

**Wellington Manor Homeowners Association  
Board of Trustees Meeting  
Wellington Manor Clubhouse  
Monday, November 16, 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 approximately 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 September 21, 2020 BOT Meeting Minutes**

SW asked for a motion to approve the minutes of the September 21, 2020. MS made the motion and AV seconded. The minutes were approved by unanimous vote.

**4. President's Report**

**Covid-19 Pandemic Update**

SW advised that all WM amenities remain closed. We continue to discuss practices with other HOAs and candidates for the property management assignment. Currently, all community clubhouses remain closed. The BOT anticipates no changes in our position regarding closings until a vaccine is available and new guidance is issued by the state of NJ.

**5. 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 (\$29K), Total Reserves (\$376K), Community Improvement Funds (\$9K), and Penn East Settlement Funds (\$41K). Total current assets as of October 31, 2020 are \$676K.

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

b. LD reported 2020 Budget Projections as of September 30, 2020:

Projected revenue for the year is \$380K

Projected total spending is \$283K

Estimated budget surplus for the year is \$97K subject to spending for snow removal in November/December period currently estimated as \$17K.

Based on a review of assets, spending to date, and the projected surplus for 2020, WM is considered to be in excellent financial shape. It was reported that the Finance Committee concurred with this conclusion,

**See attached September 30, 2020 Operating Statement posted on the WM website prior to the November 2020 BOT Meeting for additional details.**

## 6. 2021 Budget

SW reported the proposed budget for 2021 was presented to the Finance Committee. He added that HOA dues for 2021 will remain at \$690/quarter.

Proposed use of the 2020 budget surplus was presented by SW:

- SW read 2021 snow fall projections from the *Farmer's Almanac*. He summarized the average expense for annual snow removal in WM for the past five years was \$46K, and the average annual expense for snow removal since the opening of the community was \$59K. SW proposed an annual target for snow removal of \$60 K in operating budgets going forward along with a Snow Contingency Fund based on discussions with the Finance Committee.
- A rebate of \$100 per home based on reduced spending for pool operations in 2020 will be credited against the 1<sup>st</sup> quarter 2021 HOA dues.
- Christina Kales inquired if the BOT gave any consideration to additional rebates to members based on lower spending in other budget categories. SW responded that the BOT approved the pool rebate and proposed any additional surplus to be applied to the Community Improvement and Snow Contingency funds.
- Proposed uses of the 2020 Budget surplus will be presented at the January 2021 BOT meeting.

## 7. WM Property Manager

MS and SW reported the selection of Premier Management Associates, Inc. (PMA) as the new property management firm for Wellington Manor. The BOT reviewed proposals from two management firms and considered retaining Quinn and Storey. The BOT's selection of PMA was based on the following requirements:

- 1) Continuity of services considering the current property manager is essentially a one-person operation
- 2) Enhanced follow-up on owners' requests for service and timely coverage of reports of issues
- 3) Strong reputation supported by reference checks
- 4) Experienced property manager assigned to WM and supported by a highly-qualified corporate team
- 5) Use of automated systems for financial reporting and issue management
- 6) Need for the property manager's services to include assignments currently handled by BOT and committee members (e.g., financial reporting, budget development, vendor selection and oversight). It is becoming very difficult to obtain volunteers for various roles in managing WM.

Fran Perlman inquired about reference checks for PMA and other candidate firms. MS



summarized the process undertaken by the BOT including reviews of PMA's performance with three other HOAs.

Jerry Jeronowitz asked about payment of 1<sup>st</sup> quarter 2021 dues and SW responded that PMA will be sending communications regarding dues and other processes to residents in December 2020.

## 8. Pool Update

AV reported resurfacing of the pool and replacement of tiles and coping will be postponed until spring 2021. PMA will handle the bid process for the work.

## 9. Clubhouse Renovation Update

- a. MS reported the status of the project to date:
  - i. Delivery of the area rug for the Main room is complete
  - ii. The Co-Chairs of the Ad Hoc Clubhouse was previously authorized to purchase 10-12 pieces of art for the Main and Activities rooms in the clubhouse and spend up to \$2500. The project is ongoing at this time.
  - iii. Noise abatement. The project remains on hold until we are able to occupy the clubhouse for a major event and test the sound level.

## 10. Appropriations

- a. BrightView Contract – Option Year Renewal  
SW requested a motion to approve the BV contract renewal for 2021 at a cost of \$93,269 for the year. MS made the motion and LD seconded. The motion was approved by unanimous vote.  
Greg Bancroft suggested the BOT organize a meeting to include representatives of the WM Grounds Committee, Premier Management Associates, and BrightView shortly after PMA initiates management of the community.
- b. Waste Management – Contract Renewal  
SW requested a motion to approve the Waste Management contract for 2021 at a cost of \$19,200 for the year. MS made the motion and AV seconded. The motion was approved by unanimous vote.

## 11. 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 submitted a report to the BOT and stated three projects were reviewed and approved by the ARC since September:
  - i. 15 Lexington - replacement windows
  - ii. 20 York – front door and shutter color
  - iii. 77 Lexington – fence and landscaping
- b. **Clubhouse Library:** Nothing to Report (NTR) due to Covid-19 shutdown.
- c. **Clubhouse Exercise Room:** NTR
- d. **Clubhouse Facilities:** Repair of the thermostat in the Activities room was required.

- e. **Clubhouse Fire Safety:** Carl Vannozi reported the monthly safety checks are proceeding. The BOT is addressing the need for a fire and smoke monitoring system.
- f. **Communications:** NTR
- g. **Sunshine:** NTR
- h. **Welcome:** Mary McGarry reported three homes are on the market (1 on York and 2 on Lexington). Sales are pending.
- i. **Covenants:** The transition from Lou DeLauro to Christina Kales (CK) as Chair is complete. SW and CK spoke with our attorney Michael Fedun regarding records retention. The committee will develop a resolution concerning retention of records and also address the difficulty in tracking prior resolutions in HOA documentation (e.g., WM website)
- j. **Disputes:** NTR
- k. **Finance:** Sandy Bing reported that the committee reviewed the proposed operating budget for 2021 (see comments above).
- l. **Flag:** NTR
- m. **Grounds:** Greg Bancroft reported the hazardous tree project will be completed during the winter due to wet grounds. Remediation of selected sections of the center island on Lexington is complete. The committee proposes to develop a plan for reworking the front of the clubhouse during the winter.  
Angelina Duggan described the Spotted Lantern Fly attacks on the maple trees on York. Sandy Bing recommended the use of an over-the-counter insecticide to combat the insects. We should anticipate increased infestation in spring 2021.
- n. **Recreation:** NTR
- o. **Social:** NTR
- p. **Pool:** See pool update above.

12. **New Business**

AV thanked Carol Melillo on behalf of the BOT and the community for organizing flu shot campaign for the 2020-21 season.

Av announced that holiday decorations will be set up on the exterior of the clubhouse and our Christmas tree and Hanukah lights will be set up inside the clubhouse.

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

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

Respectfully submitted,  
Michael Swiatocha – Co-Secretary



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WM Board Meeting Agenda - Monday, Nov. 16 - 7:00PM

Wellington Manor HOA

<joemcmanus602.yahoo.com@send.mailchimpapp.com>

Fri 11/13/2020 2:31 PM



**MESSAGE FROM THE BOARD**

Fellow Residents,

We will be conducting our Monday, November 16th, Bi-Monthly meeting at 7:00 PM via a dial-in conference call. Please dial in before 7:00 PM. The dial-in instructions are as follows:

Dial-in phone number: 701-802-5039

Access Code (to be entered when prompted): 870075#

After you enter your access code, you will be connected to our conference call. You will be asked to identify yourself by providing your name and street address. We will welcome you, and we will wait as other residents connect to the call.

At 7:00 PM, we will begin the meeting as we follow the agenda that is included with this email. At various points during the meeting, we will welcome resident commentary. Simply state your name and we will recognize you. You will then proceed with your comment or question for the Board. You may have to wait for someone to finish his/her comment, and when you hear a break or a request from the Board for anyone else, simply jump right in with your question or comment.

As you look over our agenda, which is included, we will be reviewing our financial projections for the remainder of 2020 and our budget for 2021, including our usage of the 2020 operating surplus. These documents can be found on the Wellington Manor website under: **Residents Only -> Finance and Budget**. The reports are titled: **November 2020 Board Meeting Documents**. We will spend most of our time reviewing: **"Projected Revenue and Expense – 2020"** and

***"Projected Budget – 2021".***

We will also review our thinking and plans around the Board's decision to move to a new property manager. Additionally, we have two major contracts -- lawn/snow and trash -- that are up for renewal and will be considered for a final vote.

We look forward to your joining us, and we welcome your participation.

Wellington Manor Board of Trustees

Lou, Valarie, Michael, Ann, and Steve

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

DATE: Monday, November 16, 2020

TIME: 7:00 PM

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

**AGENDA**

1. Call to Order -- SW
2. Certification of the Presence of a Quorum and Proof of Notice -- SW
  - BOT meeting (5 present)
3. Approval of BOT meeting minutes of September 21, 2020 -- MS
4. A few opening remarks to address where we are with COVID -- SW
5. Treasurer Report -- LD
6. 2021 Budget -- SW
7. Property Manager -- SW/MS
8. Clubhouse Update -- MS
9. Appropriations -- SW
  - a. BrightView Contract -- Option Year Renewal
  - b. Waste Management -- Contract Renewal
10. Committee Reports -- VF
11. New Business -- SW
12. Adjourn -- SW

WELLINGTON MANOR  
HOMEOWNERS ASSOCIATION

ASSET LIST

Account Balances as of: October 31, 2020

OPERATING FUNDS

Operating -- Bank of Princeton - CK	166,932
SNOW CONTINGENCY -- Bank of Princeton - MM	<u>33,846</u>
Total Operating	<u>200,779</u>

DEFERRED MAINTENANCE -- Bank of Princeton - MM	29,424
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RESERVE FUNDS

First Bank CD's	209,089
Bank of Princeton - CD's	104,973
Bank of Princeton - MM	<u>62,298</u>
Total Reserves	<u>376,360</u>

COMMUNITY IMPROVEMENT FUND -- First Bank - CK	8,629
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UNASSIGNED

PennEast Settlement -- First Bank - MM	<u>40,832</u>
Net PennEast Settlement After Taxes	<u>40,832</u>

TOTAL BANKING

656,024



**Revenue and Expense**  
As of: 9/30/2020 PROJECTED THROUGH 12/31/2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Variance
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Projected	Budget
<b>Revenue</b>														
HOA Assessment	79,350	0	0	79,350	0	0	79,350	0	0	79,350	0	0	317,400	317,400
Special Assessment	0	0	0	0	200	0	475	-75	0	0	0	0	600	600
Late Fees	0	690	0	0	0	0	0	690	0	0	0	1,380	2,760	2,760
Capital Contribution	59,073	0	0	0	0	0	0	0	0	0	0	0	59,073	59,073
Prior Year Operating Surplus	141	121	127	7	13	10	0	12	7	0	0	0	438	438
Bank Interest	75	0	0	(75)	0	0	0	0	0	0	0	0	0	0
Misc Income	138,564	811	127	79,282	213	10	79,825	627	7	79,350	0	1,380	380,196	379,233
<b>TOTAL OPERATING REVENUE</b>														1,038
<b>Expenses</b>														
<b>Grounds</b>														
Snow Removal/Ice Ctrl	0	0	0	2,847	0	0	0	0	0	0	0	17,000	19,847	82,400
Landscape (contract)	0	0	0	18,378	9,189	9,189	18,378	0	9,189	9,250	9,250	9,250	92,074	90,533
Landscape Rplc/Enhnc	0	0	195	416	0	1,395	0	0	1,031	5,000	0	0	8,037	5,000
Hazardous Tree Mtn	0	0	0	0	0	0	0	0	0	3,000	0	0	3,000	10,000
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Grounds</b>	0	0	195	21,641	9,189	10,584	18,378	0	10,220	17,250	9,250	26,250	122,958	187,933
<b>Clubhouse</b>														
Mtn/Repair/Supply	251	130	2,227	200	0	21	0	480	826	1,000	333	333	5,134	5,000
Janitorial	0	0	124	0	248	0	0	0	0	333	333	333	1,372	4,000
Electric	0	257	311	234	371	390	467	582	558	600	400	400	4,570	6,600
Gas	0	299	349	174	106	53	38	39	37	50	250	350	1,746	2,400
Sewer/Water	0	0	320	0	0	0	354	0	0	0	0	775	1,448	3,100
Cable/Phone - Comcast	230	0	230	460	0	230	229	461	230	230	230	230	2,760	2,700
Miscellaneous	30	30	30	30	30	30	595	238	96	83	83	87	1,361	1,000
<b>Total Clubhouse</b>	510	716	3,590	1,098	754	723	1,684	1,799	1,748	2,296	1,296	2,175	18,391	24,800
<b>Recreation</b>														
Pool Contract	0	0	0	9,063	232	5,249	0	0	0	0	0	0	14,544	22,500
Maintenance	0	0	0	0	0	0	0	1,515	0	0	0	0	1,515	3,000
Social Committee	0	0	0	0	0	0	0	0	0	500	0	1,100	1,600	4,600
Recreation Committee	0	0	0	0	0	0	0	0	0	200	0	0	200	500
<b>Total Pool</b>	0	0	0	9,063	232	5,249	0	1,515	0	700	0	1,100	17,859	30,600
<b>Administrative</b>														
Legal Audit	0	0	0	450	0	1,053	0	0	1,788	425	425	425	4,566	5,000
Insurance	4,826	586	586	586	0	0	1,055	1,423	3,761	650	650	650	14,773	12,000
Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0	4,000
Trash	1,549	1,549	3,098	1,549	0	1,549	3,098	0	1,549	1,667	1,667	1,667	18,942	20,000
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
Supplies/Other	99	110	132	0	1,028	0	51	-86	31	267	267	267	2,166	3,200
<b>Total Admin</b>	7,883	3,653	5,225	3,993	2,437	4,010	5,613	2,745	8,537	4,417	4,417	4,417	57,345	61,100
<b>TOTAL OPERATING EXPENSE</b>	8,393	4,369	9,009	35,796	12,612	20,566	25,675	6,059	20,505	24,663	14,963	33,942	216,552	304,433
<b>Non-Operating Expense</b>														
Reserve Allocation	8,699	0	0	8,699	0	0	8,699	0	0	8,699	0	0	34,797	0
Deferred Mtn Allocation	1,375	0	0	1,375	0	0	1,375	0	0	1,375	0	0	5,500	0



**Revenue and Expense**

As of: 9/30/2020 PROJECTED THROUGH 12/31/2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Budget	VARIANCE
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	10	7	8	9	5	5	100	100	332	0	0
Other Non-Op	36,128	85	0	10,078	10	7	10,082	9	5	10,074	0	100	66,580	66,748	168
<b>TOTAL NON-OPERATING EXPENSE</b>															
TOTAL EXPENSE	44,522	4,454	9,009	45,874	12,622	20,574	35,757	6,068	20,510	34,737	14,963	34,042	283,132	371,181	88,048
NET INCOME/EXPENSE	94,043	(3,643)	(8,882)	33,408	(12,409)	(20,563)	44,068	(5,441)	(20,504)	44,613	(14,963)	(32,662)	97,063.98	8,052	

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

11,500

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76,548

Projected Surplus a/o 7/31

**WM HOA  
2020 BUDGET**

<b>2021 Projected Budget</b>	<u>2,019</u>	<u>2,020</u>	<u>2,021</u>	2021 Notes:
<b>Revenue</b>				
HOA Assessment (Dues @ \$690/Qtr)	317,400	317,400	317,400	
Special Assessment				
Late Fees				
Capital Contribution (\$690 per home so	2,760	2,760	2,760	
Prior Year Operating Surplus	38,875	60,000	88,048	A/O 9/30/2020
Bank Interest		0	0	
Misc Income			-11,500	Reduce 2021 HOA fees from pool savings
<b>TOTAL OPERATING REVENUE</b>	<b>359,035</b>	<b>380,160</b>	<b>396,708</b>	
<b>Expenses</b>				
<b>Grounds</b>				
Snow Removal/Ice Ctrl	82,400	85,000	60,000	Reduce budget to reflect 15 year average
Landscape (contract)	90,533	92,500	93,269	Increase for landscape contract increase
Landscape Rplc/Enhnc	5,000	5,000	5,000	
Hazardous Tree Mtn	10,000	10,000	10,000	
Other (Lantern Fly Spraying)			5,000	Increase to address Spotted Lantern Fly
<b>Total Grounds</b>	<b>187,933</b>	<b>192,500</b>	<b>173,269</b>	
<b>Clubhouse</b>				
Mtn/Repair/Supply	5,000	5,000	3,000	Reduce to consider all new CH upgrades
Janitorial	4,000	4,000	4,000	
Electric	6,600	6,600	6,000	Reduce to reflect last several years actual
Gas	2,400	2,400	2,400	
Sewer/Water	3,100	3,100	3,100	
Cable/Phone - Comcast	2,700	2,760	2,760	
Miscellaneous	1,000	1,000	1,000	
<b>Total Clubhouse</b>	<b>24,800</b>	<b>24,860</b>	<b>22,260</b>	
<b>Recreation</b>				
Pool Contract	22,500	25,925	26,000	Increased to reflect new contract
Maintenance	3,000	3,000	3,000	
Social Committee	4,600	4,600	4,600	
Recreation Committee	500	500	500	
<b>Total Recreation</b>	<b>30,600</b>	<b>34,025</b>	<b>34,100</b>	
<b>Administrative</b>				
Legal Audit	7,500	5,000	4,000	Reduce to reflect historical trend
Insurance	9,600	12,000	12,500	Slight incrtease
Contingency	6,000	4,000	0	No contingency
Trash	18,240	20,000	19,200	Decreased to reflect new contract
Management Company	16,900	16,900	23,000	Based on new PM.
Supplies/Other	6,200	3,200	2,500	Based on more use of electronic delivery
<b>Total Admin</b>	<b>64,440</b>	<b>61,100</b>	<b>61,200</b>	
<b>TOTAL OPERATING EXPENSE</b>	<b>307,773</b>	<b>312,485</b>	<b>290,829</b>	
<b>Non-Operating Expense</b>				
Reserve Allocation	34,797	34,797	34,797	
Deferred Mtn Allocation	5,500	5,500	5,500	
CIF Allocation	8,000	26,878	10,000	Fund CIF
Snow Contingency	1,945		55,000	Fund snow contingency
Other Non-Op	500	500	100	
<b>TOTAL NON-OPERATING EXPENSE</b>	<b>50,742</b>	<b>67,675</b>	<b>105,397</b>	
<b>TOTAL EXPENSE</b>	<b>358,515</b>	<b>380,160</b>	<b>396,226</b>	
Surplus/(Deficit)	520	0	482	