

**Wellington Manor Homeowners Association
Board of Trustees Meeting
Dial-In Teleconference
Monday, March 15, 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
 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 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 four members were present.

3. Approval of January 18, 2021 BOT Meeting Minutes

SW asked for a motion to approve the minutes of the January 18, 2021. MS made the motion and AV seconded. The minutes were approved by unanimous vote.

4. Covid-19 Update

SW reported many WM residents have already received their first or first and second doses of Covid-19 vaccine. He strongly recommended that members use local assistance including board members if they are have difficulty obtaining appointments. SW reminded members that information regarding Covid-19 related websites was sent to residents.

5. Treasurer's Report

SW substituted for Lou Donofrio who was absent and provided a summary of the financial reports to date.

a. Asset List indicates current Operating Funds (\$221K), Deferred Maintenance (\$31K), Total Reserves (\$386K), Community Improvement Funds (\$9K), and Penn East Settlement Funds (\$41K). Total current assets as of January 31, 2021 are \$687K. He added that WM financials are in great shape.

Refer to the attached Asset List dated January 31, 2021 and posted on the WM website prior to the March 2021 BOT Meeting for additional details.

b. 2021 Budget

SW explained issues related to first Quarter dues payments. Since we are in transition from Q&S to PMA, some residents did not convert their automatic payments to PMA. Other residents sent dues directly to Q&S. He reported that all duplicate payments, credits for 2020 pool rebates and other issues regarding dues will be resolved.

See attached January 31 Operating Statement posted on the WM website prior to the March 2021 BOT Meeting for additional details.

6. Snow Update

MS presented the following:

- Following the first snow event in December 2020 we met with the BrightView team leaders to discuss our disappointment with their subcontractor. Corrective actions were discussed with an agreement to follow-up on their performance both during and after each subsequent snow event.
- Several major events occurred from late January to mid-February 2021 bringing snow accumulations ranging from 2.1" to 14". Both snow removal and salt/ice melt treatments were required during these events.
- Snow and Ice Management expenses for 2021 Y-T-D are \$79K.
- We will be meeting with BV at the end of the 2020-21 winter season to discuss compliance with the current contract, terms & conditions for a new contract, damage at WM, and other matters.
- Residents were reminded to submit any complaints regarding snow and ice management to PMA.
- MS also explained that the trigger for BV to initiate snow removal is 2.1". Snowfall amounts less than 2.1" are evaluated for time of day, temperature forecasts, additional snowfall projections, etc. Special requests for priority snow/ice treatment are dealt with on a case by case basis.

7. Pool Update

AV presented the following:

- a. Service Company Selection
Meetings and discussions are being held with American Pool and Dream Pool. Repair and refurbishing of the pool will be delayed until the service company is selected and due to a shortage of materials. However, this will not delay a decision to open the pool.
- b. Pool Opening Considerations
 - i. First priorities are safety of users and HOA liability
 - ii. Current suggestions include: delayed opening, shorter hours, limit to WM residents, furniture spacing, sanitizing stations, social distancing, temperature checks, social distancing and Covid-19 vaccination status
 - iii. Full compliance with NJ and Hopewell Township requirements
 - iv. BOT will propose recommendations at the May meeting.

8. Clubhouse Opening Considerations

SW reported the same considerations apply to opening the clubhouse as those described for the pool. He added that discussions are ongoing with the HOA attorney and representatives of other owner associations to determine their plans for reopening amenities.

9. May Annual Meeting & Elections

SW reported we will have three vacancies on the BOT in May 2021. AV will not run for

reelection. Ballots and election materials will be prepared and distributed by PMA.

10. Executive Committee Meeting

SW addressed the following:

- a. Proposed Executive Committee meeting on April 15, 2021
- b. Via Zoom – Test run on April 8, 2021
- c. Agenda to be prepared and distributed in advance of the meeting

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 summary report to the BOT prior to the meeting. One ARC request was submitted since the last BOT meeting. Application for replacement windows at 23 Lexington.
- b. **Clubhouse Library:** Nothing to Report (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. A permit for the work from Hopewell Township is required.
- f. **Communications:** MaryAnne McManus reported a newsletter is planned for April. Blast emails on a variety of subjects are going out as needed.
- g. **Sunshine:** Members were advised to see the obituary for Evelyn Conover (former owner) published in the Trenton Times.
- h. **Welcome:** Mary McGarry reported potential newcomers as 25 Lexington and 79 Lexington are on the market.
- i. **Covenants:** NTR
- j. **Disputes:** Jim King reported the “good news” that no disputes were submitted.
- k. **Finance:** SW explained a replacement is required for Lou DeLauro. No meeting held in March, but planning for the committee to meet one-week prior to the BOT meeting.
- l. **Flag:** NTR
- m. **Grounds:** NTR
- n. **Recreation:** NTR
- o. **Social:** Terry Reynolds reported the first event for 2021 will be an outdoor St. Patrick’s Day celebration from 2:00 to 4:00 pm on March 17. The “mix and mingle” event will be held at the front of the clubhouse. Masks will be required.
- p. **Pool:** See Pool report above.

12. New Business

- a. None

13. Motion to Adjourn Bi-Monthly BOT Meeting

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

Respectfully submitted,

Michael Swiatocha
Co-Secretary

WELLINGTON MANOR
HOMEOWNERS ASSOCIATION

ASSET LIST

Account Balances as of: January 31, 2021

OPERATING FUNDS	
Operating -- Bank of Princeton - CK	126,185
PMA	60,687
SNOW CONTINGENCY -- Bank of Princeton - MM	33,851
Total Operating	<u>220,722</u>
DEFERRED MAINTENANCE -- Bank of Princeton - MM	30,803
RESERVE FUNDS	
First Bank CD's	209,605
Bank of Princeton - CD's	104,973
Bank of Princeton - MM	71,005
Total Reserves	<u>385,583</u>
COMMUNITY IMPROVEMENT FUND -- First Bank - CK	8,629
UNASSIGNED	
PennEast Settlement -- First Bank - MM	<u>40,838</u>
Net PennEast Settlement After Taxes	<u>40,838</u>
TOTAL BANKING	<u><u>686,575</u></u>

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PREMIER MANAGEMENT ASSOCIATES
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	January	February	March	April	May	June	July	August	September	October	November	December	Y-T-D	2021	BALANCE IN BUDGET
INCOME															
1.4100 Maintenance Fees	79,350	0	0	0	0	0	0	0	0	0	0	0	79,350	317,400	238,050
1.4730 Misc Income - Pool Credit	(11,500)	0	0	0	0	0	0	0	0	0	0	0	(11,500)	(17,279)	(5,779)
1.4800 Interest Income - Operating	3	0	0	0	0	0	0	0	0	0	0	0	3	0	(3)
1.4810 Interest Income - Reserve	11,156	0	0	0	0	0	0	0	0	0	0	0	11,156	0	(11,156)
1.4820 Interest Income - Def Mico	1	0	0	0	0	0	0	0	0	0	0	0	1	0	(1)
1.4830 Interest Income - Working Cap	3	0	0	0	0	0	0	0	0	0	0	0	3	0	(3)
1.4890 Resale Working Capital Contribution	0	0	0	0	0	0	0	0	0	0	0	0	0	2,760	2,760
1.4590 Surplus Carryforward Income	82,555	0	0	0	0	0	0	0	0	0	0	0	82,555	82,555	0
TOTAL INCOME	161,569	0	0	0	0	0	0	0	0	0	0	0	161,569	385,436	223,857
EXPENSES															
GENERAL & ADMIN															
1.8005 Property Management Fees	1,916	0	0	0	0	0	0	0	0	0	0	0	1,916	23,000	21,084
1.8006 Auditing Fees	100	0	0	0	0	0	0	0	0	0	0	0	100	1,275	1,175
1.8100 Legal Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	3,725	3,725
1.8300 Insurance Expense	4,850	0	0	0	0	0	0	0	0	0	0	0	4,850	12,500	7,650
1.8985 Operating Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0	340	340
1.8999 Miscellaneous Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
TOTAL GENERAL & ADMIN	6,866	0	0	0	0	0	0	0	0	0	0	0	6,866	41,840	34,974
MAINTENANCE															
1.6001 General Maintenance Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	3,200	3,200
1.6640 Landscape - Tree Service	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	10,000
1.6650 Landscape - Pesticides & Herbicide	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000	5,000
1.6660 Landscape - Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000	5,000
TOTAL MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	23,200	23,200
CLUBHOUSE/POOL/RECREATION															
1.7501 Clubhouse - Building Maintenance	30	0	0	0	0	0	0	0	0	0	0	0	30	3,000	2,970
1.7502 Clubhouse - Cleaning Service	0	0	0	0	0	0	0	0	0	0	0	0	0	4,000	4,000
1.7595 Clubhouse - Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	6,000	6,000
1.7597 Clubhouse - Gas Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	2,400	2,400
1.7598 Clubhouse - Gas Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	3,100	3,100
1.7599 Clubhouse - Water & Sewer	244	0	0	0	0	0	0	0	0	0	0	0	244	2,880	2,636
1.7600 Clubhouse - Cable	0	0	0	0	0	0	0	0	0	0	0	0	0	26,000	26,000
1.7650 Pool - Management	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000	3,000
1.7800 Pool - Maintenance & Repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500
1.7900 Recreation Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	4,800	4,800
1.7925 Social Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL CLUBHOUSE/POOL/RECREATIO	274	0	0	0	0	0	0	0	0	0	0	0	274	55,480	55,205
CONTRACTS															
1.7410 Trash Removal Contract	1,596	0	0	0	0	0	0	0	0	0	0	0	1,596	19,200	17,604
1.7420 Landscape Contract	0	0	0	0	0	0	0	0	0	0	0	0	0	93,269	93,269
1.7440 Snow Removal Contract	0	0	0	0	0	0	0	0	0	0	0	0	0	60,000	60,000
TOTAL CONTRACTS	1,596	0	0	0	0	0	0	0	0	0	0	0	1,596	172,469	170,873
CONTRIBUTIONS/TRANSFERS															
1.9100 Reserve Contributions	8,699	0	0	0	0	0	0	0	0	0	0	0	8,699	34,797	26,098
1.9104 Reserve Transfer/Other Rev Cont	100	0	0	0	0	0	0	0	0	0	0	0	100	500	400
1.9110 Reserve Interest Transfers	11,156	0	0	0	0	0	0	0	0	0	0	0	11,156	0	(11,156)
1.9200 Deferred Maintenance Contributions	1,375	0	0	0	0	0	0	0	0	0	0	0	1,375	5,500	4,125
1.9210 Deferred Maintenance Interest Transfers	1	0	0	0	0	0	0	0	0	0	0	0	1	0	(1)
1.9300 Community Improvement Contribution	0	0	0	0	0	0	0	0	0	0	0	0	0	25,500	25,500
1.9310 Community Interest Transfers	3	0	0	0	0	0	0	0	0	0	0	0	3	0	(3)
1.9360 Working Capital Interest Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	26,150	26,150
1.9360 Snow Fund Contributions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL CONTRIBUTIONS/TRANSFERS	21,335	0	0	0	0	0	0	0	0	0	0	0	21,335	92,447	71,112
TOTAL EXPENSES	30,070	0	0	0	0	0	0	0	0	0	0	0	30,070	385,436	355,366

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	January	February	March	April	May	June	July	August	September	October	November	December	Y-T-D	2021	BALANCE IN BUDGET
NET INCOME (LOSS)	131,499	0	0	0	0	0	0	0	0	0	0	0	131,499	0	(131,499)