

Wellington Manor Homeowners Association  
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Judith Green Quinn, CMCA, AMS

**Board of Trustees Meeting  
Monday, November 19, 2018  
7:00 p.m.**

Attending: Frank Colucci, President  
Jerry Jeronowitz, Vice President  
Steven Walker, Treasurer  
Valarie French, Co-Secretary  
Absent: Roberta Sutker

1. Frank Colucci, President, called the meeting to order at 7 p.m.
2. Frank noted that the although one member could not attend, there was a quorum.

Frank asked for a moment of silence in memory of two residents who had passed away since the last meeting, Ashad Jalani and Carrie Keith.

3. Frank asked for approval of the Board of Trustee meeting minutes of September 17, 2018. The minutes were approved by unanimous voice vote.
4. Frank asked Steve Walker to give the Treasurer's Report.

Steve reported on the 2018 budget, directing particular attention to year-to-date revenue and projected November and December expenses. He concluded that, barring costs for snow removal beyond what is currently budgeted, WM should end 2018 with surplus of about \$29,000.

The surplus will be carried forward to the 2019 budget. The total projected 2019 budget is \$348,570. This budget assumes (a) no increase in HOA fees, (b) Capital Contributions from 4 home sales, (c) increased number of hazardous tree removals, (d) lowered legal fees, and (e) an independent review of funds on reserve for long-term maintenance. Assets total \$558,910.88, including all fees, reserves, contingencies, and the settlement from the Penn East pipeline development of \$52,500 (with accrued interest = \$53,535).

Sandy Bing pointed out that the Penn East settlement was set aside by a previous Board to pay for landscape repair/ replacement/ enhancement that may be required in Wellington Manor after the pipeline is finished. Jerry Jeronowitz affirmed that this intention is understood by the current Board. Frank Colucci stated that the current Board will not allocate or spend any of the Penn East settlement before discussing it with the community at large.

There was a question from the floor about the tax status of the Penn East settlement, i.e., is it taxable as unrelated business income. Steve and Judith Quinn, property manager, said that the auditor is aware of this issue and continues to monitor it vis-à-vis NJ tax laws.

Steve Walker made a motion for approval of the 2019 budget as presented. Jerry Jeronowitz seconded the motion. Frank asked for a roll call vote:

Frank Colucci	Yes
Valarie French	Yes
Jerry Jeronowitz	Yes
Steve Walker	Yes

5. Frank asked for reports from WMHOA standing committees.

ARC. Jerry Jeronowitz, Board liaison to the ARC, gave the report. There was one request brought forward by the committee and approved by the Board: a new roof at #1 Lexington. There was a question from the floor about why ARC approval was required. Jerry explained that these are new owners, but generally, proposed external changes of style, color, or design should be submitted to the ARC for review.

Social Committee. Terry Reynolds reported that through the end of 2018, there are three events planned.

December 1	Holiday Party 5-8 p.m. at the WM Clubhouse
December 12	Ladies' Night Out which will include collecting donations to Women's Space
December 13	Cookie Swap

The Social Committee will also set up a 'Holiday Mailbox' at the WM Clubhouse for card addressed within the community and deliver all cards received to residents. Terry thanked the community for supporting events this year.

Ad Hoc Clubhouse Committee. Maryanne Swiatocha gave the report on behalf of the three committee co-chairs. She described site visits made by the committee to look at clubhouses in other nearby communities. The committee has met with an interior designer and solicited a proposal for possible changes and upgrades to our clubhouse. The committee has identified several areas to be addressed including storage, access, and décor. Frank asked the committee to provide him with a written report of progress to date.

Grounds. Doris Schubert-Gerwers raised concerns that it has been her experience over the past 3-4 months that the Grounds Committee has not been consulted on, or notified of, decisions made about community landscaping, such as plantings and tree removal. She stated that, therefore, she is resigning from the committee.

Flag Committee. Bob Rushnak gave this report. He noted that there have been occasions recently when members of the committee were not aware of, or confused about, state and/ or federal notices to lower the American flag to half-staff to commemorate or memorialize events. Going forward, Rushnak, Vannozzi and Haftl will share responsibility for alerting committee members when the flag is to be lowered.

Sunshine Committee. Carol Melillo asked that she be notified when community residents are ill so that she can send a card.

Welcome Committee. Maryann McGarry reported that three new residents have bought houses in Wellington Manor, and the committee will visit them once they have moved in.

Recreation Committee. Michael Swiatocha gave the report for Dick Smith. The committee has organized three events since September: one “Sports Nite” in September and a second one in October, and a “Trivial Pursuit Nite” in November. All events were well attended, and the committee is planning for another event possibly in January.

Communications Committee. MaryAnn McManus gave this report. MaryAnn and Joe will print copies of the Wellington Manor News for the 3-4 residents who do not have internet access, and a few copies for display at the clubhouse. They are also continuing to research ideas to improve the WM website for residents and potential residents.

Clubhouse Management. Doris Dopkin encouraged residents to use the lending library. Steve Walker said the Fitness room is in good order. Barbara Mihalko said that Tom Mihalko has not been notified when fire safety inspections are scheduled or occur, and has, therefore, not been active in this area.

Pool Committee. Ann Vannozzi reported for Patt Potter. The pool has been winterized. Frank confirmed that work to refinish the pool furniture will begin in the spring.

6. Jerry Jeronowitz reported for the Board that BrightView will complete the leaf clean-up starting next week, after Thanksgiving, and will come back a second time if necessary. In response to a question, Jerry said that, as requested by the Grounds Committee, BrightView has been directed to plant dianthus rather than chrysanthemums next fall.
7. Frank Colucci reported on the status of seal coat applications to pool furniture and refinishing/repair of benches in the RAC and on the circle. These actions have been approved by the Board for spring 2019.
8. Frank Colucci reported that all residences that have opted out of chemical de-icing have been marked. Judith Quinn asked that any resident wanting to opt out must return a signed form to her by the end of November.
9. Frank asked Judith Quinn to leave the meeting while the Board discussed the Management Services Contract.

Frank explained that the property management contract with Quinn & Storey has expired. The Board prepared an RFP and invited 5 companies, included Quinn & Storey to bid. The Board received five proposals. While all the proposals described adequate management services in line with the scope of work, two proposals were rejected on cost, and one proposal was rejected because of Wellington Manor’s prior experience with the company. In the end, the Board chose Quinn & Storey because of their competitive fees, proximity to Wellington Manor, familiarity with the site,

and familiarity with vendors and current contractors. Pending legal review, the contract will run for three years beginning in January 2019 and may be extended for an additional year.

Frank made a motion to accept Quinn & Storey as the property management company. Jerry Jeronowitz seconded the motion. The motion passed by unanimous vote.

Valarie French, co-secretary, will notify Judith Quinn of the Board's decision.

10. Frank adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Valarie W. French  
Co-Secretary Wellington Manor Board of Trustees