

**Wellington Manor Homeowners Association**

**Board of Trustees Meeting  
Wellington Manor Clubhouse  
Monday, January 20, 2020**

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

1. SW called the meeting to order at 7:01 pm. **See attached Agenda**
2. Presence of a quorum of the BOT was confirmed as five BOT members were present.
3. Meeting attended by 37 members of the WM HOA including the five BOT members.
4. SW asked for a motion to approve the minutes of WM Annual Homeowners Association meeting from November 18, 2019. AV made the motion, VF seconded, and the minutes were approved by unanimous voice vote.

5. Financials

a. Reports as of December 31, 2019

SW asked LD for the Treasurer's Report as of December 31, 2019

LD summarized the December 2019 Asset List consisting of current Operating Funds (\$123K), Deferred Maintenance (\$32K), Total Reserves (\$351K), CIF (\$3.5K), and Penn East Settlement Funds (\$41K). Total current assets as of December 31, 2019 are \$550,744. LD also reported on the November 30, 2019 Operating Statement and reported an estimated surplus of \$60K.

**Refer to the attached Asset List and Operating Statement distributed at the January 2020 BOT Meeting for details.**

b. 2020 Budget

SW presented the proposed budget of \$380 K for 2020. It includes an estimated revenue shortfall of \$33K or approximately \$300 per home. When final 2019 expenditures are available and the surplus is determined, the board will recommend utilization of the surplus to offset the revenue surplus.

**See attached Proposed 2020 Budget distributed at the January 2020 BOT Meeting.**

6. Clubhouse Renovation

MS summarized progress to date:

- a. Contractors Selected
  - Ed Nini Construction Co., Inc. (double door installation, kitchen counter wall, electric)
  - Allstate Office Interiors (vinyl plank flooring, carpeting [library, CH entrance])
  - Fine Lines Painting
  - Madani Interiors (2 sofas, 4 chairs, coffee table)
- b. Project Timetable
  - Clear out and disposal underway as of the BOT meeting date
  - Double door and furniture ordered
  - Permit application approved by Hopewell Township
  - Electrical and construction work to begin January 27; limited access to the clubhouse (e.g., fitness room) during construction
  - Flooring tentatively scheduled for installation during the week of February 10; no access to clubhouse during that week.
  - Painting tentatively scheduled for late February; limited access to clubhouse
  - Full schedule is dependent upon successful inspections of construction and electric work by Hopewell Twp.
- c. Appropriation for new credenzas (\$5,500)

SW requested a motion to approve the expenditure \$5,500 for the purchase of three new credenzas, new sink and faucet for the clubhouse. LD made the motion, AV seconded, and funding was approved by unanimous voice vote.

## 7. Snow Update

MS presented the following:

Two issues occurred involving BrightView and their subcontractors. Incorrect ice melting material was applied in one case and the subcontractors treated homes where owners opted out of coverage. MS and SW met with BV representatives and obtained their commitment to retrain the subcontractors. MS also explained that Hopewell Township personnel may periodically treat WM roadways for ice and handle snow removal since the roads are the responsibility of the township.

## 8. Executive Committee Update

SW summarized the Executive Committee meeting held on January 16, 2020.

## 9. SW asked for Committee Reports. Reports are summarized below:

- a. **Architectural Review Committee (ARC):** Gary Ireland indicated four new requests since the last meeting. These addressed window replacement, garage doors, fencing and driveway widening. He also provided an update regarding WM guidelines for solar panels.
- b. **Clubhouse Library:** Attendees thanked Doris Dopkin for her leadership in managing preparation of the library for carpet installation and painting..
- c. **Clubhouse Exercise Room:** Steve Walker Nothing to Report (NTR)

- d. **Clubhouse Facilities:** Carl Vannozi - NTR
- e. **Clubhouse Fire Safety:** Carl Vannozi reported the process for monthly safety checks is proceeding well. SW advised the BOT is investigating proposals for fire detection in the clubhouse.
- f. **Communications:** Joe McManus explained the WM marketing leaflet has been developed for use by the community and real estate agents. He added the next newsletter is on schedule.
- g. **Sunshine Committee:** Carol Melillo - NTR
- h. **Welcome Committee:** Christina Kales – NTR
- i. **Covenants:** Lou DeLauro – NTR
- j. **Disputes:** Jim King – NTR
- k. **Finance:** Lou DeLauro stated the committee will be meeting with SW and LD to review the 2020 budget and discuss application of the surplus from 2019.
- l. **Flag:** Bob Rushnak requested the services of a new member to cover flag duties during February.
- m. **Grounds:** Greg Bancroft explained the contract with BrightView expires this year and we should be diligent about evaluating their performance before renewing the contract. He added that the committee will address the hazardous tree survey and enhancement of the center island during the coming year.
- n. **Recreation:** Dick Smith reported on the *WM Trivial Pursuit* event held on January 17<sup>th</sup>.
- o. **Social:** Terry Reynolds reported on upcoming community events including the ladies luncheon in February and the upcoming St. Patrick's Day celebration.
- p. **Pool:** AV described the need for a new committee chairperson as Patt Potter has stepped down.
- q. **Sunshine:** Carol Mellilo reiterated the need for the community to keep her posted on the need for action by the committee.
- r. **Welcome:** NTR

10. Other Business:

- a. Jayne Everitt inquired about storage of pool furniture and blocking of sun in the fitness room during the winter months.
- b. Jayne also asked about the degree of ice melting on different concrete panels found on the clubhouse walkway. SW explained that some sections were replaced resulting in different material and surfaces. Options are to again

remove and replace the sections or place cones and ice melt to be used in the event of icing.

- c. Maryann Swiatocha explained the sconces in the main room of the clubhouse will be removed by the electrician and covered pending a decision to replace the light units.
- d. SW described the new tax assessment for WM residents and explained the BOT will investigate what, if any, actions may be taken.

11. SW adjourned the Board of Trustees meeting at 8:10 pm

Respectfully submitted,

Michael Swiatocha & Ann Vannozzi

Co-Secretaries

# WELLINGTON MANOR

## BOARD Meeting

Monday, January 20, 2020

7:00 PM

Clubhouse

## AGENDA

1. Call to Order
2. Certification of the Presence of a Quorum (5 present)
3. Approval of BOT meeting minutes from November 18, 2019
4. Financials
  - a. Reports as of November 30, 2019
  - b. 2020 Budget
5. Clubhouse Renovation
  - a. Appropriation for new credenzas (\$5,000)
6. Pool
  - a. Pool upgrades
7. Snow Update
8. Executive Committee Update
9. Committee Reports
10. Other business
11. Adjourn

WELLINGTON MANOR  
HOMEOWNERS ASSOCIATION

ASSET LIST

Account Balances as of: December 31, 2019

OPERATING FUNDS	
Operating -- Bank of Princeton - CK	89,452.12
SNOW CONTINGENCY -- Bank of Princeton - MM	<u>33,712.42</u>
Total Operating	<u>123,164.54</u>
DEFERRED MAINTENANCE -- Bank of Princeton - MM	32,040.14
RESERVE FUNDS	
First Bank CD's	206,896.13
Bank of Princeton - CD's	102,909.30
Bank of Princeton - MM	<u>41,378.90</u>
Total Reserves	<u>351,184.33</u>
COMMUNITY IMPROVEMENT FUND -- First Bank - CK	3,542.99
UNASSIGNED	
PennEast Settlement -- First Bank - MM	<u>40,811.90</u>
Net PennEast Settlement After Taxes	<u>40,811.90</u>
TOTAL BANKING	<u><u>550,743.90</u></u>

**Revenue and Expense**  
As of: 11/30/2019 PROJECTED THROUGH 12/31/2019

Revenue	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Projected	Total	Budget	Variance Surplus/(DEF)
HOA Assessment	79,350	0	0	79,350	0	0	79,350	0	0	79,350	0	0	317,400	317,400	0
Special Assessment	50	25	25	0	75	(50)	25	0	0	0	0	0	150	150	150
Late Fees	38,575	0	0	0	0	690	0	0	0	0	690	0	1,380	2,760	(1,380)
Capital Contribution	553	0	666	139	142	121	149	136	158	156	146	140	2,506	38,575	2,506
Prior Year Operating Surplus	0	25	75	300	0	0	75	0	0	75	75	0	625	625	625
Bank Interest	118,528	50	766	79,789	217	761	79,599	136	158	79,581	911	140	360,636	358,735	1,901
Misc Income															
<b>TOTAL OPERATING REVENUE</b>															
<b>Expenses</b>															
<b>Grounds</b>															
Snow Removal/Ice Ctrl	0	3,119	23,336	0	0	0	0	0	0	0	0	6,000	32,455	82,400	49,945
Landscape (contract)	0	0	9,053	9,053	9,053	9,053	9,053	9,053	9,053	9,054	9,054	9,053	90,534	90,533	(1)
Landscape Rplc/Enhnc	84	0	0	0	0	6,931	0	0	0	314	0	0	7,329	5,000	(2,329)
Hazardous Tree Mtn	0	0	0	0	0	2,395	0	527	0	9,203	0	500	12,625	10,000	(2,625)
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Grounds</b>	84	3,119	32,389	9,053	9,053	18,380	9,053	9,580	9,053	18,570	9,054	15,553	142,943	187,933	44,990
<b>Clubhouse</b>															
Mtn/Repair/Supply	70	139	315	272	0	50	585	825	0	155	523	300	3,233	5,000	1,767
Janitorial	124	248	0	495	124	0	124	0	1,513	0	0	333	2,961	4,000	1,039
Electric	0	403	168	622	400	586	811	850	732	657	306	400	5,936	6,600	664
Gas	0	378	403	290	84	46	33	34	36	34	44	350	1,732	2,400	668
Sewer/Water	0	0	320	0	0	637	0	0	826	0	0	775	2,558	3,100	542
Cable/Phone - Comcast	220	0	440	222	0	222	445	0	223	445	0	225	2,442	2,700	258
Miscellaneous	28	28	28	28	134	30	30	30	105	30	30	87	587	1,000	413
<b>Total Clubhouse</b>	442	1,196	1,673	1,929	742	1,571	2,028	1,740	3,435	1,320	903	2,470	19,449	24,800	5,351
<b>Recreation</b>															
Pool Contract	0	0	0	3,066	5,385	415	0	13,312	0	670	0	0	22,848	22,500	(348)
Maintenance	0	0	0	98	618	0	245	0	198	834	480	0	2,474	3,000	526
Social Committee	0	0	0	0	0	30	0	0	0	1,000	0	1,000	2,030	4,600	2,570
Recreation Committee	0	0	30	0	0	0	131	0	0	66	0	0	228	500	272
<b>Total Pool</b>	0	0	30	3,164	6,003	445	377	13,312	198	2,570	480	1,000	27,580	30,600	3,020
<b>Administrative</b>															
Legal Audit	0	230	411	605	1,333	55	0	0	440	0	0	625	3,699	7,500	3,801
Insurance	3,809	571	571	571	0	0	0	2,628	2,276	1,217	586	(2,000)	10,228	9,600	(628)
Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0	6,000	6,000
Trash	3,040	1,520	(23)	3,038	0	0	3,037	1,519	3,037	1,519	0	1,520	18,208	18,240	32
Management Company	1,408	1,408	1,408	1,408	1,408	1,408	1,408	1,408	1,408	1,408	1,408	1,408	16,900	16,900	0
Supplies/Other	304	1,691	75	923	720	1,692	554	60	2,554	68	0	274	8,913	6,200	(2,713)
<b>Total Admin</b>	8,562	5,420	2,442	6,546	3,460	3,155	4,999	5,615	9,715	4,212	1,994	1,827	57,948	64,440	6,492
<b>TOTAL OPERATING EXPENSE</b>	9,088	9,735	36,535	20,692	19,259	23,551	16,458	30,247	22,401	26,673	12,431	20,851	247,920	307,773	59,853
<b>Non-Operating Expense</b>															

**Revenue and Expense**

As of: 11/30/2019 PROJECTED THROUGH 12/31/2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Budget	Variance
Reserve Allocation	8,699	0	0	8,699	0	0	8,699	0	0	8,699	0	0	34,796	34,797	1
Deferred Mtn Allocation	1,375	0	0	1,375	0	0	1,375	0	0	1,375	0	0	5,500	5,500	0
CIF Allocation	8,000	0	0	0	0	0	0	0	0	0	0	0	8,000	8,000	0
Snow Contingency	1,945												1,945	1,945	0
Other Non-Op	516	0	594	98	103	85	107	98	118	116	109	100	2,044	500	(1,544)
<b>TOTAL NON-OPERATING EXPENSE</b>	<b>20,535</b>	<b>0</b>	<b>594</b>	<b>10,172</b>	<b>103</b>	<b>85</b>	<b>10,181</b>	<b>98</b>	<b>118</b>	<b>10,190</b>	<b>109</b>	<b>100</b>	<b>52,285</b>	<b>50,742</b>	<b>(1,543)</b>

<b>TOTAL EXPENSE</b>	<b>29,623</b>	<b>9,735</b>	<b>37,129</b>	<b>30,864</b>	<b>19,362</b>	<b>23,636</b>	<b>26,639</b>	<b>30,345</b>	<b>22,520</b>	<b>36,863</b>	<b>12,539</b>	<b>20,951</b>	<b>300,205</b>	<b>358,515</b>	<b>58,310</b>
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NET SURPLUS/(DEFICIT)

NET SURPLUS/(DEFICIT)  
60,431  
220



**WM HOA  
2020 BUDGET**

2020 Projected Budget	2,019	2,020	Diff		Notes																		
Revenue																							
HOA Assessment (Dues @ \$690/Qtr)	317,400	317,400	0	S	++ = Increased S = no change L = Lower E = Estimate																		
Special Assessment																							
Late Fees																							
Capital Contribution (\$690 per home sold)	2,760	2,760	0	S																			
Prior Year Operating Surplus	38,875	60,000	21,125	++																			
Bank Interest		0																					
Misc Income																							
<b>TOTAL OPERATING REVENUE</b>	<b>359,035</b>	<b>380,160</b>	<b>21,125</b>																				
Expenses																							
Grounds																							
Snow Removal/Ice Ctrl	82,400	85,000	(2,600)	++	<div style="border: 1px solid black; padding: 5px;"> <table> <tr><td>38,875</td><td>Surplus 2018</td></tr> <tr><td>28,630</td><td>to 2019 Ops</td></tr> <tr><td>8,000</td><td>To CIF</td></tr> <tr><td>1,945</td><td>To Snow</td></tr> <tr><td><u>38,575</u></td><td></td></tr> <tr><td>60,000</td><td>Surplus 2019</td></tr> <tr><td>33,122</td><td>to 2020 Ops</td></tr> <tr><td>26,878</td><td>To TBD</td></tr> <tr><td><u>60,000</u></td><td></td></tr> </table> </div>	38,875	Surplus 2018	28,630	to 2019 Ops	8,000	To CIF	1,945	To Snow	<u>38,575</u>		60,000	Surplus 2019	33,122	to 2020 Ops	26,878	To TBD	<u>60,000</u>	
38,875	Surplus 2018																						
28,630	to 2019 Ops																						
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60,000	Surplus 2019																						
33,122	to 2020 Ops																						
26,878	To TBD																						
<u>60,000</u>																							
Landscape (contract) <i>CTRT</i>	90,533	92,500	(1,967)	++																			
Landscape Rplc/Enhnc	5,000	5,000	0	S																			
Hazardous Tree Mtn	10,000	10,000	0	S																			
Other																							
<b>Total Grounds</b>	<b>187,933</b>	<b>192,500</b>	<b>(4,567)</b>																				
Clubhouse																							
Mtn/Repair/Supply	5,000	5,000	0	S																			
Janitorial	4,000	4,000	0	S																			
Electric	6,600	6,600	0	S																			
Gas	2,400	2,400	0	S																			
Sewer/Water	3,100	3,100	0	S																			
Cable/Phone - Comcast	2,700	2,760	(60)	++																			
Miscellaneous	1,000	1,000	0	S																			
<b>Total Clubhouse</b>	<b>24,800</b>	<b>24,860</b>	<b>(60)</b>																				
Recreation																							
Pool Contract <i>CTRT</i>	22,500	25,925	(3,425)	++																			
Maintenance	3,000	3,000	0	S																			
Social Committee	4,600	4,600	0	S																			
Recreation Committee	500	500	0	S																			
<b>Total Recreation</b>	<b>30,600</b>	<b>34,025</b>	<b>(3,425)</b>																				
Administrative																							
Legal Audit	7,500	5,000	2,500	L																			
Insurance	9,600	12,000	(2,400)	++																			
Contingency	6,000	4,000	2,000	L																			
Trash <i>CTRT</i>	18,240	20,000	(1,760)	++																			
Management Company <i>CTRT</i>	16,900	16,900	0	S																			
Supplies/Other	6,200	3,200	3,000	L	2019 = \$3,000 RES study																		
<b>Total Admin</b>	<b>64,440</b>	<b>61,100</b>	<b>3,340</b>																				
<b>TOTAL OPERATING EXPENSE</b>	<b>307,773</b>	<b>312,485</b>	<b>(4,712)</b>																				
Non-Operating Expense																							
Reserve Allocation	34,797	34,797	0	S																			
Deferred Mtn Allocation	5,500	5,500	0	S																			
CIF Allocation	8,000	26,878	(18,878)																				
Snow Contingency	1,945		1,945																				
Other Non-Op	500	500	0	S																			
<b>TOTAL NON-OPERATING EXPENSE</b>	<b>50,742</b>	<b>67,675</b>	<b>(16,933)</b>																				
<b>TOTAL EXPENSE</b>	<b>358,515</b>	<b>380,160</b>	<b>(21,645)</b>																				
Surplus/(Deficit)	520	0	520																				