

Wellington Manor Homeowners Association

Board of Trustees Meeting Wellington Manor Clubhouse Monday, July 15, 2019

In attendance: Steve Walker (SW), President
Lou Donofrio (LD), Treasurer
Michael Swiatocha (MS), Co-Secretary
Ann Vannozzi (AV), Co-Secretary

Absent: Valarie French (VF), Vice President

1. SW called the meeting to order at 7:00 pm and advised attendees that copies of the agenda and the May 31, 2019 Income/Expense Statement were available to all present. Approximately 38 members of the WMHOA were in attendance for the meeting.
2. Presence of a quorum of the Board of Trustees (BOT) was confirmed as four members were present.
3. SW asked for a motion to approve the minutes of WM Annual Homeowners Association meeting from May 13, 2019. MS made the motion, AV seconded, and the minutes were approved by unanimous voice vote.
4. SW asked for a motion to approve the minutes of the May Board of Trustees meeting from May 13, 2019. AV made the motion, MS seconded, and the minutes were approved by unanimous voice vote.

SW asked LD for the Treasurer's Report.

LD summarized key elements of the May 31, 2019 Income/Expense Statement and reported the current assets in banking accounts of \$575,624 and overall Y-T-D expenses are favorable to the budget.

SW reported a reduction in the estimated penalty for late payment of the federal taxes due to the PennEast settlement. He added that the financial history indicates the need to use the revenue surplus from previous years to balance the budget for the following year. LD advised that the BOT should address use of the surplus in managing future budgets.

Christina Kales recommended the BOT review the By-Laws regarding dues and assessments for input concerning use of revenue. She added that the May 31, 2019 Income/Expense Statement may be in error in that the Y-T-D Total Expense of \$126,712 appears to be incorrect.

5. Reserve Study Update

SW advised that the final report for the Reserve Study performed by D.W. Smith was received and is under review by the BOT. He stated that we are currently funding the capital reserve at 91%. Bill Giancola inquired as to why we are funding at 91%. SW responded that the BOT is assessing that level as part of our review of the reserve study. Bill Giancola and Christina Kales requested copies of the report.

6. Irrigation Upgrades

SW described the current status of excessive and insufficient irrigation near the entrance to WM and on the center island. He explained there are no sprinkler heads on the odd side of Lexington at the exit point from WM and too much water is delivered to parts of the center island. BrightView manages irrigation of community property but the problems are a result of the initial installation. MS moved to approve an expenditure of \$2,106.38 BrightView to change and add sprinkler heads to alleviate some of the faulty irrigation. The motion was seconded by **need name**. The motion was approved by unanimous voice vote.

7. Pool Upgrades

AV reported issues regarding the pool filter, system diverter valve, drainage, and automatic chlorinator. She added that a meeting with representatives of American Pool on July 19, 2019 to discuss the matters. Bob Rushnak was invited to join members of the pool committee for the meeting with AP. Pending that meeting, we may incur expenditures for the filter and diverter valve. SW explained funding will be covered by deferred Maintenance.

8. Other Updates:

Lawns – SW commented that the general impression of the board is that BrightView is performing satisfactorily to date. The community appeared to concur with this conclusion.

Hazardous Trees – Greg Bancroft explained the two categories of hazardous trees: “very hazardous” and “not so hazardous.” Where necessary, trees in the community will be marked for removal using surveyor’s tape.

Fire Inspection Certification – SW reported that the annual inspection of the clubhouse by Hopewell Township was completed successfully. He thanked Tom Mihalko for his support to fire safety at WM.

Clubhouse Maintenance and Inspection - MS opened with an appeal to members to ensure clean-up of our common facilities and reset of the thermostats after use. He reported that a clubhouse maintenance and inspection checklist has been created. Dick Smith, Carl Vannozi and MS will implement the monthly reviews of the clubhouse.

Tennis Court/RAC Power Washing – MS explained recent disappointments in the performance by Victor Danyi (Merry Maids) involving the clubhouse, tennis court and RAC. The BOT agreed to closely monitor work performed by Merry Maids going forward.

55+ Local Association Group

MS reported Steve, Lou and he attended a meeting with representatives from Four Seasons at Brandon Farms, Traditions at Federal Point, Lawrenceville Point, and Pennington Point. The group discussed matters of common interest (e.g., reserves, safety inspections, landscaping, clubhouse rental programs, initiation fees, and snow removal). The group agreed to meet quarterly.

9. Steve asked for Committee Reports. Reports are summarized below:

- **Architectural Review Committee (ARC)** – Gary Ireland reported that the ARC received eight requests Y-T-D 2019 as compared with 10 in 2018. Seven requests were approved and one withdrawn. Gary commented that the new homeowner’s manual is “great.”
- **Clubhouse Library:** Doris Dopkin announced “nothing new to report and she is always open to suggestions.

- **Clubhouse Exercise Room:** SW described examples of misuse of the room (e.g., temperature control, materials (e.g., pillows) left on the floor). He reinforced the need to monitor use of the room by guests as the homeowners are responsible for actions by visitors. Sandy Bing reported two control knobs on the universal machine are “frozen.” SW responded that repair may be expensive.
- **Clubhouse Facilities:** See above.
- **Clubhouse Fire Safety:** See above.
- **Communications:** Nothing reported.
- **Covenants:** Lou DeLauro advised that draft changes to the covenants will be finalized on July 17, 2019 and submitted to the BOT.
- **Disputes:** SW reported no disputes at this time.
- **Finance:** Lou DeLauro explained that the committee is preparing to review the Reserve Study and the proposal for clubhouse renovations.
- **Flag:** Bob Rushnak reported the committee was busy placing more than 400 American flags for Memorial Day and 4th of July observances. He told residents that they may drop off flags for disposal to him (59 Lexington).
- **Grounds:** Greg Bancroft advised that old shrubs at the entrance to WM are out and new flowers are looking great. He requested more help for the committee. SW reiterated that more members are needed for many of the committees.
- **Recreation:** Dick Smith reported that feedback regarding the June outdoors event was great. A summer event co-sponsored by the recreation and pool committees is scheduled for July 19th and a September event is anticipated.
- **Social:** Terry Reynolds reported on upcoming community events:
 - The Tea & Tour program in November is sold out
 - July 28th Anchors Aweigh
- **Pool:** Pat Potter noted our pool is “gorgeous.” Twelve ladies are participating in the Tuesday and Thursday pool exercises. More participants are always welcome.
- **Ad Hoc Clubhouse Committee:** Nancy Smith summarized the status of the project and reported the committee co-chairs met with the BOT on July 15, 2019 to present their findings to date and recommendations. SW explained some recommendations may be controversial. He added that funding for the project may come from three sources: reserves, deferred maintenance and the PennEast settlement. He closed the discussion by stating, “any use of ‘improvement funds’ will be brought to the community.”

- SW closed the committee reports section of the meeting by thanking all committee chairs and members for their outstanding contributions.

10. Other Business

The AV system in the clubhouse has been repaired. Bob Rushnak was asked to check the corrective action.

11. Steve adjourned the Board of Trustees meeting at 8:13 p.m.

Respectfully submitted,
Michael Swiatocha
Co-Secretary
WM BOT