

Wellington Manor Homeowners Association

**Board of Trustees Meeting
Wellington Manor Clubhouse
Monday, September 16, 2019**

In attendance: Steve Walker (SW), President
Valarie French (VF), Vice President
Lou Donofrio (LD), Treasurer
Michael Swiatocha (MS), Co-Secretary
Ann Vannozi (AV), Co-Secretary

1. SW called the meeting to order at 7:00 pm. **See attached Agenda**
2. Presence of a quorum of the BOT was confirmed as five BOT members were present.
3. SW asked for a motion to approve the minutes of WM Annual Homeowners Association meeting from July 15, 2019. AV made the motion, VF seconded, and the minutes were approved by unanimous voice vote.
4. Clubhouse Renovation Project
 - a. SW summarized the scope of the project thanked the members of the Ad Hoc Clubhouse Committee who worked diligently for almost one year and provided comprehensive ideas and options for the renovation of the clubhouse. He also advised the attendees that the Finance Committee reviewed the recommendations from the Ad Hoc Committee and agreed with the proposal from the BOT for funding the renovations
 - b. Fireplace Ballot Results – SW introduced Michael Feldun, the attorney for the WMHOA, and briefly described the process by which the community was asked to vote on the proposal to remove the fireplace. Mr. Feldun reported the results of the balloting as follows:
 - 101 votes were cast
 - 1 abstention
 - 37 votes to remove the fireplace
 - 63 votes to retain the fireplace
 - c. Appropriation of Funds for Clubhouse Renovation – SW reminded the attendees that the cost of renovations will not impact homeowner dues. Costs will be covered as follows:
 - i. Deferred Maintenance Funds for painting:
MS moved that \$8,000 be utilized from Deferred Maintenance to fund painting of the interior of the clubhouse following completion of construction and installation of flooring (hardwood and carpet. The motion was seconded by LD and unanimously approved by the BOT.
 - ii. Reserve Funds for furniture (sofas, accent chairs, end tables) and flooring (hardwood in main area and activity room, carpeting in the Library and entrance to the clubhouse). AV motioned to appropriate \$35,524 from

Reserve Funds for these costs of the project. VF seconded the motion and it was unanimously approved by the BOT.

- iii. Community Improvement Funds (CIF) for architect fees, lowering and replacing the kitchen counter tops, and installation of a new 72" double door unit connecting the main area with the Activity room. AV motioned to appropriate \$12,644 from CIF for these costs of the project. VF seconded the motion and it was unanimously approved by the BOT.

See the Ad Hoc Clubhouse Committee's Cost Summary distributed at the September BOT Meeting for additional details regarding costs and funding for the renovations.

- d. Construction Plan – MS will lead the implementation of the renovations to the clubhouse. He will develop a project plan. SW reported that the target date to initiate the work is January 2020.

5. SW asked LD for the Treasurer's Report.

LD summarized the July 31, 2019 Asset List consisting of current Operating Funds (\$146K), Deferred Maintenance (\$31K), Total Reserves (\$363K), CIF (\$11K), and Penn East Settlement Funds (\$41K). Total current assets as of July 31, 2019 are \$592,270. LD also reported on the July 2019 Operating Statement. **Refer to the July 2019 Asset List and Operating Statement distributed at the September BOT Meeting for details.**

Burt Sutker inquired about current interest rates for current accounts. SW replied that CDs are approximately 2.3-2.5% and Money Markets are approximately 1%. SW also stated that our annual revenue is about \$30,000 short of operating expenses. He indicated we could be \$50,000 favorable if snow expenses in November and December are below estimates. If so, the BOT will recommend that approximately \$30,000 of the surplus be applied to the 2020 operating budget.

6. Reserve Study Approval

SW asked for a motion to approve the Reserve Study submitted by DW Smith and dated June 20, 2019. VF made the motion, LD seconded, and the study was approved by unanimous voice vote.

LD reported that the Finance Committee reviewed the Reserve Study and recommended we hold reserve funding at 91%.

7. Appropriations

- a. Pool Upgrades (filter, system diverter valve, cover, etc.) will be postponed until spring of 2020 pending a decision regarding the pool management contract. A brief discussion regarding the use of a "Pool Attendant" in place of a lifeguard took place during the meeting. The topic will be covered during meetings with potential pool management companies.
- b. Clubhouse Railings – at the request of several residents, AV inquired about the installation of dual hand rails for the steps on Lexington Avenue leading to the clubhouse and pool. An estimate of \$1413 was obtained. MS motioned to use CIF funds to cover the installation of the railings. LD seconded the motion and it was approved by unanimous voice vote of the BOT.

8. PennEast Update – George Lane advised that the NJDEP denied the PennEast application for the pipeline due to missing information. He added the Court of Appeals for the 3rd Circuit reversed the Federal Energy Regulatory Commission's (FERC) approval obtained in January 2019 for PennEast to use eminent domain provisions to obtain land for the pipeline.
9. Steve asked for Committee Reports. Reports are summarized below:
 - a. **Architectural Review Committee (ARC):** Gary Ireland indicated no new requests since the last meeting.
 - b. **Clubhouse Library:** Doris Dopkin – nothing to report.
 - c. **Clubhouse Exercise Room:** Steve Walker stated utilization is increasing.
 - d. **Clubhouse Facilities:** Carl Vannozzi said he conducts daily checks of the clubhouse. Two motion detector lights on the left side of the entrance to the clubhouse appear to be malfunctioning.
 - e. **Clubhouse Fire Safety:** Carl Vannozzi reported that he along with Michael Swiatocha and Dick Smith will share responsibility for performing monthly fire safety checks of the clubhouse.
 - f. **Communications:** Joe McManus – nothing to report.
 - g. **Sunshine Committee:** Nothing to report
 - h. **Welcome Committee:** Christina Kales – discussion regarding a “Wellington Manor Fact Sheet” to be developed and provided to real estate agents to enhance their knowledge of the benefits available through the community at WM.
 - i. **Covenants:** Lou DeLauro – Nothing to report.
 - j. **Disputes:** Jim King – Nothing to report.
 - k. **Finance:** Lou DeLauro – see sections above regarding the clubhouse renovation and reserve study.
 - l. **Flag:** Bob Rushnak - Nothing to report.
 - m. **Grounds:** Steve Walker stated that BrightView will address hazardous tree removal on September 18, 19 and 23. In addition, yellow and white mums will be placed at the entrance to WM for the fall season. Selected lawns will be repaired with top soil and seed to address spotting due to animal urine.
 - n. **Recreation:** Dick Smith - See Social Committee
 - o. **Social:** Terry Reynolds reported on upcoming community events:
Joint “Fall Festival” planned with the Recreation Committee on September 22.
Lunch & Learn on the topic of “Balance”

- p. **Pool:** Patt Potter noted that 19 members of the community participated in the water exercise program this year. She also advised that visits to the pool increased to 972 (2019) as compared with 599 in 2018.
- q. **Ad Hoc Clubhouse Committee:** Maryann Swiatocha recommended that the records, reports, renderings, etc., developed by and for the Ad Hoc committee be retained for future reference.

10. Other Business

Follow-up needed regarding the Wellington Manor Fact Sheet to be developed.

11. SW adjourned the Board of Trustees meeting at 8:16 pm.

Respectfully submitted,

Michael Swiatocha & Ann Vannozzi

Co-Secretaries

WELLINGTON MANOR

BOARD Meeting

DATE: Monday, September 16, 2019

TIME: 7:00 PM BOT meeting

PLACE: Clubhouse

AGENDA

1. Call to Order
2. Certification of the Presence of a Quorum (5 present)
3. Approval of BOT meeting minutes from July 15, 2019
4. Clubhouse Rejuvenation *see handout for fund disbursement summary*
 - a. Fireplace Ballot Results
 - b. Appropriation of Funds
 - i. Deferred Maintenance
 1. Painting
 - ii. Reserves
 1. Furniture (Sofas, Accent Chairs, End Tables)
 2. Flooring
 - iii. Community Improvement Fund
 1. Architect Fees
 2. Counter Top
 3. Double Doors to Activity Room
 - iv. Penn East Funds
 1. If approved by community vote, removal of fireplace
 - c. Construction Plan (if applicable)
5. Treasurers Report (As of July 31, 2019) *see 2 handouts*
6. Reserve Study Approval
7. Appropriations
 - a. Pool upgrades (\$3,500)
 - b. Pool Cover
 - c. Clubhouse Railings
8. Committee Reports
9. Other business
10. Adjourn

Ad Hoc Clubhouse Committee
Cost Summary

September 4, 2019

	Cost Estimate	Target Date	Reserve Funds Reserve Estimated Rplcmt Cost	Purpose	Fund Balance a/o 7/31
<u>Deferred Maintenance</u>					
Fund Balance					30,937
Painting	8,000	N/A	N/A		8,000
Remaing Fund Balance					22,937
<u>Reserves</u>					
Fund Balance					362,975
Furniture					
Sofas	5,356				
Accent Chairs	5,128				
End Tables	3,704				
	Sub				
	14,188	2,020		15,000 Furniture	
Flooring	19,336	2,021		13,760 Carpeting	
		2,024		5,513 Hardwood	
Contingency	2,000				
Total	35,524				35,524
Remaing Fund Balance					327,451
<u>Community Improvement Fund</u>					
Fund Balance					11,405
Architect Fees	2,700	N/A	N/A		
Lower & Replace Counter Top	2,744	N/A	N/A		
New 72" Double Doors	6,200	N/A	N/A		
Contingency	1,000				
Total	12,644				12,644
Remaing Fund Balance					-1,239
<u>PennEast Funds</u>					
Fund Balance					40,798
Remove Fireplace	8,000	N/A	N/A		
Contingency	2,000				
Total	10,000				10,000
Remaing Fund Balance					30,798
Grand Total	66,168				

WELLINGTON MANOR
HOMEOWNERS ASSOCIATION

ASSET LIST

Account Balances as of: July 31, 2019

OPERATING FUNDS

Operating -- Bank of Princeton - CK	112,572.80
SNOW CONTINGENCY -- Bank of Princeton - MM	<u>33,554.88</u>
Total Operating	<u>146,127.68</u>

DEFERRED MAINTENANCE -- Bank of Princeton - MM 30,963.93

RESERVE FUNDS

First Bank CD's	205,431.85
Bank of Princeton - CD's	102,909.30
Bank of Princeton - MM	<u>54,633.81</u>
Total Reserves	<u>362,974.96</u>

COMMUNITY IMPROVEMENT FUND -- First Bank - CK 11,404.80

UNASSIGNED

PennEast Settlement -- First Bank - MM	<u>40,798.17</u>
Net PennEast Settlement After Taxes	<u>40,798.17</u>

TOTAL BANKING 592,269.54

WELLINGTON MANOR HOMEOWNERS ASSOCIATION

OPERATING STATEMENT

JUL 2019

	Current Period			Year-To-Date		
	Actual	Budget	Variance	Year to Date	YTD Budget	Variance
REVENUE						
QUARTERLY ASSESSMENT	69,276	48,493	-20,783	207,827	187,037	-20,790
RESERVE ALLOCATION	8,699		-8,699	26,098		-8,700
DEFERRED MAINT. ALLOCATION	1,375		-1,375	4,125		-1,375
CIF ALLOCATION	0	0	0	0	0	0
SPECIAL ASSESSMENT	0	0	0	0	0	0
CLUBHOUSE RENTAL INCOME	75	0	-75	450	0	-450
CAPITAL CONTRIBUTION	0	0	0	690	1,380	690
LATE FEES	25	0	-25	150	0	-150
OPERATIONS INTEREST INCOME	42	0	-42	267	0	-267
RESERVE INTEREST INCOME	65	0	-65	1,226	300	-926
DEFERED MAINT. INTEREST INCOME	38	0	-38	248	0	-248
CIF INTEREST INCOME	4	0	-4	29	0	-29
MISC INCOME	0	0	0	25	0	-25
TOTAL INCOME	79,599	48,493	-31,106	241,135	208,865	-32,270
PRIOR YEAR OPERATING SURPLUS	0		0	29,281	29,281	0
CIF DISTRIBUTION	0	0	0			0
SNOW FUND	0	0	0			0
TOTAL REVENUE	79,599	48,493	-31,106	270,416	238,146	-32,270
EXPENDITURES						
GROUNDS:						
SNOW REMOVAL/ICE CONTROL	0	0	0	26,455	65,920	39,465
LANDSCAPE - CONTRACT	9,053	8,970	-83	45,267	45,683	416
L/S - CONTRACT ADDITIONS	0	0	0	0	2,500	2,500
L/S - REPLACE/ENHANCEMENTS	0	0	0	7,015	2,500	-4,515
HAZARDOUS TREE MAINTENANCE	0	0	0	2,395	5,000	2,605
OTHER	0	0	0	0	0	0
TOTAL GROUNDS	9,053	8,970	-83	81,132	121,603	40,471
CLUBHOUSE:						
MAINTENANCE/REPAIRS/SUPPLIES	585	0	-585	1,192	3,000	1,808
CLUBHOUSE JANITORIAL	124	333	209	1,115	2,331	1,216
CLUBHOUSE ELECTRIC	811	850	39	2,990	3,210	220
CLUBHOUSE GAS	33	50	17	1,234	1,650	416
SEWER/WATER	0	0	0	957	1,550	593
CABLE/PHONE-COMCAST	445	225	-220	1,549	1,575	26
OTHER	108	83	-25	623	581	-42
TOTAL CLUBHOUSE	2,106	1,541	-565	9,660	13,897	4,237
POOL/TENNIS/RAC:						
POOL CONTRACT	0	3,690	3,690	8,451	18,450	9,999
SUPPLIES/FURNITURE/ADMIN	298	600	302	1,430	2,200	770
TOTAL RECREATION	298	4,290	3,992	9,880	20,650	10,770
ADMINISTRATIVE:						
COMMITTEES	30	0	-30	30	2,550	2,520
LEGAL/AUDIT	0	533	533	2,634	4,831	2,197
INSURANCE	0	550	550	5,522	7,300	1,778
CONTINGENCY	0	0	0	0	3,000	3,000
TRASH	3,037	1,520	-1,517	10,612	10,640	28
MANAGEMENT FEES	1,408	1,408	0	9,858	9,856	-2
ADMIN. SUPPLIES/OTHER EXP	554	267	-287	5,960	1,869	-4,091
TOTAL ADMINISTRATIVE	4,999	4,278	-721	34,616	40,046	5,430
TOTAL OPERATING EXPENSES	16,458	19,079	2,621	136,788	196,196	59,408
NON-OPERATIONAL ITEMS						
RESERVE ALLOCATION	8,699	0	-8,699	26,098	17,398	-8,700
DEFERRED MAINT. ALLOCATION	1,375	0	-1,375	4,125	2,750	-1,375
CIF ALLOCATION	0	0	0	0	0	0
OTHER NON-OPERATIONAL	107	0	-107	1,503	300	-1,203
TOTAL EXP + NON-OPERATIONAL	26,639	19,079	-7,560	168,514	216,644	48,130
SURPLUS/DEFICIT	52,960	29,414	-23,546	101,902	21,502	-80,400