

Wellington Manor Homeowners Association

Board of Trustees Meeting Monday, March 18, 2019 7:00 p.m.

Attending: Jerry Jeronowitz, Vice President
Steven Walker, Treasurer
Valarie W. French, Co-Secretary

Absent: Frank Colucci, President
Roberta Sutker, Co-Secretary

1. Jerry Jeronowitz, Vice President, called the meeting to order at 7 p.m.
2. Jerry noted that although two members were absent there was a quorum.
3. Jerry asked that those attending observe a moment of silence for recent deaths affecting families in the Wellington Manor community.
4. Jerry asked for approval of the Board meeting minutes of January 21, 2019. Approval was unanimous.
5. Jerry noted that there will be three vacancies on the Board of Trustees in May 2019 and appealed to residents to consider being candidates for these positions. Judith Quinn, property manager, added that anyone interested should forward a statement of interest and background/ qualifications to her soon. New Board members will be elected at the Wellington Manor Annual Meeting scheduled for Monday, May 13, 2019.
6. Jerry asked Steve Walker for the Treasurer's Report. (See attached Income/ Expense Statement.) Steve reported that costs for snow removal have been well below the 2019 budget projection through February; there is currently a surplus in the operating budget which will stand us in good stead looking forward to the late fall/ early winter. Steve reported that the Reserve Study is underway. All community property is being assessed. The draft report is due in a few weeks and will be reviewed by the Board.
7. Jerry asked for WMHOA Committee Reports.
 - a. Jerry reported for the **ARC** (Architectural Review Committee). There was one request: to add handrails at 7 York.
 - b. The ad hoc **Clubhouse** Committee report was given by Maryann Swiatocha. She described the committee's actions to determine what structural changes might be

possible in the clubhouse, particularly to the fireplace and the entrance to the ‘game room’. The committee has contracted with an interior designer who will provide renderings of the possible changes. In response to a question from a resident Maryann emphasized that no money will be requested or work orders approved until plans have been presented to the community at large.

Steve Walker reported no changes to the Fitness Room.

Jerry noted that an electrician has been on-site to check the clubhouse emergency lights and replace batteries as needed.

Dick Smith reported that he and Carl Vannozzi are waiting for a checklist being prepared by Jerry Jeronowitz; they will use the checklist to monitor the clubhouse on a regular basis for missing, defective, broken fittings.

- c. Joe McManus gave the report for the **Communications** Committee. There was a recent problem with the WM website, ultimately resolved by the website host, Go-Daddy. Joe authorized the purchase of an additional security service from Go-Daddy to monitor malware invading the WMHOA website. Joe asked if there is anyone in the community with the technical background to monitor potential problems with the website. Broderick Reynolds offered his assistance, which was immediately accepted.
- d. Lou DeLauro said there was no report from the **Covenants** Committee.
- e. Joe King said there was no report for the **Disputes Resolution** Committee.
- f. Steve Walker noted that a meeting of the **Executive** Committee – chairs of all standing and ad hoc committees – is tentatively scheduled for June 3 by which time new Board members will have been elected and able to attend.
- g. Lou said the **Finance** Committee will meet with the Board Treasurer in the near future.
- h. There was no report from the **Flag** Committee.
- i. Greg Bancroft said that the **Grounds** Committee will conduct a survey of the property for damage incurred during the winter. He asked that any hazardous trees be reported to the committee and to Judith. The committee is also considering new signage and shrubbery and power-washing for the community entrance (off Wellington Drive). Greg thanked Drew Haftl and Carl Vannozzi for installing solar lights around the entrance sign.

- j. Ann Vannozzi reported for the **Pool** Committee. The pool will open Saturday, May 25. In anticipation of pool season there will be a winter clean-up. Judith Quinn said the automatic chlorinator approved by the Board has been ordered and will be installed before the pool opens.
 - k. Dick Smith reported that the **Recreation** Committee has had several events already this year. Ann Vannozzi added that Wellington Manor will host an event on March 29 in conjunction with the Pennington Library's community read of "True Grit." There are plans to have the RAC area power-washed; one bid has been received and the committee would like to have one or two more bids. The tennis court screens will be repaired.
 - l. The **Social** Committee has several upcoming events including a pizza night and a class in flower arranging (led by Christine Kales) in April. Terry Reynolds asked everyone to "save the date" of July 28, 2019 when the committee will host a summer pool party.

Broderick Reynolds gave an update on the planned storage shed. Issues to be decided include whether or not to add electricity, the actual shed size/volume needed, and whether the shed should be installed on a concrete slab. Current plans do not include storage of the pool furniture. Greg Bancroft volunteered to work with Broderick going forward.
 - m. Carol Melillo reminded all to notify the **Sunshine** Committee if anyone needs a sympathy or get well card.
 - n. There was no report from the **Welcome** Committee. Terry Reynolds said that the Social Committee is planning an event so that the community can meet new residents in May.
8. Jerry Jeronowitz gave updates on several issues.
- a. Penn East has completed three surveys: regarding area archaeology, the wetlands, and rights of way. No additional surveys are planned.
 - b. Regarding the slippery patch of cement in front of the clubhouse, the Board has decided to ask BrightView to salt the area more heavily and will place a brightly colored bucket of halite near the area for use by residents throughout the winter.
 - c. Checklists for monitoring clubhouse fire safety elements and general maintenance are being finalized by Jerry Jeronowitz and Steve Walker, respectively. When

completed the checklists will be used by Dick Smith and Carl Vannozzi and posted on the WM website.

- d. Steve Walker reported that according to the Board's attorney, Michael Fedun, documents regarding the Penn East easement have been filed with the county.
 - e. There was one final appeal for Board of Trustee nominations and candidates.
9. Jerry opened the meeting for questions and discussion.
- a. There was a question regarding replacement of two deteriorating exterior doors in the clubhouse. Jerry said that two bids have been received and the Board is considering how to proceed.
10. Jerry adjourned the meeting at 8 p.m.

Respectfully submitted,

Valarie W. French
Board Co-Secretary

Wellington Manor - HOA
Income / Expense Statement
 Period: February 1, 2019 to February 28, 2019

	Current Month			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Revenue							
HOA Assessment	0.00	23,805.00	(23,805.00)	79,350.00	79,350.00	0.00	317,400.00
Special Assessment	0.00	0.00	0.00	0.00	0.00	0.00	
Late Fees	25.00	0.00	25.00	75.00	0.00	75.00	
Capital Contribution	0.00	0.00	0.00	0.00	0.00	0.00	2,760.00
Prior Year Operating Surplus	0.00	0.00	0.00	28,630.00	29,281.00	(651.00)	29,281.00
Bank Interest	0.00	0.00	0.00	553.00	0.00	553.00	
Misc Income	25.00	0.00	25.00	25.00	0.00	25.00	
Transfer From Surplus	0.00	0.00	0.00	9,945.00	9,945.00	0.00	0.00
TOTAL OPERATING REVENUE	50.00	23,805.00	(23,755.00)	118,578.00	118,576.00	2.00	349,441.00
Expenses							
Grounds							
Snow Removal/Ice Ctrl	3,118.82	24,720.00	21,601.18	3,118.82	24,720.00	21,601.18	82,400.00
Landscape (contract)	0.00	0.00	0.00	0.00	0.00	0.00	90,533.00
Landscape Rplc/Enhnc	0.00	0.00	0.00	83.95	0.00	(83.95)	5,000.00
Hazardous Tree Mtn	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Grounds	3,118.82	24,720.00	21,601.18	3,202.77	24,720.00	21,517.23	187,933.00
Clubhouse							
Mtn/Repair/Supply	138.61	1,000.00	861.39	208.57	1,000.00	791.43	5,000.00
Janitorial	247.68	333.34	85.66	371.52	666.68	295.16	4,000.00
Electric	403.09	380.00	(23.09)	403.09	380.00	(23.09)	6,600.00
Gas	378.12	450.00	71.88	378.12	450.00	71.88	2,400.00
Sewer/Water	0.00	0.00	0.00	0.00	0.00	0.00	3,100.00
Cable/Phone - Comcast	0.00	225.00	225.00	219.98	450.00	230.02	2,700.00
Miscellaneous	28.26	83.00	54.74	56.52	166.00	109.48	1,000.00
Total Clubhouse	1,195.76	2,471.34	1,275.58	1,637.80	3,112.68	1,474.88	24,800.00
Recreation							
Pool Contract	0.00	0.00	0.00	0.00	0.00	0.00	22,500.00
Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
Social Committee	0.00	750.00	750.00	0.00	750.00	750.00	4,600.00
Recreation Committee	0.00	100.00	100.00	0.00	100.00	100.00	500.00
Total Pool	0.00	750.00	750.00	0.00	850.00	850.00	30,600.00
Administrative							
Legal Audit	230.00	625.00	395.00	230.00	1,250.00	1,020.00	7,500.00
Insurance	571.00	550.00	(21.00)	4,380.49	4,550.00	169.51	9,600.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
Trash	1,520.00	1,520.00	0.00	4,560.00	3,040.00	(1,520.00)	18,240.00
Management Company	1,408.33	1,408.33	0.00	2,816.66	2,816.66	0.00	16,900.00
Supplies/Other	1,690.99	266.00	(1,424.99)	1,994.74	2,532.00	537.26	6,200.00
Total Admin	5,420.32	4,369.33	(1,050.99)	13,981.89	14,188.66	206.77	64,440.00
TOTAL OPERATING EXPENSE	9,734.90	32,310.67	22,575.77	18,822.46	42,871.34	24,048.88	307,773.00
Non-Operating Expense							
Reserve Allocation	0.00	0.00	0.00	8,699.00	8,699.25	0.25	34,797.00
Deferred Mtn Allocation	0.00	0.00	0.00	1,375.00	1,375.00	0.00	5,500.00
CIF Allocation	0.00	0.00	0.00	8,000.00	8,000.00	0.00	
Other Non-Op	0.00	0.00	0.00	2,461.00	2,045.00	(416.00)	500.00
TOTAL NON-OPERATING EXPENSE	0.00	0.00	0.00	20,535.00	20,119.25	(415.75)	40,797.00
TOTAL EXPENSE	9,734.90	32,310.67	22,575.77	39,357.46	62,990.59	23,633.13	348,570.00