been sent to the Pogorzelski family on the death of their daughter. Pogo has been very helpful to the Association in dealings with Hopewell Township. Congratulations to the two members of the community named to Township committees: Burt Sutker to the Recreation Committee and Mort Rosenthal to the Deer Advisory Committee.

Please advise Carol Melillo of any sickness or deaths in Wellington Manor. She does the Sunshine work.

Roni Shotwell requested that residents secure their recyclables so that nothing blows around in the wind. Covers for the containers can be ordered on line.

COMMITTEE REPORTS

ARC:

Nothing to report

CLUBHOUSE:

Bob Rushnak reported things were going well. He requested that after using tables and chairs, please return them to regular spots and treat them as you would your own.

LIBRARY:

No report

COMMUNICATIONS:

Nothing, but a thank you to the community for contributions to the Newsletter. Valery was thanked by the Chair and attendees for her efforts.

RECREATION:

No report

DRC:

No report

FINANCE:

No report

GROUNDS:

No snow thus far in 2012. Cones will be placed near driveways of those who refuse de-icing materials. The association bought new markers for the fire hydrants. The rods are bolted to the hydrants and will be removed in the spring. Mort Rosenthal noted that some of the stakes marking driveways, etc. had fallen and needed to be replaced and dug in deeper. He also requested that the Lexington Island grasses be cut down now. Grounds replied it was decided to leave the grasses alone until the normal cut down time in February--snow permitting. Sandy asked the committee to Grounds to reconsider. This was done by e-mail and the idea to cut now was again rejected by the committee.

POOL:

No report

TRANSITION:

No report

WELCOME:

No report

FLAG:

Veterans Association sent a thank you note for the \$125.00 contributed by residents.

OLD BUSINESS

CLUBHOUSE PAINTING PROJECT.

3 companies contacted, one dropped out. Three colors will be used, wall coverings removed, and chair rail installed. Award went to Robert Zansitas of Hillsborough, NJ. for a total of \$6,827.00. An allowance of \$1,000.00 will be provided for mouldings and other approved work. The resolution was moved by Harry Byrne, seconded by Roni Shotwell, and passed unanimously.

Motion

I move that the Board: Approve the "Clubhouse Painting Contract" To Robert Zansitas of Hillsborough, New Jersey as follows:

CLUBHOUSE PAINTING CONTRACT COST

- Base Bid Great Room
- Option 1 Men's and Women's Restrooms
- Option 2 Activities Room Doors and Trim
- Option 3 Activities Room Remove Vinyl Wall Covering and Paint Walls
- Total Painting \$6,827.00
- Installation of Chair Rail in the Activities Room and in the Rear Half of the Great Room was approved as a New Option 4. Work may be completed by either Zansitis or John Kendrick at the discretion of the Clubhouse Chairman.
 - o Total Cost not to exceed \$1,000.00

Total project cost (all of the above) \$7,827.00

I further move that the Board

- *Authorize Judith Quinn to transfer funds from Deferred Maintenance and Capitals Reserves as shown below to the Operating Checking Account to pay invoices for the work.*

FUNDING FOR THE WORK NOTED ABOVE

- Deferred Maintenance (All Painting and Installation of Chair rail) \$6,000.00
- Reserve (Removal of Vinyl Wall Covering) \$2,000.00
- Total Funding Allocated For This Work \$8,000.00**

I further move that the Board

- *Authorize project management as follows*

PROJECT MANAGEMENT

- Robert J. Rushnak will serve as the Board’s representative for the work. He will:
 - Review and monitor contractor schedule and coordinate with use of the clubhouse for approved functions and/or rentals
 - Review and approve all invoices and provide documentation for submission to the Property Manager for final Review, Approval, and Payment
 - Advise the Board and Management of progress as he deems appropriate
 - Approve necessary “field changes”
 - Provide final review and inspection at completion of the work and prepare “punch list” for the contractor and monitor its completion
 - Provide and store labeled “touch up paint” of all colors used on the project.

POOL RE-PLASTER PROJECT.

Bob Rushnak met with representatives of 4 pool companies to get estimates and bids on resurfacing the pool. He requested pricing including: adding color to concrete in resurfacing; cost of putting tiles at ends of pool to alert lap swimmers; moving hand rails to side rather than middle of steps which would result in having to bond the electrical system. Bonding of the new work is included in the bid. Sparkling Pools was selected by the BOT to do the work. No color, but will add tiles and move hand rails. After Plaster is applied, it has to be swept twice a day for two weeks--so it will create a lot of dust. There is a two year warranty on the work to be done between March 19th and April 16th. The work is expected to last 8-10 years. The cost will be \$7,635.00. The resolution was moved by Harry Byrne and seconded by Roni Shotwell and approved unanimously.

Motion

I move that the Board: Approve the “Pool Re-Plaster Contract” To Sparkling Pools of Windsor, New Jersey as follows:

POOL RE-PLASTER CONTRACT COST

- Accept negotiated bid from Sparkling Pools as follows:
 - Subsequent to the meeting, Bob Rushnak confirmed that:
 - No charge for targets
 - No charge for brushing the pool 2x /day for 2 weeks and running the filter for 4 days after completion of the work

<i>Total Project Cost (All Of The Above)</i>	<i>\$7,635.00</i>
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I further move that the Board

- *Authorize Judith Quinn to transfer funds from Capital Reserves as shown below to the Operating Checking Account to pay invoices for the work.*

FUNDING FOR THE WORK NOTED ABOVE

• Capital Reserve	\$7,635.00
<i>Total Funding Allocated For This Work</i>	<i>\$7,635.00</i>

I further move that the Board

- *Authorize project management as follows*

PROJECT MANAGEMENT

- Robert J. Rushnak will serve as the Board’s representative for the work. He will:
 - Review and monitor contractor schedule
 - Review and approve all invoices and provide documentation for submission to the Property Manager for final Review, Approval, and Payment
 - Advise the Board and Management of progress as he deems appropriate
 - Approve necessary “field changes”
 - Provide final review and inspection at completion of the work and prepare “punch list” for the contractor and monitor its completion

ELECTION PROCESS

Sandy reported that the Board is reviewing the proposal. He said that the Board agrees in principle with some areas of the proposal. The Board will continue its review. Sandy reported that the entire election process will be managed and chaired by the Property Manager.

- a packet goes out to each household prior to the election;
- There will be a candidates' night chaired by the Election Committee, but the format will change and participation will continue to be voluntary.
- In mid-April candidates will submit brief resume to the Property Manager that will be sent to homeowners with the ballot mailing.
- The ballots will be anonymous.
- The Election committee will assist the Property Manager on the night of the election.
- The election is a part of the required annual meeting which will be chaired by a non-running BOT member.
- If there is a tie at the election, a special election will be held between the tied candidates. This election has to be held within 30 days of the annual meeting.

COMMUNITY GARDEN

Roni Shotwell chaired this portion of the meeting. Grace Johnston was the only reply to Mort Rosenthal's request in the newsletter. Greg Bancroft offered his company's equipment to get things started. A letter from Judith was sent to Mort requesting he supply more details: location, number interested, allocation of plots, fence costs, etc. The whole idea could be added to improvements list. Bob Rushnak will be the Board's liaison.

IMPROVEMENT LIST

This will be discussed at the March BOT meeting.

NEW BUSINESS

Memorials:

Roberta Sutker would like to see a community-wide Memorial effort rather than the private groups as was done in the past. She also suggested that memorial plaques be placed in the clubhouse remembering residents who died while living here. Sandy disagrees personally as there are guidelines for the memorials with trees or other landscaping. The Board and those in attendance prefer the current system of Tree and Landscape Dedication.

Tree and Landscape Planting and Dedication – Resolution 2012-01

Harry discussed the Grounds Committee's current practice of review and approval of Tree and Landscape Planting and Dedication. He read Resolution 2012-01 which memorializes the process and includes a new 2012 form revised from the original approved in 2008. The Resolution is available for review in the Clubhouse Library, in the Wellington Manor Resolution and Amendment's Note Book

Auditor:

Harry discussed the Board's consideration to engage the services of a new auditor, Dr. James Byron Sterling II. There were three proposals for audit services. Dr. Sterling serves community associations exclusively. Judith has worked with him in the past. His Proposal was \$1000.00, a \$1500.00 annual savings over the former auditor. A motion was passed unanimously on a motion by Harry and seconded by Roni Shotwell.

2011 Snow Budget Balance

The balance of the 2011 snow budget (\$28,915.00) will be discussed at the March BOT meeting. Mort Rosenthal asked if the snow and mow contracts could be split to save money. Judith replied that no one would bid on the work separately. Splitting the contracts provides the Association less assurance that service will continue to be provided. Combining the two contracts provides more leverage with the contractor for both Landscape and Snow Removal services. The Board is happy with the current arrangement.

Lou DeLauro reminded the BOT that the Covenants committee had come together on the proposal for elections and unanimously agreed with it.

Kathy Jeronowitz thanked everyone for the Holiday Party.

Mort Rosenthal wanted to know if the BOT had all the records from the beginning of the Association? Roni Shotwell replied that she had everything from the former property manager and all were in locked file cabinets. Mort also requested the formation of a Health and Safety Committee. There will be a CPR workshop in April.

Bob Rushnak requested no one touch the AED unless trained on it.

Burt Sutker asked the status of two "slip & fall" lawsuits filed against the association? Phyllis Byrne responded that one was settled and the other went away. Names of the individuals are withheld.

Bob Rushnak reminded everyone of the Men's Luncheon and hoped for additional men.

A reminder of Saturday's coffee was made.

There is no need for a February BOT meeting, but the executive committee will meet as usual with Roni Shotwell as chair.

The meeting was adjourned at 9 PM.

Submitted by Cindy Smith

Minutes of the Board of Trustees Meeting—March 12, 2012

The meeting was called to order by the Board President, Sandy Bing. Also in attendance were Roni Shotwell, Howard Schwartz, Harry Byrne, Bob Rushnak, and the property manager, Judith Quinn.

A moment of silence was held in memory of Marie Santin.

The minutes from the January 9, 2011 Board Meeting were unanimously approved on a motion by Roni Shotwell and seconded by Harry Byrne. Sandy thanked Roni for the refreshments and Carol Melillo and Cindy Smith for the coffee.

Announcements

Judith:

- Will be sending a blast e-mail to residents with reminders on irrigation: contact the company to have your system turned on. A list of irrigation companies will be included in the e-mail. Be sure to check your rain sensors.
- Algae are growing on many of the roof shingles. It needs to be removed. She will send a list of companies that do the chemical wash. Do not power wash as that will ruin the shingles over time.
- The parking lot is going to be sealed and restriped. **Residents will be notified in advance of the work.**
- Please let Judith know if you plan to park overnight, violation notices will be placed on unknown vehicles

Sandy:

- There are two seats up for election in May at the Annual Meeting. Two people have announced their intention to run, Steve Kuppe and Angelina Duggan.
- April 19th is the cut-off date for candidates to notify Judith if their names are to appear on the official ballot. Absentee ballots and brief statements from the candidates as to the reasons for running will be mailed on April 26th. Anyone can still announce his or her candidacy up to and at the May 14th Annual Meeting. Please advise Judith if you plan to run for the Board.
- Thank you to Bob Rushnak, Roni Shotwell, Harry Byrne, and others for their work on redecorating the club house

Committee Reports

ARC:

Nothing to report

Clubhouse:

- When you use the Clubhouse, please return all tables, chairs and other furnishings to their original location
- Please do not leave or donate anything from home and leave it in the Clubhouse. We do not need it!!

- The exercise room and the library should have been included in the painting of the clubhouse. Both rooms need painting and a motion will follow. The money will come from deferred maintenance.

Library:

There are over 700 volumes available in our library. Barbara Mihalko and Millie Rushnak serve as librarians and rotate the books. Books no longer used go to a nursing home and then to Mercer County Library-Lawrenceville Branch to be sold. Any resident may take books for their pleasure. It is not necessary to return them. Please feel free to use the library.

Communications:

- All BOT minutes from 2004 to present are now on the web site. All resolutions will be on the governance site. Annual meeting minutes are also available. Sandy thanked Valerie French for her work on the web site and the newsletter. He also thanked Roni Shotwell and Harry Byrne for locating and organizing all documents relating to Wellington Manor Homeowners Association.
- The Board agreed to a modest funding increase (about \$100.00) to expand the capability of the web site.

Recreation:

- The St. Patrick's Day luncheon is March 17th at noon. Tickets were presold as it is being catered this year. There will be an Art Show on April 19th at the clubhouse. Wine and cheese tasting will also be featured.
- The Hopewell Seniors will not be using the clubhouse this spring.

Covenants:

- Committee worked hard reviewing the election process and presented their ideas to the BOT in November. The Property Manager will manage the election and be assisted by an Election Committee consisting of 3 members of the Covenants Committee chosen by that committee. On May 14th residents will register to vote in the Activities Room between 6-7 PM. Anyone in the room by 7 PM will be permitted to vote. All ballots will be anonymous. There will be a return envelope for absentee ballots to ensure anonymity. If there is a tie, there will be another election within 30 days limited to those candidates who were tied. In the future, there is no need for a special election if a BOT member leaves within 89 days of the Annual Meeting.
- Sandy requested a joint meeting of the Covenants Committee and the BOT to discuss the committee's proposal.

DRC:

No report

Finance:

2011 was on budget except for the snow.

Grounds:

Brickman will be removing the snow stakes soon. They have edged and will be mulching soon. Roni Shotwell advised that clumps of dirt were left on the grass after edging. Harry Byrne advised it would be taken care of.

Pool:

Resurfacing will begin next week

Welcome:

No report

Flag:

A meeting will be scheduled in late April. All members of the committee will be invited to play a part in the Memorial Day program.

Contract Awards, Motions And Resolutions

JANITORIAL CONTRACT

Judith reported that a new one year contract with Merry Maids to clean the clubhouse will be in effect. The old cleaning company was here for the last time last Monday. Merry Maids will be cleaning every other Monday at a cost of \$124.28 per cleaning. During pool season the bathrooms and adjoining areas will also be cleaned on the off Mondays at a cost of \$74.90 per cleaning. The new contract will result in a savings over the old contract. The company will supply their own cleaning supplies and vacuum. We will be charged for toilet paper and towels, etc.

CLUBHOUSE JANITORIAL

MARCH 12, 2012

I move that the Board: Award the Janitorial Contract to Merry Maids of Hamilton Township New Jersey as follows:

- *Every other Monday, full service* \$ 124.28
- *Pool Season, every other Monday Bathrooms rear doors* \$ 74.90

It is anticipated that the Annualized Savings of the new contract over the existing contract will be approximately 20 %, or \$1,000.00

Funding will be from the existing Janitorial line item in the Operating Budget.

The above motion moved by Harry Byrne and seconded by Bob Rushnak passed unanimously

INTERIOR CLUBHOUSE PAINTING

INTERIOR CLUBHOUSE PAINTING

MARCH 12, 2012

I move that the Board: Extend the "Clubhouse Painting Contract" To include the Office/Library and Exercise Room (Robert Zansitas of Hillsborough, New Jersey) as follows:

OFFICE/LIBRARY AND EXERCISE ROOM

- Office /:Library (2 Coats Walls and Trim)
- Exercise Room (Remove Wall covering, 2 coats Walls and Trim)
- Repair minor wall damage as required.

- **TOTAL PROJECT COST (ALL OF THE ABOVE)** **\$1,326.80**

I further move that the Board

- *Authorize Judith Quinn to arrange for the transfer of funds from the Deferred Maintenance and Reserve accounts as shown below to the Operating Checking Account to pay invoices for the work.*

FUNDING FOR THE WORK NOTED ABOVE

- Deferred Maintenance \$ 798.80
- Reserve \$ 528.00
- **TOTAL FUNDING ALLOCATED FOR THIS WORK** **\$1,326.80**

I further move that the Board

- *Authorize project management as follows*

PROJECT MANAGEMENT

- Robert J. Rushnak will serve as the Board's representative for the work. He will:
 - Review and monitor contractor schedule and coordinate with use of the clubhouse for approved functions and/or rentals
 - Review and approve all invoices and provide documentation for submission to the Property Manager for final Review, Approval, and Payment
 - Advise the Board and Management of progress as he deems appropriate
 - Approve necessary "field changes"
 - Provide final review and inspection at completion of the work and prepare "punch list" for the contractor and monitor its completion
 - Provide and store labeled "touch up paint" of all colors used on the project.

The above motion moved by Robert Rushnak and seconded by Harry Byrne passed unanimously

CRACK REPAIR, SEALCOAT, AND STRIPING

CRACK REPAIR, SEALCOAT, AND STRIPING

Judith reported that three companies submitted bids to fill cracks, seal the parking lot, and restripe the lines:

• Barrett Paving,	one coat	\$3170.	2 coats	\$3645.
• Esso Bros,	one coat-	\$6135;	2 coats	\$7169.
• Rustling Paving,	one coat-	\$2049;	2 coats	\$3050.

She also stated that it will take half a day to prep the surface and seal cracks, two days to seal with 2 coats and stripe it, and a day to dry. No cars in the lot during this time. Park on the street. If any residents want to privately arrange to have their driveways sealed it will be \$90.00. Judith will provide the necessary contact information to any homeowner interested.

MARCH 12, 2012

I move that the Board: Award the Crack Repair, Sealcoat and Striping as submitted in the Base Bid Proposal to Rusling Paving of Trenton, New Jersey as follows:

SCOPE OF WORK (ALTERNATE BID)

- Crack Repair
- Sealcoating (2 Coats)
- Striping (2 Coats)

- **TOTAL PROJECT COST (ALL OF THE ABOVE)** **\$ 3050.00**

I further move that the Board

- *Authorize Judith Quinn to arrange for the transfer of funds from Deferred Maintenance as shown below to the Operating Checking Account to pay invoices for the work.*

FUNDING FOR THE WORK NOTED ABOVE

- Deferred Maintenance \$ 3050.00

- **TOTAL FUNDING ALLOCATED FOR THIS WORK** **\$ 3050.00**

I further move that the Board

- *Authorize Bob Rushnak and Judith Quinn to oversee scheduling to minimize conflicts project management as follows*

The above motion moved by Harry Byrne and seconded by Robert Rushnak and passed unanimously

GRADING AND GRASS TRIM EDGING

GRADING AND GRASS TRIM EDGING

Sandy announced that Brickman will be adding soil and seed to low grade areas in the community on a one time basis. Work that should have fallen to Beazer under transition will be done now.

Harry provided a brief history, the Plan of Action, Scope of Work, and Cost Estimates:

MARCH 12, 2012

In August of 2009, the Transition Committee prepared a comprehensive Sidewalk Report. The Report identified deficiencies found in the concrete sidewalks, and areas adjacent to sidewalks and at the intersections of sidewalks and driveway aprons where soil was missing on *Private Properties and Common Areas*. The Sidewalk Report was submitted to Hopewell Township for inclusion in the list of overall sidewalk deficiencies to be corrected by Beazer during the Maintenance Bond review. Most of the concrete work was corrected; however none of the grading deficiencies were included in documentation sent to Beazer by the Township.

Since that time, some homeowners have corrected those areas themselves, or with a Landscape Contractor since maintenance of the curb strip is the responsibility of the Homeowner. Some areas however have remained without correction, and other areas have settled and or eroded due to the lack of turf.

During the course of the past two years the Board has been reviewing grading issues along the sidewalks in Wellington Manor. We have reviewed the work completed by the Landscape Contractor, and found that work to be satisfactory.

- We concluded that approximately 85% of the problematic drop in elevation from the sidewalk surface to the adjacent ground level is a result of the depressed soil areas as opposed to grass trim edging gaps.
- The remaining 15% is related to the previous grass trim edging gaps, most of which have been corrected.

Subsequent to numerous meetings and discussions, many of which included our Landscape Contractor we have now determined the appropriate course of action and funding.

I move that that the Board adopt the following Plan of Action and Estimated Costs:

THE PLAN OF ACTION SHALL BE AS FOLLOWS:

- Grass Trim Edging Gaps: Brickman will continue to add soil, compost, and seed at no cost to some of the edging spaces along sidewalks as normal maintenance.
- Low Lawn Grading: Brickman has provided a cost proposal to add soil, compost and seed to areas around the site immediately adjacent to the sidewalks where grading is low.
 - Brickman will utilize the August 31, 2009 Sidewalk Report to focus on raising the grade in the low grading areas immediately adjacent to both sides of the sidewalks.
 - The Scope of Work will be as follows:
 - Add soil compost and seed to remediate low grade areas immediately adjacent to both sides of the sidewalk edges as deemed necessary.
 - This work will be a *“one time only”* response by the Association in recognition of the failure of Beazer to correct the areas. Any further work will continue to be the responsibility of the homeowners
- Common Areas remediate low grade areas immediately adjacent to both sides of the sidewalk edges Brickman’s cost proposal **\$ 700.00**
- Private Lot Areas remediate low grade areas immediately adjacent to both sides of the sidewalk edges Brickman’s cost proposal **\$1,600.00**

I further move that the Board

- *Authorize Judith Quinn to arrange for the transfer of funds from the Transition Account to reimburse the Operating Account for payment of invoices for the work as may be required.*

ESTIMATED FUNDING FOR THE WORK NOTED ABOVE

- Transition Account HVCB MM (#2083) \$2,300.00
- **TOTAL ESTIMATED FUNDING ALLOCATED FOR THIS WORK** **\$2,300.00**

The above motion moved by Harry Byrne and seconded by Robert Rushnak and passed unanimously

RESOLUTION 2001-06

Resolution 2001-06

Harry explained that the NJDEP Conservation Easement signed and recorded in 2011 outlined detailed restrictions accompanied by the strict enforcement of the NJDEP of all the requirements of the Easement. The Association and Homeowners are responsible to follow the requirements outlined.

Resolution 2011-06 ties those restrictions to the Governing Documents which will ensure that every future Homeowner is aware of the requirements.

The Resolution and Conservation Easement are available on the web site.

The resolution was moved by Harry Byrne and seconded by Bob Rushnak and passed unanimously.

SNOW FUNDING BALANCE

Motion - Snow Funding Balance

Sandy noted that the policy currently in effect regarding snow removal costs is that the Board reviews snow removal expenditures for the previous year each January. In 2011, the entire snow budget for the fiscal year was spent in January and February. In addition, there was a carry over deficit from November and December of 2010. These deficits resulted in a special assessment of \$750 to address the following:

- Cover deficit balance remaining from 2010
- Cover the deficit for January and February, 2011 (which already exceeded the total snow budget for the year).
- Provide for snow removal in November and December of 2011 at an estimated cost of \$28,915.

Sandy explained that since no funds were expended for snow and ice removal in November/December 2011 that there was a balance of \$28,915 remaining from that assessment. In addition:

- Budgeted amount for 2012 is \$60,000.00.
- \$14,000 has been spent so far.
- The average of the last 4 Years expended during November/December is approximately \$18,000.

Sandy recommends the return of \$250.00 per household (\$28,750.) of the balance that remains from the special assessment.

A vigorous and respectful discussion followed. Many residents in attendance at the meeting were opposed and many were in favor of the suggestion to return the money. A representative of the Finance Committee questioned whether the discussion of the assessment surplus was not better referred to the Finance Committee

Harry explained his change of heart in light of homeowner comments at the meeting to not return the funding. He noted that the funds are in a separate interest bearing money market account and he preferred to wait until the end of the year with input from the Finance Committee.

Bob Rushnak proposed tabling the motion until the BOT could meet with the Finance Committee.

Sandy presented the following motion:

Whereas, the Wellington community experienced an unusual and unexpected amount of snowfall during the 2010 – 2011 Winter, which resulted in a budget shortfall for snow removal, and

Whereas, a special assessment of \$750 per home was made to cover the over budget costs of that snow removal and to provide additional funds to deal with snow that might occur in November and December of 2011, and

Whereas \$ 28,915 of that special assessment for 2011 was unspent, I make a motion to return those unexpended funds in the amount of \$250 to homeowners of record who paid that assessment.

Further, if on April 15, 2012 the remaining balance in the 2012 snow budget is \$25,000 or more the reimbursement of the \$250.00 will occur as soon after that date as possible. If on April 15, 2012 the remaining balance in the 2012 snow budget is below \$25,000 the reimbursement will not take place and will be deferred until the end of the 2012 fiscal year under the following conditions:

- 1. This money may be used only to cover additional snow removal costs above the existing budgeted amount for snow removal (\$60,000) during the 2012 fiscal year.*
- 2. If none of the \$28,915 is needed to cover any snow removal shortfall the money will be returned to residents as outlined above.*
- 3. If any part of the \$28,915 is needed to cover a shortfall the remainder will be returned to residents who originally paid the assessment on the basis of a 1/115 share.*

The motion by sandy Bing and seconded by Roni Shotwell was passed by a 3-2 vote. Sandy Bing, Roni Shotwell, and Howard Schwartz voting yea and Harry Byrne and Bob Rushnak voting nay.

IMPROVEMENT LIST

Ideas remaining on the list include an elliptical machine, bocce/shuffleboard, activity room lighting, and exterior landscaping in the pool area. Because of the length of the meeting, discussion on this topic will be deferred to another meeting.

Since the exercise room is to be painted, the consensus was to buy the elliptical machine now.

Harry Byrne made the following motions that were seconded by Robert Rushnak:

I move that we Purchase an elliptical machine including, maintenance agreement, relocation of the existing equipment and electrical work, etc. for a sum not to exceed \$2500.

I further move that the Board

- Authorize Judith Quinn to arrange for the transfer of funds from the \$35,000 Beazer Settlement in the Transition Account to reimburse the Operating Account for payment of invoices for the work as may be required.*

The above motion was unanimously approved by the Board.

The meeting was adjourned at 9:03 PM on a motion from Roni Shotwell, seconded by Howard Schwartz, and passed unanimously.

Submitted by Cindy Smith

Minutes of the Board of Trustees Meeting April 9, 2012

The meeting was called to order by the Board President, Sandy Bing. Also in attendance were Roni Shotwell, Howard Schwartz, Harry Byrne, Bob Rushnak, and the property manager, Judith Quinn.

The minutes from the March meeting were approved unanimously on a motion by Roni Shotwell and seconded by Harry Byrne.

Announcements

Judith:

- Will be sending another e-mail to residents reminding them to clean the roof algae and mildew on the siding of houses
- Judy also mentioned straightening mail boxes.
- The clubhouse parking lot will be unavailable the week of April 30th... It will be repaired, sealed twice, and restriped.
 - Residents may park on the street when using the clubhouse.
 - If any residents wish to have their driveways sealed, please contact Judith for information on appointments with the contractor. Driveway sealing can be done at the time the contractor is on site.
- Mercer County Mosquito Control was called to check the area. The truck was on site Monday.
- Tick prevention is up to the individual residents. Various pest control companies can be contacted to spray or the homeowner can spray. Please make sure there is no standing water on your property. This includes making sure the gutters are cleaned out.
- Carl Anderson questioned the addition of soil and seed by Brickman. It was done twice to make sure good soil was used as a fill.

Sandy:

- Only Owners Of Record are permitted to vote in elections, serve on the Board, or serve on a Committee
- Announced the Homeowner's Annual Meeting and Election on May 14th 2012 when three BOT members will be elected.
- A packet will be mailed April 26th 2012 including
 - Ballots (both absentee and proxy).
 - Only Owners of Record are entitled to vote.
 - Registration begins at 6:00 PM and closes promptly at 7:00 PM
 - Instructions for Owner of Record registration will be included in the packet
- Sandy reminded everyone to anchor the recyclables so the wind does not blow stuff around.
- If anyone is interested in a Community Garden, please contact Mort Rosenthal.

Committee Reports

ARC:

Three requests: 21 York for an awning; 23 York for an awning; and 79 Lexington for a front storm door. All meet the standards and the committee recommends approval by the BOT. A motion to approve all three was made by Harry and seconded by Bob . The motion was passed unanimously.

Clubhouse:

- Sandy thanked Bob for the redecorated exercise room with the addition of the new elliptical machine and flat screen television set.
- All emergency lights are working.
- To make more counter space in the kitchen the toaster oven has been moved to a cabinet and the microwave moved to the sink-side counter.
- The backsplash area behind the sinks will be tiled to preserve the wall.
- There are directions for the use of the elliptical machine or call Bob if you have a problem.
- Ginna Mistretta will check on Merry Maids work. Call Bob or Judith if anything seems not right.
- The inside and outside of the clubhouse are now 100%. Complete.
- The keys to the tennis courts are now in the exercise room.

Library:

No Report

Communications:

No Report

Recreation:

- Blood Pressure screening on April 11, 2012 from 12-1 PM.
- CPR refresher on April 25, 2012 from 6-8 PM.
- ART SHOW/WINE & CHEESE April 20, 2012 at 7 PM

Covenants:

The web site has all the information for new election procedures. Policy and Procedure 003 can be found under Governance Documents

DRC:

No report

Finance:

- The committee would like to see a snow reserve fund established and proposes a \$25,000.00 amount be established with excess snow funds for 2012.
- It was recommended that the budget be modified to show the return of the special snow assessment to homeowners.
- Steve Kuppe made several suggestions to make financial reports easier to review and work with.
- A request for a quarterly report on our budget status was made. Harry replied that a report would be made at the Annual meeting
- Bob Johnston suggested putting a monthly report on the web site.

Grounds:

- Landscaping has been completed inside the pool and along the fence at Lexington Drive
 - Greg Bancroft, a Grounds Committee member questioned the quality and means and methods of the work and suggested the Board BOT not pay the bill.
 - Harry responded that Brickman policy has been to plant them as they have, due to the very high water table in the area
 - Harry offered to schedule an on-site meeting to include Scott Lieb of Brickman and Greg Bancroft to discuss Brickman's planting practices...

- Greg Bancroft also questioned the timing of the Grounds Committee meeting suggesting that he was held at the contractors convenience
 - Mary Schulz, co-chair, responded that the meeting was at her convenience and further that the Grounds Committee was satisfied with the landscaping work at the pool
- Mort Rosenthal questioned if the work had been put out to bid.
 - Sandy reminded Mort of the Board's existing policy for bidding
- Mort Rosenthal stated that Brickman uses substandard trees when replacing trees and landscaping under warranty. Mort also believes that the Brickman warranty is just a way to keep them on the site.
 - Mort was requested to provide Judy with a list of the "substandard" trees and landscaping to enable her to follow up with Brickman

Pool:

- The electrical inspection will be scheduled in the near future
- Once that is done, the resurfacing can begin followed by filling the pool.
- A motion to purchase 8 chairs at \$80.00 each with the money from capital reserve was made by Bob and seconded by Harry. . It was passed unanimously.

Welcome:

No report

Flag:

- Planning for the Memorial Day ceremony is underway.
- Twelve military personnel died in Iraq and Afghanistan in 2011.
 - Committee members will honor each one at the ceremony.
- Bob moved and Harry seconded a motion to buy two American flags this year. It was passed unanimously. All the flags used are American made.

Other

- Kathie Jeronowitz wondered what had happened to some of the decorations in the clubhouse
 - Bob responded that the items were moved, some were given away to charity, etc.
- Sandy suggested that anyone with ideas should contact the clubhouse committee.
- Concerns by other residents were mentioned
- Lucy Nugent reminded everyone that this was a business meeting, not a gripe session. There are better places to air disagreements.

Continued on next page

Contract Awards, Motions And Resolutions

TABLES AND CHAIRS

APRIL 9, 2012

- The Board and Rec. Committee have determined that 2 additional tables and 8 additional chairs would improve the use of the room for various meetings, and group activities.
- In addition, the additional tables and chairs would improve the use of the room for large group social activities.
- The original vendor for the existing 9 tables and 36 chairs has been contacted and advises that the finishes and upholstery are still available.
- The cost increase over last year's low bid is approximately 4%

Harry moved that that the Board approve the purchase of the two additional tables and eight chairs to match the the3 existing in the Activities Room and Great Room purchased in 2011 for approximately \$2500.00 including tax, delivery, and installation

Harry further move that the Board

- *Authorize Judith Quinn to arrange for the transfer of funds from the Transition Account (Beazer Settlement) to reimburse the Operating Account for payment of invoices for the work as may be required.*

Roni seconded the motion.

The motion passed unanimously

Continued on next page

POOL LANDSCAPING

APRIL 9, 2012

- The Landscaping in our Community is the most important aspect of the curb appeal and aesthetic appearance of the site.
 - Maintaining the Landscape Character maintains and improves property values and can make our community more competitive than others
 - Ensure the pleasant experience for those who live here.
- The Entrance to our Community, and the Pool and Clubhouse Landscaping are centerpieces of the Wellington Manor. The enhancement of these areas is critical to maintain the aesthetics of the site.
- The Grounds Committee has prepared and published Long Range Plans for several years which have included this area.
- The Grounds Committee met and reviewed a design presentation by Brickman in early March. Those attending the meeting agreed unanimously with the design recommendations presented
- ***Interior of the Pool***
 - The new landscaping on the Interior of the pool will be ***funded entirely from the Operations Budget*** and will replace:
 - the substandard plants; those that create debris on the pool deck, and in the pool, those ***that attract bees; and will provide screening and a please look inside the pool***
- ***Exterior of the Pool (Lexington Drive)***
 - The new landscaping on the Exterior of the pool will relocate existing plants and add new landscaping that will:
 - Create a greatly improved area at the entrance to the community
 - Provide needed screening for those at the pool

Howard moved that that the Board approve the original amount in the Long Range Plan of \$3500.00 for the Landscaping of the Exterior of the Pool:

Howard further move that the Board

- ***Authorize Judith Quinn to arrange for the transfer of funds from the Transition Account (Beazer Settlement) to reimburse the Operating Account for payment of invoices for the work as may be required.***

Harry seconded the motion.

The motion passed unanimously.

The motion to adjourn was made by Sandy and seconded by Harry and passed unanimously at 8 PM.

Cynthia Smith, Recording

WELLINGTON MANOR HOMEOWNERS ASSOCIATION

MAY 14, 2012 ANNUAL MEETING

VOTER REGISTRATION

Voter registration began at 6:00 PM in the Activities Room. Registration ended at 7:00 PM

ANNUAL MEETING

- Board Members present: Sanford B. Bing; Howard Schwartz; Roni G. Shotwell; Robert J. Rushnak; and Harry M. Byrne
- The meeting was called to order at 7:00 PM by Sandy
- It was announced that quorum had been met
- Motion to approve Minutes of May 9, 2011 Annual Meeting: Harry, 2nd Roni,
 - all in favor
- There were no nominations from the floor
- Angelina Duggan spoke briefly about her reason for seeking a seat on the Board of Trustees
- The Property Manager and Election Committee met to tally the votes
- Motion to approve the “revised” Regular Board Meeting Minutes of April 9, 2012: Harry, 2nd Roni,
 - Discussion: clarification of discussion with resident Greg Bancroft, and clarification of request to resident Mort Rosenthal to provide list of substandard replacement trees to Judith Quinn
 - all in favor
- Motion to approve ARC recommendation for installation of retractable awning for 28 Lexington Drive: Harry , 2nd Roni
 - All in favor
- Presentations
 - Harry presented the Association’s Financial Management Documents and Processes
 - Roni presented the Association’s Record Retention Policy
 - Bob presented an introduction schedule and content of the Memorial Day ceremony and thanked the current Board for their service to the Community
- Election Results were announced: Steve, 72; Dan, 69; Angelina, 66.
- The Meeting was adjourned at 8:00 PM
- The Meeting was followed by a reception sponsored by the 2012-2013 Board of Trustees to recognize the service of the current Board, and to congratulate new Board Members and those who will be continuing



Wellington Manor Homeowners Association
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Judith Green Quinn, CMCA, AMS
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Meeting Minutes

Board Meeting, Monday, June 18, 2012 7:00 PM

A. QUORUM OF THE BOARD

Meeting called to order at 7:17 P.M. by Harry M. Byrne

- *Harry M. Byrne, President*
- *Robert J. Rushnak, Vice President*
- *Stephen J. Kuppe, Treasurer*
- *Daniel B. VanderGast, Secretary*
- *Angelina J. Duggan, Trustee*
- *Judith Green Quinn, Management*

B. APPROVAL OF MINUTES

1. April Meeting Minutes – Revisions Approved at May 14, 2012 Annual Meeting
Board Action Requested: Motion to Approve Minutes:
Board Action: Steve 1st, Bob 2nd, all in favor
Board Decision: Approved

C. MANAGEMENT REPORT

1. Financial
 - Homeowners assessment refund checks (\$250.00) were mailed to residents
 - April Financials sent to the Board and Finance Committee
2. Facilities
 - Pool contract will be bid this year
 - Pool handicapped chair repaired, electrical permit/inspection and the pool re-bonding (awaiting certificate) are completed
 - Parking lot work completed
 - Clubhouse - Merry Maids has been responsive to minor issues (sticky floors in kitchen)
3. Grounds
 - Mosquito spraying MCMC (609-530-7501) it has been confirmed that all areas are on their spraying schedule. If a resident feels the need for extra spraying please call MCMC for help (Dave Morris and Mort Rosenthal commented that MCMC will be happy to do so)
4. Inspections
 - Continuing
5. Administrative

D. NEW BUSINESS

1. Board Reports

• Harry

- Harry emphasized and discussed that the Board is managing a business, and that the Responsibility of the Board is to maintain and protect the assets of the community. That responsibility requires management and oversight of the WMHOA to protect to \$48,000,000 property values of the 115 homeowners.
- The New Board of Trustees and Committee Responsibilities and Directory were discussed
- Goals for the Proposed Recreation and Activity Complex Planning Committee were discussed: RAC has a planning committee to program, design and implement an exterior recreation and activity complex to be located in the area of one of the existing tennis courts. The RAC Committee will work with Board to bring this forward for presentation to the community. Bob added that the new complex is intended to include bocce, shuffleboard, outdoor seating, and landscaping. He explained that this project will benefit all residents in hoping to bring them together
- Resolution 2012-02, Easementt from Hopewell Township for Lexington Center Islands, June 12, 2012

Board Action Requested: Motion to Approve Resolution:

Board Action: Bob 1st, Steve 2nd, all in favor

Board Decision: Approved

• Steve

- Steve discussed the revisions to the format of the financial reports to include only pertinent information, and enable the reports to be easily reviewed. When complete they will be posted on the web page on a quarterly basis.

• Angelina

- Discussed meetings with the Social Committee and her work with the committee as Board Liasion.

2. ARC Approvals – none at this time

3. COMMITTEE REPORTS -none at this time

E. UNFINISHED BUSINESS

F. HOMEOWNER COMMENTS

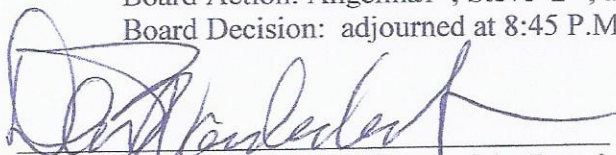
- Sandy Bing asked “how do we get rid of the nut grass “and was told that Brickman is scheduled to apply an application twice a year.

G. ADJOURNMENT

Board Action Requested: Motion to adjourn:

Board Action: Angelina1st, Steve 2nd, all in favor

Board Decision: adjourned at 8:45 P.M.


Daniel B. VanderGast, Secretary of the Board

7/18/12
Date



Wellington Manor Homeowners Association

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Judith Green Quinn, CMCA, AMS

judith@qsincweb.com

Meeting Minutes

Board Meeting, Monday, July 16, 2012 7:00 PM

A. QUORUM OF THE BOARD

Meeting called to order at 7:04 P.M. by Harry M. Byrne

- *Harry M. Byrne, President*
- *Robert J. Rushnak, Vice President*
- *Stephen J. Kuppe, Treasurer*
- *Daniel B. VanderGast, Secretary*
- *Angelina J. Duggan, Trustee*
- *Judith Green Quinn, Management*

B. APPROVAL OF MINUTES

1. June Meeting Minutes

Board Action Requested: Motion to Approve Minutes:

Board Action: Bob 1st, Dan 2nd, all in favor

Board Decision: Approved

C. MANAGEMENT REPORT

1. Financial

- Financials sent to the Board and Finance Committee

2. Facilities

- Pool contract Scope of Work competed and will be bid this month
- Additional Tables and Chairs have been delivered.

3. Grounds

- Mowing is performed when homeowner have continued to overwater is a major problem. Brickman sets white flags each to alert the crews where it is too wet to mow that day.
- Judith will continue to contact Mercer County Public Works regarding the dead and dying trees on Lawrenceville-Pennington Road

4. Inspections

- Continuing

5. Administrative

- Brown and Brown has been selected as the Association's Insurance Broker. B&B is working on Insurance Quotes for Policy Renewal in August.

D. NEW BUSINESS

1. Board Reports

- Harry
 - Proposal for Insurance for WMHOA, Brown & Brown
 - 1. Defer Approval until further review and discussion
 - Resolution 2011-01 (Revised July 2012) Inspection of Records
 - 1. A resident requested that the Resolution be deferred until the October meeting to enable residents to review the document prior to Board discussion and approval
- Steve
 - 2011 Audit - Resolution 2012-03 Defer Revenue over Expense
 - 1. Board Action Requested: Approve Resolution:
 - 2. Board Action: Bob 1st, Steve 2nd, all in favor
 - 3. Board Decision: Approved
 - Steve report that the financial reports and cash asset list, have been posted on the web site.
- Angelina
 - Discussed meetings with the Social Committee, limitations of using 50-50's at social events and her work with the committee as Board Liaison. Lucy reported on the Bridge Groups activities and schedule
- Bob
 - Discussed the pool and deck temperatures in response to resident concerns

2. ARC Approvals

- 3 Westminster Court, Installation of Railings
 - Board Action Requested: Approve:
 - Board Action: Steve 1st, Bob 2nd, all in favor
 - Board Decision: Approved

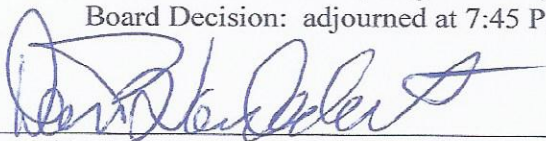
3. COMMITTEE REPORTS -none at this time

E. UNFINISHED BUSINESS

F. HOMEOWNER COMMENTS

G. ADJOURNMENT

Board Action Requested: Motion to adjourn:
Board Action: Dan 1st, Angelina 2nd, all in favor
Board Decision: adjourned at 7:45 P.M.



Daniel B. VanderGast, Secretary of the Board

11/19/12
Date



Wellington Manor Homeowners Association
PO Box 6622 Lawrenceville, New Jersey 08648
Voice: 609-896-0347 Fax: 609-896-9329
Judith Green Quinn, CMCA, AMS
judith@qsincweb.com

Meeting Minutes

Board Meeting, Monday, November 19, 2012 7:00 PM

A. QUORUM OF THE BOARD

Meeting called to order at 7:00 P.M. by Harry M. Byrne

- *Harry M. Byrne, President*
- *Robert J. Rushnak, Vice President*
- *Stephen J. Kuppe, Treasurer*
- *Daniel B. VanderGast, Secretary*
- *Angelina J. Duggan, Trustee*
- *Judith Green Quinn, Management*
- *Michael Fedun, Singer and Fedun, LLC, Association Attorney*

B. APPROVAL OF MEETING MINUTES

1. July Meeting Minutes
Board Action Requested: Motion to Approve Minutes:
Board Action: Bob 1st, Dan 2nd, all in favor
Board Decision: Approved
2. Meeting Minutes will be posted on the website after Board review and approval

C. MANAGEMENT REPORT

1. Financial
 - Monthly Financials including Monthly Operating Statement sent to the Board and Finance Committee
2. Facilities
 - Pool Management and Maintenance Services bids received and reviewed
 - Parking Area Recoating and Striping work completed and approved
 - Additional Tables and Chairs delivered
 - Waste Management has been selected to provide trash and recycling pick up, service will commence immediately

3. Grounds

- Final invoice for the recent event has not been received
- Mowing and final clean up continues
- Installed fall flowers, trying “Dianthus” that are expected to survive the winter and bloom in the early spring
- Dormant Fertilizer has been applied to the entire site
- Hazardous Tree work has been scheduled for a portion of the rear of 20 – 34 York, and 55 – 61 Lexington

4. Inspections

- A few units have been notified to clean siding of mildew
- A unit owner is in a violation process but being responsive to direction.
- Presently, weeding issues are under control.

5. Administrative

- Brown and Brown has been selected as the Association’s Insurance Broker. B&B has assisted the board to change over to CAU Insurance company with a 3 year contract which provides broader coverage and cost savings

D. NEW BUSINESS

1. Board Reports and Action

- Resolutions
 - Ratify Resolutions previously adopted by the Board
 - 1. Use of Alcohol in the Clubhouse 2012-04
 - a. Board Action Requested: Motion to Ratify
 - b. Board Action: Dan 1st, Angelina 2nd, all in favor
 - c. Board Decision: Approved
 - 2. Board Signatories 2012-05
 - a. Board Action Requested: Motion to Ratify
 - b. Board Action: Dan 1st, Angelina 2nd, all in favor
 - c. Board Decision: Approved
 - Resolution 2011-01(Revised July 2012) Inspection of Records
 - 1. Board Action Requested: Motion to Approve
 - 2. Board Action: Steve 1st, Dan 2nd, all in favor
 - 3. Board Decision: Approved
 - Resolution 2012-06 Regarding Violations and The Dispute Resolution Process
 - 1. Board Action Requested: Motion to Approve
 - 2. Board Action: Steve 1st, Dan 2nd, all in favor
 - 3. Board Decision: Approved
- Contracts
 - Engineering Services for Topographic Survey, Hopewell Valley Engineering
 - 1. Board Action Requested: Motion to Approve
 - 2. Board Action: Bob 1st, Steve 2nd, all in favor
 - 3. Board Decision: Approved

- Pool Management and Maintenance Services Contract, Sparkling Pools
 1. Board Action Requested: Motion to Approve
 2. Board Action: Bob 1st, Steve 2nd, all in favor
 3. Board Decision: Approved

- 2013 Annual Budget
 - Steve presented and reviewed the various financial tools and documents that have been developed and prepared by the Board. This Documentation has been developed since mid year 2011, and continually improved with the addition of new Board members in mid year 2012.
 - Steve and Harry pointed out areas in the 2013 Budget that can be reduced due to carefully developed scopes of work
 - Steve reminded residents that the Monthly Operating and Cash Asset List are published on the website.
 - A resident thanked the Board for keeping monthly assessments consistent
 - Steve presented the Draft 2013 Annual Budget.
 1. Board Action Requested: Motion to Approve
 2. Board Action: Dan 1st, Ang+elina 2nd, all in favor
 3. Board Decision: Approved

- Notices/Announcements
 - 2013 Board Meeting Dates for 2013 will be bi-monthly and will continue to be scheduled on the *Third Monday of the Month*
 1. January 21, 2013
 2. March 18, 2013
 3. May 20, 2013 (Annual Meeting)
 4. July 15, 2013
 5. September 16, 2013
 6. November 18, 2013

 - Board Meeting Notices are posted on/in the:
 1. Website
 2. Newsletter
 3. Lawn Sign placed at the Clubhouse Planting Bed the Friday prior to the meeting
 4. Board Notic Enclosure in the Clubhouse
 5. Blast email sent to each owner prior to the meeting.

 - Community Outreach/Clubhouse Emergency Generator. It was determined that the installation of the Emergency Generator was not cosat effective based on the anticipated use.

 - Status of Recreation Activity Complex.
 1. A resident requested the Total Cost of the Project and the Source of Funds
 2. Harry reported that the project details and budget are in process

- Association Management Scope of Work and Request for Proposal has been issued
 1. Harry discussed that a complete Scope of Work for Property Management had been completed and approved by the Board.
 2. It has been sent to selected Management Firms with proposals due in December

2. ARC and Tree Dedication Approvals

- 28 Buckingham Drive, HVAC
- 22 York Road, light fixture replacement
- 49 Lexington Drive, Porch Enclosure
- 2 York Road, Patio, Fence and Landscaping.
- Tree Planting Request of Marlene Brim and Cindy Smith
 1. Board Action Requested: Motion to Approve (All of the Above)
 2. Board Action: Dan 1st, Steve 2nd, all in favor
 3. Board Decision: Approved

E. COMMITTEE REPORTS

1. Social Committee

- Angelina reported that:
 1. The newly organized Committee is working very well
 2. Reimbursements are being handled in a timely manner by the SC Treasurer
 3. Planning for the Holiday Party continues, looking forward to a great party
 4. Planning for Santa's Annual visit are underway, hopefully there will be enough children to enable the event to go forward
 5. Angelina thanked Carol Melillo for her roll in bringing speakers to the Clubhouse

2. ARC working on standards regarding installation of Emergency Generators at homes

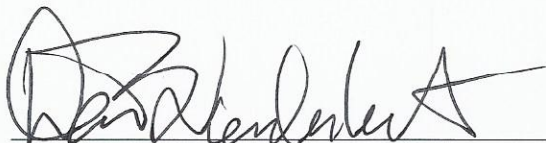
F. UNFINISHED BUSINESS

G. HOMEOWNER COMMENTS

1. A owner of record discussed an issue between another owner of record and the Board/Management. He was advised by Michael Fedun that the matter could not be discussed since it may involve potential litigation..

H. ADJOURNMENT

1. Board Action Requested: Motion to adjourn:
2. Board Action: Dan 1st, Angelina 2nd, all in favor
3. Board Decision: adjourned at 8:15 P.M.


 Daniel B. VanderGast, Secretary of the Board

1/21/13
 Date