

**Wellington Manor Homeowners Association  
Board of Trustees Meeting  
Wellington Manor Clubhouse  
Monday, September 21, 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 Vannozzi (AV), Co-Secretary

**1. Call to Order**

SW called the meeting to order at 7:01 pm.  
Residents in 29 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 July 20, 2020 BOT Meeting Minutes**

SW asked for a motion to approve the minutes of the July 20, 2020. MS made the motion and AV seconded. The minutes were approved by unanimous vote.

**President's Report**

**a. Covid-19 Pandemic Update**

SW addressed the matter of reopening our community amenities including the clubhouse. He advised that we do not have a target for reopening and the BOT continues to address two main objectives: 1) safety of our residents, and 2) liability. SW added that we continue to monitor state directives, communications with our attorney, and input from other Boards of Directors as well as HOAs. He reiterated that the BOT is open to receiving and assessing ideas for accessing amenities from the HOA membership.

**b. HOA Dues**

SW addressed a request from a member to set up a process for electronic payment of HOA dues. He explained that our property management company is assessing methods to improve the dues payments and intends to implement a new process as soon as possible. SW added that all past due payments and some late fees have been received.

**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 (\$190K), Deferred Maintenance (\$28K), Total Reserves (\$371K), Community Improvement Funds (\$9K), and Penn East Settlement Funds (\$41K). Total current assets as of August 31,, 2020 are \$639K.

**Refer to the attached Asset List dated August 31, 2020 posted on the WM website prior to the September 2020 BOT Meeting for additional details.**

**b. Clubhouse Renovations Summary as of September 15, 2020**

SW summarized the following:

Appropriations to date are \$80,234

Expenditures are \$68,928

**See attached Summary of Clubhouse Renovations Costs dated September 15, 2020.**

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

LD reported the following:

Projected revenue for the year is \$380K

Projected total spending is \$285K

Estimated budget surplus for the year is \$86K

Use of the 2020 budget surplus will be determined by the BOT. SW asked the meeting participants to send their recommendations for the use of the surplus to the BOT.

Christina Kales inquired about the rebate from American Pool resulting from reduced services in 2020. [See Pool Update section below for details regarding distribution of the rebate funds].

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

**d. Appropriations**

- i. SW motioned for approval of a fire/smoke monitoring system to be installed in the clubhouse by Guardian at a cost of \$2,875 and \$65/month for monitoring. The cost will be drawn from the CIF. MS seconded the motion and it was approved by unanimous vote.
- ii. SW motioned for an appropriation to replace the clubhouse access system using fobs to replace the key pad at a cost of \$3,150. LD seconded the motion and it was approved by unanimous vote.
- iii. Hazardous Tree Removal Part 1 – SW motioned for an appropriation of \$3,579 for BrightView to remove 4 trees in the DEP area. MS seconded the motion and it was approved by unanimous vote.
- iv. Hazardous Tree Removal Part 2 – SW motioned for an appropriation of an additional \$4,113 for the removal of 6 hazardous trees in the DEP area. LD seconded the motion and it was approved by unanimous vote.
- v. Hazardous Tree Removal Part 3 – SW motioned for an appropriation to remove an additional tree behind 53 Lexington at a cost of \$1,000. MS seconded the motion and it was approved by unanimous vote.

During the discussion of appropriations for hazardous tree removal, Greg Bancroft explained the trees may be hazardous to residents on Blackwell with homes backing up to WM property. Sandy Bing inquired if the funds for hazardous tree removal were covered by the 2020 Budget and SW responded yes.



## 5. Pool Update

AV reported the following:

Prior to closing of the pool, American Pool recommended resurfacing and replacement of tiles and coping. The work is estimated to cost approximately \$40-45K and the amount will be drawn from Reserve funding. Christina Kales asked if the pool repairs will be put out to bid and SW responded yes.

Savings in 2020 from the annual pool contract 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 (see above)
- b. MS reported the status of the project to date and addressed the work remaining.
  - i. Two Minka-Aire ceiling fans installed in the main room.
  - ii. Four pendant lights installed over the counter in the kitchen area.
  - iii. Six new ADA compliant, comfort-height, Kohler toilets installed in the restrooms.
- c. Elements to be completed:
  - i. Delivery of area rug for main room.
  - ii. Appropriation for art to decorate the main and activities room. MS motioned for \$2500 to be appropriated for the purchase of 10-12 pieces of art by the Co-Chairs of the Ad Hoc Clubhouse Committee. LD seconded the motion and it was approved by unanimous vote.
  - iii. Noise abatement. Project on hold until we are able to occupy the clubhouse for a major event and test the sound level.

SW asked if the members had any questions regarding the renovation project. Hearing none, he thanked MS, Maryann Swiatocha, Nancy Smith and Carol Mellilo for their efforts related to clubhouse renovation.

## 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):** Gary Ireland reported on behalf of Rob Osborne: One query regarding installation of a back-up generator, request for replacement of the front walk at 30 York, replacement of a door and gutters at 20 York, installation of a fence at 77 Lexington, a patio enclosure, and ongoing discussion of a solar energy project at 28 Buckingham.
- 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 repeated her request for input from the membership regarding "What did you do on your summer vacation?" Responses will

be published in the October newsletter.

- g. **Sunshine:** Carol Melillo reported that a few appointments for flu shots on October 22 remain available. A reminder announcement will be included in the October newsletter.
- h. **Welcome:** Mary McGarry reported no additional newcomers since our last meeting.
- i. **Covenants:** NTR
- j. **Disputes:** NTR
- k. **Finance:** Lou D reported all current HOA finance reports were reviewed and accepted.
  - l. **Flag:** Bob Rushnak stated flag management continues.
- m. **Grounds:** Greg Bancroft explained hazardous tree management continues; monitoring of the red lantern fly infestation in the area is ongoing; and remediation of a section of the center island on Lexington Drive is planned.
- n. **Recreation:** NTR
- o. **Social:** NTR
- p. **Pool:** See pool update above.

#### 8. **New Business**

Greg Bancroft requested the BOT inquire about the installation of a back-up generator at the clubhouse to enable (i.e., showers, phone charging, meeting, etc.) residents in the event of an extended power outage. The board agreed to take the request under advisement.

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

SW asked for a motion to adjourn. AV 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: August 31, 2020

OPERATING FUNDS

Operating -- Bank of Princeton - CK	156,303
SNOW CONTINGENCY -- Bank of Princeton - MM	<u>33,844</u>
Total Operating	<u>190,147</u>

DEFERRED MAINTENANCE -- Bank of Princeton - MM 28,047

RESERVE FUNDS

First Bank CD's	209,219
Bank of Princeton - CD's	104,973
Bank of Princeton - MM	<u>56,794</u>
Total Reserves	<u>370,985</u>

COMMUNITY IMPROVEMENT FUND -- First Bank - CK 8,927

UNASSIGNED

PennEast Settlement -- First Bank - MM	<u>40,829</u>
Net PennEast Settlement After Taxes	<u>40,829</u>

TOTAL BANKING 638,935

**CLUBHOUSE RENOVATIONS SUMMARY**

**9/15/2020**

**Clubhouse Renovations -- Appropriations**

11/19/2019

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

1/20/2020

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

3/20/2020

Reserves	<u>3375</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
	1300	Contingency
	<u>13200</u>	
Total	<u>16575</u>	

7/20/2020

CIF	695	Install Fans/Pendant Lights
	796	Area Rug-Additional Cost
	500	Ceiling Fans-Additional Cost
Total	<u>1991</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
	3,200.00	Toilets-Ronkowski
	<u>33,182.78</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)
	1,395.48	Premier Carpet
	695.00	Remoc Enterprises
	623.65	Swiatocha (Ceiling Fans)
	175.80	Swiatocha (End Tables)
	<u>29,153.28</u>	
	68,927.95	



**Revenue and Expense**  
As of: 7/31/2020 PROJECTED THROUGH 12/31/2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Projected	Budget	VARIANCE
<b>Revenue</b>															
HOA Assessment	79,350	0	0	79,350	0	0	79,350		79,350				317,400	317,400	0
Special Assessment	0	0	0	0	200	0	475						675	675	675
Late Fees	0	690	0	0	0	0	0		690				2,070	2,760	(690)
Capital Contribution	59,073	0	0	0	0	0	0						59,073	59,073	0
Prior Year Operating Surplus	141	121	127	7	13	10	0						419	419	419
Bank Interest	75	0	0	(75)	0	0	0						0	0	0
Misc Income	138,564	811	127	79,282	213	10	79,825		690		0	690	379,562	379,233	404
<b>TOTAL OPERATING REVENUE</b>															
<b>Expenses</b>															
<b>Grounds</b>															
Snow Removal/Ice Ctrl	0	0	0	2,847	0	0	0					17,000	19,847	82,400	62,553
Landscape (contract)	0	0	0	18,378	9,188	9,189	18,378		9,250		9,250	9,250	92,135	90,533	(1,602)
Landscape Rplc/Enhnc	0	0	195	416	0	1,395	0		0		0		7,006	5,000	(2,006)
Hazardous Tree Mtn	0	0	0	0	0	0	0		5,000		3,000		8,000	10,000	2,000
Other	0	0	0	0	0	0	0						0	0	0
<b>Total Grounds</b>															
<b>Clubhouse</b>															
Mtn/Repair/Supply	251	130	2,227	200	0	21	0	1,000		1,000			4,828	5,000	172
Janitorial	0	0	124	0	248	0	0	333		333		333	2,038	4,000	1,962
Electric	0	257	311	234	371	390	467	1,000		990		400	5,420	6,600	1,180
Gas	0	299	349	174	106	53	38	50		50		250	1,769	2,400	631
Sewer/Water	0	0	320	0	0	0	354		775			775	2,223	3,100	877
Cable/Phone - Comcast	230	0	230	460	0	230	230		230		230	230	2,529	2,700	171
Miscellaneous	30	30	30	30	30	30	595		83		83	87	1,192	1,000	(192)
<b>Total Clubhouse</b>															
<b>Recreation</b>															
Pool Contract	0	0	0	9,063	231	5,249	0	-600		0			13,944	22,500	8,556
Maintenance	0	0	0	0	0	0	0	600		200		0	800	3,000	2,200
Social Committee	0	0	0	0	0	0	0	0		500		1,100	1,600	4,600	3,000
Recreation Committee	0	0	0	0	0	0	0	0		200			200	500	300
<b>Total Pool</b>															
<b>Administrative</b>															
Legal Audit	0	0	0	450	0	1,053	0	425		425		425	3,628	5,000	1,373
Insurance	4,826	586	586	586	0	0	1,055	650		650		650	10,889	12,000	1,111
Contingency	0	0	0	0	0	0	0	0		0		0	0	4,000	4,000
Trash	1,549	1,549	3,098	1,549	0	1,549	3,098	1,667		1,667		1,667	20,726	20,000	(726)
Management Company	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	0	267		267		267	2,754	3,200	446
<b>Total Admin</b>															
<b>TOTAL OPERATING EXPENSE</b>															
	8,393	4,369	9,009	35,796	12,612	20,566	25,675	7,113	21,328	24,663	14,963	33,942	218,429	304,433	86,004
<b>Non-Operating Expense</b>															
Reserve Allocation	8,699	0	0	8,699	0	0	8,699			8,699			34,797	34,797	0
Deferred Mtn Allocation	1,375	0	0	1,375	0	0	1,375			1,375			5,500	5,500	0
CIF Allocation	25,951	0	0	0	0	0	0			0			25,951	25,951	0
Snow Contingency	0	0	0	0	0	0	0			0			0	0	0
Other Non-Op	103	85	0	4	10	7	8		100			100	417	500	83
<b>TOTAL NON-OPERATING EXPENSE</b>															
	36,128	85	0	10,078	10	7	10,082		100	10,074	0	100	66,665	66,748	83
<b>TOTAL EXPENSE</b>															
	44,522	4,454	9,009	45,874	12,622	20,574	35,757	7,113	21,428	34,737	14,963	34,042	285,095	371,181	86,086

**Revenue and Expense**

As of: 7/31/2020 PROJECTED THROUGH 12/31/2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Budget	VARIANCE	
NET INCOME/EXPENSE	94,043	(3,643)	(8,882)	33,408	(12,409)	(20,563)	44,068	(7,113)	(20,738)	44,613	(14,963)	(33,352)	94,467.59	8,052	11,500	
																74,586

Less: Projected Pool Savings reduced from 1 QTR 2021 HOA Fee

Projected Surplus a/o 7/31