

**Wellington Manor Homeowners Association  
Board of Trustees Meeting  
Wellington Manor Clubhouse  
Monday, July 20, 2020**

**Introduction:**

The meeting was conducted remotely and 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 Vannozi (AV), Co-Secretary

**1. Call to Order**

SW called the meeting to order at 7:01 pm.  
Residents in 30 homes participated in the meeting.

**2. Certification of the Presence of a Quorum and Proof of Notice**

The presence of a quorum of the BOT was confirmed as five members were present.

**3. Approval of May 18, 2020 BOT Meeting Minutes**

SW asked for a motion to approve the minutes of the May 18, 2020. VF made the motion and LD seconded. The minutes were approved by unanimous vote.

**President's Report**

**Covid-19 Pandemic Update**

SW spoke to the matter of the impact of the Covid-19 pandemic on Wellington Manor including our amenities. He summarized conversations with our attorney, insurance carriers, and other homeowners associations (55+ and non-55+ HOAs).

SW explained the BOT had two primary objectives in formulating our position to maintain closure of the clubhouse and pool. First, protection of the safety of residents, and secondly, limit our liability. At present, we have no target date for reopening community amenities and we will continue to monitor state and local requirements. SW asked for questions from the audience and none were offered.

**Outstanding HOA Dues**

SW reported 20 residents did not pay their 2<sup>nd</sup> Q HOA dues on time. Eighteen residents did not meet the on time payment requirements for the 3<sup>rd</sup> Q. The BOT is concerned late payments may become a chronic situation, therefore, we intend to implement a \$25.00 late fee as permitted by our association rules.

**4. Treasurer's Report**

SW requested a summary of the financial reports to date.

a. Asset List

LD summarized the assets. The Asset List indicates current Operating Funds (\$201K),

Deferred Maintenance (\$25K), Total Reserves (\$351K), CIF (\$11K), and Penn East Settlement Funds (\$41K). Total current assets as of July 12,, 2020 are \$629K.

**Refer to the attached Asset List dated July 12, 2020 posted on the WM website prior to the July 2020 BOT Meeting for additional details.**

**b. Clubhouse Renovations Summary**

SW summarized the following:

Appropriations to date are \$80,234

Expenditures are \$62,838

**See attached Summary of Clubhouse Renovations Cost Summary dated July 20, 2020 posted on the WM website prior to the July 2020 BOT Meeting for additional details.**

**c. 2020 Budget Projections as of May 31, 2020**

LD reported the following:

Projected revenue for the year is \$380K

Projected total spending is \$292K

Estimated budget surplus for the year is \$88K

**See attached May 31, 2020 Operating Statement posted on the WM website prior to the July 2020 BOT Meeting for additional details.**

**5. Pool Update**

AV reported the following:

No plans to open the pool for the 2020 season. Consequently, we will have a reduction in the contract cost this year. The savings will be evenly distributed to the 115 homes in the community.

**6. Clubhouse Renovation Update**

- a. MS referred to the summary of the costs for the project to date as covered by SW.
- b. MS reported the status of the project to date and addressed the work remaining.
- c. Elements to be completed:
  - i. Two sofas, 4 chairs and coffee table for the main room were delivered.
  - ii. Two Minka-Aire ceiling fans for the main room and installation of four pendant lights over the kitchen counter.  
MS motioned for an additional \$500 allocation for the purchase of 2 ceiling fans and \$695 for the installation of the fans and pendant lights.  
AV seconded. The motion was approved by unanimous vote.
  - iii. Area Rug in main room.  
MS motioned for an additional \$796 allocation for the area rug. LD seconded. The motion was approved by unanimous vote.
  - iv. Installation of six new toilets in the two restrooms will be scheduled.
  - v. Noise abatement. Project on hold until we are able to occupy the clubhouse for a major event and test the sound level.

## 7. Committee Reports

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

- a. **Architectural Review Committee (ARC):** Rob Osborne was unable to attend. Michael Swiatocha reported on behalf of Rob that one project for solar installation is under review.
- b. **Clubhouse Library:** Nothing to Report (NTR) due to Covid-19 shutdown.
- c. **Clubhouse Exercise Room:** NTR
- d. **Clubhouse Facilities:** See clubhouse renovation update above.
- e. **Clubhouse Fire Safety:** Carl Vannozzi reported the monthly safety checks are proceeding.
- f. **Communications:** MaryAnne McManus reported that we will not publish a newsletter in August.
- g. **Sunshine:** Carol Melillo explained that she will be working with Hopewell Township to set a date for 2020-21 flu shots.
- h. **Welcome:** Mary McGarry reported one new owner at 77 Lexington will be joining the WM community.
- i. **Covenants:** Christina Kales named the new chairperson for the committee.
- j. **Disputes:** NTR
- k. **Finance:** Sandy Bing summarized the recent meeting of the committee with SW and LD.
- l. **Flag:** Bob Rushnak explained:
  - i. Flag Committee members will place American flags on the center island on 7/3
  - ii. Flag replacement ceremony will be conducted on the 4<sup>th</sup> of July
  - iii. Flag was lowered to half-staff on 7/8 in honor of the passing of Congressman John Lewis
- m. **Grounds:** SW described plans for upgrading the center island in the Fall of 2020. Carol Melillo inquired if approval is required to trim trees on member's property. None required. Cindy Smith raised the matter of BrightView using WM or a homeowner's water to irrigate community planting beds. SW clarified BV's use of WM water supply.
- n. **Recreation:** NTR
- o. **Social:** NTR

p. **Pool:** See pool update above.

**8. New Business**

No new business.

**9. Motion to Adjourn Bi-Monthly BOT Meeting**

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

Respectfully submitted,

Michael Swiatocha  
Co-Secretary

**WELLINGTON MANOR BOARD**  
**NOTICE OF BOARD OF TRUSTEES MEETING**

DATE: Monday, July 20, 2020

TIME: 7:00 PM

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 (5 present)
3. Approval of BOT meeting minutes of May 18, 2020
4. Treasurer Report
5. Pool Update
6. Clubhouse Update
7. Committee reports
8. New Business
9. Adjourn

WELLINGTON MANOR  
HOMEOWNERS ASSOCIATION

ASSET LIST

Account Balances as of: July 12, 2020

OPERATING FUNDS	
Operating -- Bank of Princeton - CK	167,275
SNOW CONTINGENCY -- Bank of Princeton - MM	<u>33,838</u>
Total Operating	<u>201,113</u>
DEFERRED MAINTENANCE -- Bank of Princeton - MM	25,292
RESERVE FUNDS	
First Bank CD's	208,751
Bank of Princeton - CD's	102,909
Bank of Princeton - MM	<u>39,386</u>
Total Reserves	<u>351,046</u>
COMMUNITY IMPROVEMENT FUND -- First Bank - CK	11,017
UNASSIGNED	
PennEast Settlement -- First Bank - MM	<u>40,826</u>
Net PennEast Settlement After Taxes	<u>40,826</u>
TOTAL BANKING	<u><u>629,294</u></u>

**CLUBHOUSE RENOVATIONS SUMMARY**

**7/20/2020**

**Clubhouse Renovations -- Appropriations**

11/19/2019

Deferred Maintenance	8000	Painting
Reserves	35524	Flooring/furniture
Community Imp Fund	<u>12644</u>	Kitchen/double doors
Total	<u><u>56168</u></u>	

1/20/2020

CIF	5000	Credenza's
Reserve	<u>500</u>	Kitchen sink
Total	<u><u>5500</u></u>	

3/20/2020

Reserves	<u><u>3375</u></u>	Toilets
CIF	1950	Paint Kitchen cabinets
	150	Under sink cabinets
	500	2 end tables
	1000	2 ceiling fans, installed
	500	window valences
	600	area rug
	200	Library table
	7000	Noise reduction
	<u>1300</u>	Contingency
	<u><u>13200</u></u>	
Total	<u><u>16575</u></u>	

7/20/2020

CIF	695	Install Fans/Pendant Lights
	796	Area Rug-Additional Cost
	<u>500</u>	Ceiling Fans-Additional Cost
Total	<u><u>1991</u></u>	

**TOTAL APPROPRIATIONS** 80234

**Clubhouse Renovations --Spend**

Def Mtn	1,600.00	Fine Lines
	3,000.00	Fine Lines
	960.00	Fine Lines
	71.89	Fine Lines
	960.00	Fine Lines
	<u>6,591.89</u>	
Reserves	10,646.87	Madani
	11,600.00	All State
	7,735.91	All State
	<u>29,982.78</u>	
CIF	1,250.00	Madani
	479.81	Madani
	1,250.00	Madani
	1,500.00	Fortunato
	1,512.00	Fortunato
	1,795.00	Hamilton Supply
	150.00	Madani
	1,794.96	Hamilton Supply
	1,972.53	Costco
	473.14	Madani
	1,419.45	Madani
	4,000.00	Nini
	3,365.00	Nini
	671.49	Build.com (Swiatocha)
	3,743.23	Madani
	591.25	Swiatocha (Valance)
	295.49	Swiatocha (Pendant Lights)
	<u>26,263.35</u>	
	62,838.02	



As of: 5/31/2020 PROJECTED THROUGH 12/31/2020

Revenue	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Budget	Variance
	Actual	Actual	Actual	Actual	Actual	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Projected		Surplus/(DEF)
HOA Assessment	79,350	0	0	0	79,350	0	79,350	0	690	79,350	79,350	0	317,400	317,400	0
Special Assessment	0	0	0	0	0	200	0	0	690	0	0	0	0	0	0
Late Fees	0	690	0	0	0	0	690	0	0	0	0	690	200	0	200
Capital Contribution	59,073	0	0	0	0	0	0	690	690	0	0	0	2,760	2,760	0
Prior Year Operating Surplus	141	121	127	127	7	13	0	0	0	0	0	0	59,073	59,073	0
Bank Interest	75	0	0	0	-75	0	0	0	0	0	0	0	409	0	409
Misc Income	136,564	811	127	127	79,282	213	690	79,350	0	690	79,350	0	379,842	379,233	609
<b>TOTAL OPERATING REVENUE</b>															
<b>Expenses</b>															
<b>Grounds</b>															
Snow Removal/Ice Ctrl	0	0	0	0	2,847	0	0	0	9,250	9,250	9,250	17,000	19,847	85,000	65,153
Landscape (contract)	0	0	0	0	18,378	9,189	0	0	9,250	9,250	9,250	9,250	92,317	92,500	183
Landscape Rplc/Enhnc	0	0	195	0	416	0	2,500	0	2,500	0	0	0	5,611	5,000	-611
Hazardous Tree Mtn	0	0	0	0	0	0	2,500	0	2,500	0	0	0	7,500	10,000	2,500
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Grounds</b>	0	0	195	195	21,641	9,189	14,250	9,250	14,250	9,250	11,750	26,250	125,276	192,500	67,224
<b>Clubhouse</b>															
Mtn/Repair/Supply	251	130	2,227	0	200	0	1,000	1,000	333	333	1,000	333	5,807	5,000	-807
Janitorial	0	0	124	0	0	248	333	333	333	333	333	333	2,705	4,000	1,295
Electric	0	257	311	0	234	371	800	1,000	990	600	600	400	6,212	6,600	388
Gas	0	299	349	0	174	106	50	50	50	50	50	250	1,879	2,400	522
Sewer/Water	0	0	320	0	0	0	775	775	775	775	775	775	2,645	3,100	455
Cable/Phone - Comcast	230	30	30	30	460	0	230	230	230	230	230	230	2,530	2,760	230
Miscellaneous	30	30	30	30	30	30	83	83	83	83	83	83	733	1,000	267
<b>Total Clubhouse</b>	510	716	3,590	1,098	1,098	754	3,371	1,546	2,696	2,461	2,296	2,175	22,511	24,860	2,349
<b>Recreation</b>															
Pool Contract	0	0	0	0	9,063	232	2,000	2,000	630	0	0	0	13,925	25,925	12,000
Maintenance	0	0	0	0	0	0	300	300	100	100	500	1,100	3,600	4,600	1,000
Social Committee	0	0	0	0	0	0	1,500	500	100	100	100	300	300	500	200
Recreation Committee	0	0	0	0	0	0	100	100	100	100	600	0	18,825	34,025	15,200
<b>Total Pool</b>	0	0	0	0	9,063	232	7,650	6,050	720	720	600	1,100	18,825	34,025	15,200
<b>Administrative</b>															
Legal Audit	0	0	0	0	450	0	1,900	400	425	425	425	425	4,875	5,000	125
Insurance	4,826	586	586	586	586	0	650	650	650	650	650	650	11,134	12,000	866
Contingency	0	0	0	0	0	0	1,000	1,000	1,000	1,000	1,000	1,000	3,000	4,000	1,000
Trash	1,549	1,549	3,098	3,098	1,549	0	1,667	1,667	1,667	1,667	1,667	1,667	19,412	20,000	588
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	99	110	132	132	0	1,028	267	267	267	267	267	267	3,236	3,200	-36
<b>Total Admin</b>	7,883	3,653	5,225	5,225	3,993	2,437	5,417	4,392	5,417	5,417	4,417	5,417	58,558	61,100	2,542
<b>TOTAL OPERATING EXPENSE</b>	8,393	4,569	9,009	9,009	35,796	12,612	30,688	21,238	23,013	22,848	16,563	17,463	225,169	312,485	87,316
<b>Non-Operating Expense</b>															
Reserve Allocation	8,699	0	0	0	8,699	0	8,699	8,699	8,699	8,699	8,699	8,699	34,797	34,797	0
Deferred Mtn Allocation	1,375	0	0	0	1,375	0	1,375	1,375	1,375	1,375	1,375	1,375	5,500	5,500	0
CIF Allocation	25,951	0	0	0	0	0	0	0	0	0	0	0	25,951	25,951	0
Snow Contingency	103	85	0	4	4	10	100	100	100	100	100	100	492	500	8
Other Non-Op	36,128	85	0	10,078	10	10	10,074	0	100	10,074	0	100	66,740	66,748	8
<b>TOTAL NON-OPERATING EXPENSE</b>	44,522	4,454	9,009	45,874	12,622	12,622	30,788	31,312	22,948	26,637	17,463	35,042	291,909	379,233	87,324
<b>TOTAL EXPENSE</b>															
<b>NET SURPLUS/(DEFICIT)</b>															

87,933 0 87,933