

**Wellington Manor Homeowners Association
Board of Trustees Meeting
Wellington Manor Clubhouse
Monday, May 18, 2020**

Introduction:

The meeting was conducted remotely as members of the Board of Trustees (BOT) and the Wellington Manor Homeowners Association (HOA) participated by dial-in teleconference.

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

1. Call to Order

SW called the meeting to order following adjournment of the Annual HOA meeting. The presence of a quorum of the BOT was confirmed as five members were present.

2. Approval of March 16, 2020 BOT Meeting Minutes

SW asked for a motion to approve the minutes of the March 16, 2020. MS made the motion and LD seconded. The minutes were approved by unanimous vote.

3. Treasurer Report

a. Asset List Account Balances as of May 5, 2020

The Asset List indicates current Operating Funds (\$205K), Deferred Maintenance (\$25K), Total Reserves (\$351K), Community Improvement Fund (\$29K), and Penn East Settlement Funds (\$41K). Total current assets as of May 5, 2020 are \$651,593.30.

Refer to the attached Asset List posted on the Wellington Manor website prior to the May 2020 BOT Meeting for additional details.

b. Reports as of March 2020

The March 2020 Operating Statement indicates a favorable Year-to-Date variance of \$65K. Revenue for the year is on target

c. 2020 Budget as of February 27, 2020

As reported previously, the 2019 Budget surplus of \$59K was moved into the 2020 Operating Account. \$26K from the surplus was subsequently moved to the CIF. G. Bancroft inquired as to plans for utilization of the surplus. SW responded that the BOT will decide how and where to apply the surplus during development of the 2021 Budget.

See attached March 2020 Operating Statement and 2020 Budget Report posted on the WM website prior to the May 2020 BOT Meeting for additional details.

4. Committee Reports

VF invited BOT committee liaisons and chairpersons to provide updates on committee activity. The following was reported.

- a. **Architectural Review Committee (ARC):** Gary Ireland stated five new ARC requests received since the last meeting. These addressed solar panel installation, walkway replacement, patio installation, and two projects for roof replacement.
- b. **Clubhouse Library:** Nothing to Report (NTR) due to Covid-19 shutdown.
- c. **Clubhouse Exercise Room:** NTR due to Covid-19 shutdown.
- d. **Clubhouse Facilities:** See clubhouse renovation update below.
- e. **Clubhouse Fire Safety:** Carl Vannozzi reported the monthly safety checks are proceeding.
- f. **Communications:** VF extended a thank you to MaryAnne and Joe McManus for their great work on the newsletter and other communications on behalf of the WM community.
- g. **Sunshine:** NTR
- h. **Welcome:** Mary McGarry reported six new owners joined the WM community during the previous six months
- i. **Covenants:** New chairperson is required for this committee.
- j. **Disputes:** NTR
- k. **Finance:** Lou DeLauro reported the committee is planning to meet during the next two weeks to review financial reports.
- l. **Flag:** Bob Rushnak explained the flag exchange program is postponed due to the Covid-19 shutdown. He requested members of the committee to assemble on May 23 to complete the American flag display on the center island. Bob also asked for a new member to cover flag duties during March.
- m. **Grounds:** Greg Bancroft described the enhancement program for the western end of the center island on Lexington Drive and hazardous tree inspections.
- n. **Recreation:** Dick Smith reported all events in February, March and April were cancelled due to Covid-19 shutdown.
- o. **Social:** Terry Reynolds advised that all events were cancelled due to Covid-19 shutdown. She added the committee is proposing to hold some events outdoors (e.g., Saturday coffee and the ice cream social).
- p. **Pool:** AV reported that American Pool removed the cover, started the filter system and is continuing maintenance of the pool. She explained the need to replace missing tiles. No date has been set for the opening of the pool as of this BOT meeting.

q. **Sunshine:** NTR

5. Clubhouse Renovation Update

- a. MS spoke about suspension of the project due to the Covid-19 pandemic.
- b. MS provided a summary of the costs for the project incurred to date for a total of \$59,197.
- c. Elements to be completed:
 - i. Furniture delivery for the main room (2 sofas, 4 chairs, coffee table)
 - ii. Install 2 ceiling fans and 4 kitchen counter light units
 - iii. Replace 6 toilets in restrooms
 - iv. Noise abatement (deferred until we test noise levels in the clubhouse following re-opening)

6. New Business

G. Bancroft described the current condition of the roadways throughout Wellington Manor after the repair work performed by Hopewell Township. Surfaces are deteriorating, cracks are opening, and settling has occurred around two sewer replacements. He asked the BOT to inquire about further repairs in view of the tax increase recently announced. The BOT agreed to take this under advisement.

7. We Remember

VF addressed the membership of the HOA and requested a "moment of silence" for the victims of the Covid-19 pandemic.

8. Motion to Adjourn Bi-Monthly BOT Meeting

SW asked for a motion to adjourn. AV made the motion and VF seconded. The motion was approved by unanimous vote.

Respectfully submitted,

Michael Swiatocha & Ann Vannozzi
Co-Secretaries

WELLINGTON MANOR BOARD

NOTICE OF BOARD OF TRUSTEES MEETING

NOTICE OF WELLINGTON MANOR HOMEOWNERS ASSOCIATION MEETING

DATE: Monday, May 18, 2020

TIME: Annual meeting 7:00 PM followed by Bi-Monthly Board of Trustees meeting

PLACE: Dial-In -- Phone: 701-802-5039 Access Code: 870075#

AGENDA

1. Call to Order
2. Certification of the Presence of a Quorum and Proof of Notice
 - BOT meeting (3 present)
 - Annual Homeowners meeting (25% - 29 units required)
3. Approval of WM **Annual Homeowners Association** meeting minutes of May 13, 2019
4. Turn over to the Election Committee (Lou DeLauro, Chairman and Judith Quinn, Property Manager) to conduct election
 - a. Election results
 - b. Recognize new BOT
5. Motion to adjourn **Annual Homeowners Association** meeting
6. Call to Order - **Bi-monthly BOT** meeting
7. Approval of BOT meeting minutes of March 16, 2020
8. Treasurer Report
9. Committee reports
10. Clubhouse Update
11. New Business
12. We Remember
13. Motion to adjourn **bi-monthly BOT** meeting

WELLINGTON MANOR
HOMEOWNERS ASSOCIATION

ASSET LIST

Account Balances as of: May 5, 2020		
OPERATING FUNDS		
Operating -- Bank of Princeton - CK		171,110.00
SNOW CONTINGENCY -- Bank of Princeton - MM		33,832.00
Total Operating		204,942.00
DEFERRED MAINTENANCE -- Bank of Princeton - MM		
		25,288.00
RESERVE FUNDS		
First Bank CD's		208,131.00
Bank of Princeton - CD's		102,909.30
Bank of Princeton - MM		40,157.00
Total Reserves		351,197.30
COMMUNITY IMPROVEMENT FUND -- First Bank - CK		
		29,344.00
UNASSIGNED		
PennEast Settlement -- First Bank - MM		40,822.00
Net PennEast Settlement After Taxes		40,822.00
TOTAL BANKING		651,593.30

WELLINGTON MANOR HOMEOWNERS ASSOCIATION
OPERATING STATEMENT
MAR 2020

	Current Period			Year-To-Date		
	Actual	Budget	Variance	Year to Date	YTD Budget	Variance
REVENUE						
QUARTERLY ASSESSMENT	0	0	0	69,276	69,275	-1
RESERVE ALLOCATION	0		-8,699	8,699	8,699	0
DEFERRED MAINT. ALLOCATION	0		-1,375	1,375	1,375	0
CIF ALLOCATION	0	0	0	0	0	0
SPECIAL ASSESSMENT	0	0	0	0	0	0
CLUBHOUSE RENTAL INCOME	0	0	0	75	0	-75
CAPITAL CONTRIBUTION	0	690	690	690	690	0
LATE FEES	0	0	0	0	0	0
OPERATIONS INTEREST INCOME	41	0	-41	117	0	-117
RESERVE INTEREST INCOME	49	100	51	158	200	42
DEFERED MAINT. INTEREST INCOME	34	0	-34	106	0	-106
CIF INTEREST INCOME	3	0	-3	9	0	-9
MISC INCOME	0	0	0	0	0	0
TOTAL INCOME	127	790	663	80,504	80,239	-265
PRIOR YEAR OPERATING SURPLUS	0		0	59,073	59,073	0
CIF DISTRIBUTION	0	0	0			0
SNOW FUND	0	0	0			0
TOTAL REVENUE	127	790	663	139,577	139,312	-265
EXPENDITURES						
GROUNDS:						
SNOW REMOVAL/ICE CONTROL	0	25,500	25,500	0	51,000	51,000
LANDSCAPE - CONTRACT	0	9,250	9,250	0	9,250	9,250
L/S - CONTRACT ADDITIONS	0	0	0	0	0	0
L/S - REPLACE/ENHANCEMENTS	195	0	-195	195	0	-195
HAZARDOUS TREE MAINTENANCE	0	0	0	0	2,500	2,500
OTHER	0	0	0	0	0	0
TOTAL GROUNDS	195	34,750	34,555	195	62,750	62,555
CLUBHOUSE:						
MAINTENANCE/REPAIRS/SUPPLIES	1,693	0	-1,693	2,074	1,000	-1,074
CLUBHOUSE JANITORIAL	124	333	209	124	999	875
CLUBHOUSE ELECTRIC	311	380	69	567	760	193
CLUBHOUSE GAS	349	400	51	648	850	202
SEWER/WATER	320	775	455	320	775	455
CABLE/PHONE-COMCAST	230	230	0	460	690	230
OTHER	563	83	-480	623	249	-374
TOTAL CLUBHOUSE	3,590	2,201	-1,389	4,816	5,323	507
POOL/TENNIS/RAC:						
POOL CONTRACT	0	0	0	0	0	0
SUPPLIES/FURNITURE/ADMIN	0	0	0	0	0	0
TOTAL RECREATION	0	0	0	0	0	0
ADMINISTRATIVE:						
COMMITTEES						
LEGAL/AUDIT	0	325	325	0	975	975
INSURANCE	586	650	64	5,998	6,150	152
CONTINGENCY	0	1,000	1,000	0	1,000	1,000
TRASH	3,098	1,666	-1,432	6,196	4,998	-1,198
MANAGEMENT FEES	1,408	1,408	0	4,225	4,224	-1
ADMIN. SUPPLIES/OTHER EXP	132	267	135	342	849	507
TOTAL ADMINISTRATIVE	5,225	5,316	91	16,761	18,796	2,035
TOTAL OPERATING EXPENSES	9,009	42,267	33,258	21,772	86,869	65,097
NON-OPERATIONAL ITEMS						
RESERVE ALLOCATION	0	0	0	8,699	8,699	0
DEFERRED MAINT. ALLOCATION	0	0	0	1,375	1,375	0
CIF ALLOCATION	0	0	0	0	0	0
OTHER NON-OPERATIONAL	86	100	14	272	200	-72
TOTAL EXP + NON-OPERATIONAL	9,095	42,367	33,272	32,119	97,143	65,024
SURPLUS/DEFICIT	-8,968	-41,577	-32,609	107,459	42,169	-65,290

**WM HOA
2020 BUDGET**

2020 Projected Budget		<u>2,020</u>
Revenue		
HOA Assessment (Dues @ \$690/Qtr)		317,400
Special Assessment		
Late Fees		
Capital Contribution (\$690 per home sold)		2,760
Prior Year Operating Surplus		59,073
Bank Interest		0
Misc Income		
TOTAL OPERATING REVENUE		379,233
Expenses		
Grounds		
Snow Removal/Ice Ctrl		85,000
Landscape (contract)	CTRT	92,500
Landscape Rplc/Enhnc		5,000
Hazardous Tree Mtn		10,000
Other		
Total Grounds		192,500
Clubhouse		
Mtn/Repair/Supply		5,000
Janitorial		4,000
Electric		6,600
Gas		2,400
Sewer/Water		3,100
Cable/Phone - Comcast		2,760
Miscellaneous		1,000
Total Clubhouse		24,860
Recreation		
Pool Contract	CTRT	25,925
Maintenance		3,000
Social Committee		4,600
Recreation Committee		500
Total Recreation		34,025
Administrative		
Legal Audit		5,000
Insurance		12,000
Contingency		4,000
Trash	CTRT	20,000
Management Company	CTRT	16,900
Supplies/Other		3,200
Total Admin		61,100
TOTAL OPERATING EXPENSE		312,485
Non-Operating Expense		
Reserve Allocation		34,797
Deferred Mtn Allocation		5,500
CIF Allocation		25,951
Snow Contingency		
Other Non-Op		500
TOTAL NON-OPERATING EXPENSE		66,748
TOTAL EXPENSE		379,233
Surplus/(Deficit)		(0)

Notes

<u>59,073</u>	Surplus 2019
<u>33,122</u>	to 2020 Ops
<u>25,951</u>	To TBD
<u>59,073</u>	