

**Wellington Manor Homeowners Association  
Board of Trustees Meeting  
Dial-In Teleconference  
Monday, January 18, 2021**

**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 7:02 pm.  
Residents in 32 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 November 16, 2020 BOT Meeting Minutes**

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

**4. Honoring Dr. Martin Luther King, Jr.**

Valarie French reviewed the history of the Dr. Martin Luther King, Jr. day of community service established by President Ronald Reagan in 1983 and first observed in 1986. She shared a quote from Dr. MLK's acceptance speech for the 1964 Nobel Peace Prize: "I believe that unarmed truth and unconditional love will have the final word in reality. This is why right, temporarily defeated, is stronger than evil triumphant." Valarie closed with a request for a moment of silence in recognition of Dr. MLK and the lives lost due to the Covid-19 pandemic.

**5. Introduction of Premier Management Associates**

SW introduced two representatives from PMA who participated in the January 18, 2021 BOT meeting.

**a. Lori Kenyon – Vice President, Management Services**

LK thanked the BOT and meeting participants for the opportunity to support the WM HOA. She acknowledged the difficult times experienced by communities under the conditions of the Covid-19 pandemic. LK briefly summarized PMA's strong presence in both the local area and the state of NJ. The company is celebrating its 50 anniversary in 2021. She has 33 years of experience in property management.

**b. Maria Abreu – Property Manager for WM**

MA also thanked the HOA members for the assignment to WM. She has 20 years of experience managing communities and rental properties and is looking forward to quickly

getting up to date on WM.

SW added the contact information to reach PMA is described in the communication sent to residents in December 2020. He advised that our primary expectation for PMA is a quick response followed by closure for our members' communications, issues and concerns.

## **6. President's Report**

### **Covid-19 and Wellington Manor Update**

SW reported the latest statistics regarding the pandemic and the identification of potentially more contagious strains of the virus. He acknowledged the struggles all residents are facing and added we are fortunate to be in a "bubble". Steve advised that the BOT is discussing potential plans to reopen our amenities including the pool and clubhouse. He closed the update by reinforcing our intent to keep the membership informed about developments related to the pandemic.

## **7. 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 (\$168K), Deferred Maintenance (\$29K), Total Reserves (\$386K), Community Improvement Funds (\$9K), and Penn East Settlement Funds (\$41K). Total current assets as of December 31, 2020 are \$633K.

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

b. 2020 Budget Projections as of November 30,, 2020

LD reported the following:

Projected revenue for the year is \$380K

Projected total spending is \$289K

Estimated budget surplus for the year is \$83K pending disbursements for snow/ice in December 2020

Actual financials for December 31, 2020, were not available at the time of the meeting.

However several accounts are favorable including Grounds (\$60K), Clubhouse (\$8K), Recreation (\$11), and Snow (\$17K).

**See attached November 30, 2020 Operating Statement posted on the WM website prior to the January 2021 BOT Meeting for additional details.**

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

- Transfer \$26,150 to the snow budget, bringing the balance to \$60,000.
- Add remaining \$25,500 of 2020 surplus to the Community Improvement Fund – establishing a new balance of approximately \$78,000.

**See attached November 30, 2020 Operating Statement posted on the WM website prior to the January 2021 BOT Meeting for additional details.**

## 8. 2021 Budget Review

SW presented the proposed budget of \$385K in revenue and \$385K in expenses for 2021. He summarized several line item changes as follows:

- Snow removal/Ice Control budget reduced from \$85K to \$60K based on the average annual spend for snow/ice management
- Funding for Spotted Lantern Fly Treatments of \$5K added to address potential infestation in 2021
- Management Contract increase to \$23K to address change to Premier Management
- CIF Allocation proposed to be funded at \$25.5K
- Snow Contingency proposed to be funded at \$60K

SW and LD met with the Finance Committee to review the financials and proposed budget prior to the January BOT meeting. The committee recommended the BOT develop guidance for the use of discretionary funding in the future.

SW closed the budget discussion by summarizing the strength of the financials for WM.

SW asked for a motion to approve the 2021 Budget. LD made the motion and AV seconded. The 2021 Budget was approved by unanimous vote.

**See attached proposed 2021 Budget posted on the WM website prior to the January 2021 BOT Meeting for additional details.**

## 9. Committee Reports

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

- a. **Architectural Review Committee (ARC):** Nothing to Report (NTR)
- b. **Clubhouse Library:** NTR
- c. **Clubhouse Exercise Room:** NTR
- d. **Clubhouse Facilities:** NTR
- e. **Clubhouse Fire Safety:** SW is working with Premier to obtain bids for fire and smoke detection systems and clubhouse entry control.
- f. **Communications:** Joe McManus reported a HOA Newsletter will be published in February 2021.
- g. **Sunshine:** NTR
- h. **Welcome:** Mary McGarry reported potential newcomers at 20 Lexington, 5 York and 6 Westminster. She added 25 Lexington will be going on the market shortly.
- i. **Covenants:** NTR
- j. **Disputes:** NTR

- k. **Finance:** SW reported Lou DeLauro will be stepping down as chair of the committee. Steve thanked Lou for his service
- l. **Flag:** Bob Rushnak advised Steve Kuppe [and Clara] will be moving and a new committee member is needed for June coverage. Bob thanked Steve for his service in the US Navy and on the committee.
- m. **Grounds:** Greg Bancroft asked the Communications Committee to notify the members to report storm damage to Premier and he added that remediation will be scheduled at the end of the winter season. SW thanked Drew Haftl for repairs to the spotlights at the entrance to WM.
- n. **Recreation:** NTR
- o. **Social:** NTR
- p. **Pool:** NTR

10. **New Business**

- a. SW thanked Ann and Carl Vannozi for the set-up of holiday decorations at the clubhouse. Ann recognized the assistance provided by Ginna Mistretta.
- b. MS was asked to give an update regarding clubhouse renovations. He explained that Plexiglas tops will be purchased for the three credenzas in the main room; the co-chairs of the ad hoc Clubhouse Committee were authorized to spend up to \$2500 for artwork; and a decision regarding noise abatement is postponed until we are able to test the sound levels in the clubhouse with a number of people in place.
- c. Patt Potter about communications regarding HOA dues payments. Maria Abreu (PMA) will follow-up with Patt.

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

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

Respectfully submitted,

Michael Swiatocha  
Co-Secretary

## MESSAGE FROM THE BOARD

Fellow Residents,

We will be conducting our Monday, January 18th, 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.

Our agenda 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: ***January 2021 Board Meeting Documents***. We will spend most of our time reviewing: ***"Projected Revenue and Expense – 2020"*** and ***"Budget – 2021"***.

We will introduce you to the new property management company, Premier Management Associates.

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

Wellington Manor Board of Trustees

Lou, Valarie, Michael, Ann, and Steve

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

DATE: Monday, January 18, 2021

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 November 16, 2020 -- MS
4. Introduce Premier Management Associates -- MA/LK
5. Honoring Dr. Martin Luther King, Jr. -- VF
6. COVID-19 and Wellington Manor -- SW
7. Treasurer Report -- LD
8. 2021 Budget Review – SW
  - a. Vote to approve - Board
9. Committee Reports -- VF
10. New Business -- SW
11. Adjourn -- SW

WELLINGTON MANOR  
HOMEOWNERS ASSOCIATION

ASSET LIST

Account Balances as of: December 31, 2020

OPERATING FUNDS

Operating -- Bank of Princeton - CK	128,615
Transition to PMA	6,000
SNOW CONTINGENCY -- Bank of Princeton - MM	33,849
Total Operating	<u>168,465</u>

DEFERRED MAINTENANCE -- Bank of Princeton - MM	29,426
--	--------

RESERVE FUNDS

First Bank CD's	209,583
Bank of Princeton - CD's	104,973
Bank of Princeton - MM	71,002
Total Reserves	<u>385,558</u>

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

UNASSIGNED

PennEast Settlement -- First Bank - MM	<u>40,836</u>
Net PennEast Settlement After Taxes	<u>40,836</u>

TOTAL BANKING	<u><u>632,914</u></u>
---------------	-----------------------

## Revenue and Expense

As of: 11/30/2020 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	
<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														
Late Fees	0	0	0	0	200	0	475	-75	0	200	25	1,380	825	825
Capital Contribution	0	690	0	0	0	0	690	0	0	0	0	0	2,760	2,760
Prior Year Operating Surplus	59,073												59,073	59,073
Bank Interest	141	121	127	7	13	10	0	12	7	7	7	0	452	452
Misc Income	75	0	0	(75)	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OPERATING REVENUE</b>	<b>138,564</b>	<b>811</b>	<b>127</b>	<b>79,282</b>	<b>213</b>	<b>10</b>	<b>79,825</b>	<b>627</b>	<b>7</b>	<b>79,557</b>	<b>32</b>	<b>1,380</b>	<b>380,435</b>	<b>379,233</b>
<b>Expenses</b>														
<b>Grounds</b>														
Snow Removal/Ice Ctrl	0	0	0	2,847	0	0	0	0	0	0	0	17,500	20,347	82,400
Landscape (contract)	0	0	0	18,378	9,189	9,189	18,378	0	9,189	9,189	9,189	9,189	91,891	90,533
Landscape Rplc/Enhnc	0	0	195	416	0	1,395	0	0	1,031	362	2,200	0	5,599	5,000
Hazardous Tree Mtn	0	0	0	0	0	0	0	0	0	3,896	0	6,000	9,896	10,000
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	104
<b>Total Grounds</b>	<b>0</b>	<b>0</b>	<b>195</b>	<b>21,641</b>	<b>9,189</b>	<b>10,584</b>	<b>18,378</b>	<b>0</b>	<b>10,220</b>	<b>13,448</b>	<b>11,389</b>	<b>32,689</b>	<b>127,734</b>	<b>187,933</b>
<b>Clubhouse</b>														
Mtn/Repair/Supply	251	130	2,227	200	0	21	0	480	826	0	408	400	4,942	5,000
Janitorial	0	0	124	0	248	0	0	0	0	0	0	333	705	4,000
Electric	0	257	311	234	371	390	467	582	558	374	184	250	3,978	6,600
Gas	0	299	349	174	106	53	38	39	37	39	45	75	1,255	2,622
Sewer/Water	0	0	320	0	0	0	354	0	0	523	0	550	1,746	1,145
Cable/Phone - Comcast	230	0	230	460	0	230	229	461	230	191	230	230	2,722	3,400
Miscellaneous	30	30	30	30	30	30	595	238	96	232	29	87	1,456	1,354
<b>Total Clubhouse</b>	<b>510</b>	<b>716</b>	<b>3,590</b>	<b>1,098</b>	<b>754</b>	<b>723</b>	<b>1,684</b>	<b>1,799</b>	<b>1,748</b>	<b>1,359</b>	<b>896</b>	<b>1,925</b>	<b>16,804</b>	<b>24,800</b>
<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	1,515	0	0	0	0	0	1,515	3,000
Social Committee	0	0	0	0	0	0	0	0	0	0	0	3,000	3,000	4,600
Recreation Committee	0	0	0	0	0	0	0	0	0	0	0	0	0	500
<b>Total Pool</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,063</b>	<b>232</b>	<b>5,249</b>	<b>0</b>	<b>1,515</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>19,059</b>	<b>30,600</b>
<b>Administrative</b>														
Legal Audit	0	0	0	450	0	1,053	0	0	1,788	371	969	425	5,055	5,000
Insurance	4,826	586	586	586	0	0	1,055	1,423	3,761	608	608	650	14,689	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	3,098	1,549	1,549	20,138	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	9	16	267	1,657	3,200
<b>Total Admin</b>	<b>7,883</b>	<b>3,653</b>	<b>5,225</b>	<b>3,993</b>	<b>2,437</b>	<b>4,010</b>	<b>5,613</b>	<b>2,745</b>	<b>8,537</b>	<b>5,494</b>	<b>4,551</b>	<b>4,299</b>	<b>58,439</b>	<b>61,100</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>8,393</b>	<b>4,369</b>	<b>9,009</b>	<b>35,796</b>	<b>12,612</b>	<b>20,566</b>	<b>25,675</b>	<b>6,059</b>	<b>20,505</b>	<b>20,301</b>	<b>16,836</b>	<b>41,913</b>	<b>222,035</b>	<b>304,433</b>
<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	34,797
Deferred Mtn Allocation	1,375	0	0	1,375	0	0	1,375	0	0	1,375	0	0	5,500	5,500



### Revenue and Expense

As of: 11/30/2020 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	6	100	343	0	0	
Other Non-Op	36,128	85	0	10,078	10	7	10,082	9	5	10,080	6	100	66,591	66,748	157	
<b>TOTAL NON-OPERATING EXPENSE</b>																
<b>TOTAL EXPENSE</b>	44,522	4,454	9,009	45,874	12,622	20,574	35,757	6,068	20,510	30,381	16,842	42,013	288,625	371,181	82,555	
<b>NET INCOME/EXPENSE</b>	94,043	(3,643)	(8,882)	33,408	(12,409)	(20,563)	44,068	-5,441	(20,504)	49,176	(16,810)	-40,633	91,809.42	8,052		

**WM HOA  
2021 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 sold)	2,760	2,760	2,760	
Prior Year Operating Surplus	38,875	60,000	82,555	A/O 11/30/2020
Bank Interest		0	0	
Misc Income			-11,500	Reduce 2021 HOA fees from pool savings(11,500)
			-5,779	Overpayments identified by Q&S (5779)
<b>TOTAL OPERATING REVENUE</b>	<b>359,035</b>	<b>380,160</b>	<b>385,436</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	2,880	\$240 / month
Miscellaneous	1,000	1,000	1,000	
<b>Total Clubhouse</b>	<b>24,800</b>	<b>24,860</b>	<b>22,380</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	5,000	
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	3,200	
<b>Total Admin</b>	<b>64,440</b>	<b>61,100</b>	<b>62,900</b>	
<b>TOTAL OPERATING EXPENSE</b>	<b>307,773</b>	<b>312,485</b>	<b>292,649</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	25,500	Fund Community Improvement Fund
Snow Contingency	1,945		26,150	Fund snow contingency Bring Acct to \$60K
Other Non-Op	500	500	500	
<b>TOTAL NON-OPERATING EXPENSE</b>	<b>50,742</b>	<b>67,675</b>	<b>92,447</b>	

**WM HOA  
2021 BUDGET**

TOTAL EXPENSE  
Surplus/(Deficit)

358,515	380,160	385,096
520	0	340