

**Wellington Manor Homeowners Association
Board of Trustees Meeting
November 15, 2021**

Members of the Board of Trustees (BOT) and the Wellington Manor Homeowners Association (HOA) were present via teleconference.

In Attendance:

Steve Walker, President
Michael Swiatocha, Vice President
Karen Haftl, Treasurer
Marva Novitz, Co-Secretary
Valarie French, Co-Secretary

1. Steve Walker called the meeting to order at 7:01 p.m.
2. Valarie French certified a quorum of the Board present.
3. Valarie asked for Board approval of the minutes of the September 20, 2021 Board of Trustees meeting. Minutes were approved.

Valarie asked for a moment of silence to acknowledge recent deaths.

4. Clubhouse Opening. Michael Swiatocha explained the “plan of action,” or guidelines for opening and maintaining the clubhouse for residents’ use. The guidelines were distributed on 11/13/21 via blast email (included as an attachment to the minutes of the meeting). There were no questions.
5. PennEast. Steve Walker explained that there is \$40,854.79 on account, paid by PennEast to the Wellington Manor HOA for an easement to allow for pipeline construction. NJ and PennEast recently announced that the pipeline will not be built, so the payment is “found money” that can be used for the “betterment” of Wellington Manor. The Board proposes to allocate these monies to a “Working Capital Fund.” The Working Capital Fund would also include all money currently in the Community Improvement Fund (CIF) and begin with a balance of about \$70,000. Michael moved to approve these changes; Karen seconded the motion. There was unanimous approval of the motion.
6. Treasurer’s Report. Karen Haftl reported that:
 - a. Reserve funds are at 90%.
 - b. Operating expenses for 2021 are less than the previous year. There were 2021 expenses for (budgeted) snow removal, hazardous tree removal, and spotted lantern fly treatment, however, there may not be a critical shortfall.

- c. Steve stated that projected expenses for the 2022 budget year may exceed projected revenue by as much as \$30,000. To account for the difference the Board proposes to move \$20,000 allocated to Snow Contingency to the Operating budget and increase HOA fees by \$100 per household, from \$2760 to \$2860/ year.
 - d. There was a question: who is responsible for trimming/ removing hazardous trees – the homeowner or the HOA? Specifically, a tree on a homeowner’s property is obstructing drivers’ sightlines at the corner of York and Lexington. But Greg Bancroft and Steve Walker responded that while the situation will be reviewed, it is likely that any action regarding a hazardous tree on a property will have to be initiated and paid for by the homeowner.
 - e. Steve raised the issue of dissolving the “Community Improvement Fund (CIF)” in favor of a “Working Capital Fund.” The Working Capital Fund will incorporate funds now in the CIF, the PennEast payment and capital contributions from new homeowners. The beginning balance will be about \$70,000. The Board will develop a resolution, guidelines, controlling how these funds may be used, generally for improvement projects not covered by capital reserves. Steve asked for a motion to approve the Working Capital Fund. Karen moved to approve these changes; Michael seconded the motion. There was unanimous approval of the motion.
 - f. There was a question: how will the 2022 budget account for the loss of \$2860 in capital contributions that will be allocated to the Working Capital Fund? Steve explained that the capital contributions will be included in the operating budget and then reallocated to Working Capital.
7. Appropriations. Steve asked for reports.
- a. Grounds Committee members, Drew Haftl, Greg Bancroft, and Bob Murray described successful negotiations with Brightview on the landscape maintenance contract. The committee recommends extending the contract with Brightview for 3 years, 2022-2025. Steve noted that Wellington Manor bylaws allow for a contract extension without soliciting multiple bids. Steve then asked for a motion to approve the landscape maintenance contract. Michael moved to approve these changes; Karen seconded the motion. There was unanimous approval of the motion.
- There was a question: who should a homeowner call about an issue with landscape maintenance on a property – Brightview? PMA? Grounds Committee? Steve responded that all concerns should be addressed to Premier Management Associates (PMA).
- b. Michael Swiatocha asked Drew Haftl and Greg Bancroft to report on improvements and enhancements to landscaping in front of the clubhouse. They reported that the work has been completed

satisfactorily. The Board approved the \$5500 cost. Drew and Greg said that the Grounds Committee has begun planning for improving landscaping in the community cul-de-sacs.

- c. Steve reported that the Board will install a Voice Notification System capable of alerting residents by telephone to potential hazards and emergencies. Steve asked for approval to enter into a one-year contract for this service at a cost of \$600. There was unanimous approval.
8. Pool. Marva Novick reported that Wellington Manor has established a good relationship with Dream Pool. The pool is scheduled to open on Memorial Day, May 30, 2022. Marva is negotiating for service by 1 pool attendant, with no lifeguard and no Covid ambassador. The pool is scheduled for resurfacing, new coping and power washing before the pool opens in May.
 9. Committee Reports. Michael Swiatocha asked for any reports from committees.
 - a. ARC. There are no pending requests, but Steve announced that there are 2 new members added: Jerry Jeronowitz and Steve Walker.
 - b. Clubhouse. Michael reported that all interior and exterior lighting issues in the clubhouse noted by the township fire inspector have been rectified. A return visit by the fire inspector is pending.
 - c. Library. MaryAnne McManus asked that residents contact a member of the committee before dropping off donations. All donations cannot be accepted.
 - d. Communications. Joe McManus reported a problem with the wellingtonmanorhoa.org website. He and Broderick Reynolds are working with GoDaddy, the host, to resolve the problem.
 - e. Social. Terry Reynolds announced that the Social Committee will host a Ladies Night Out and a Saturday Coffee in December.
 - f. Michael and Steve made appeals for residents to join committees.

10. New Business

There was a suggestion to list Board committees and their missions in the WM News. It was remarked in response that all of the committees, missions, and members are listed on the HOA website.

Sandy Bing alerted residents to a recent increase in overnight car break-ins and reminded everyone to remain aware.

Michael Swiatocha moved to adjourn. The meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Valarie W. French
Co-Secretary

ATTACHMENT

Clubhouse Re-opening – November 20, 2021

The Wellington Manor Board of Trustees has been working actively to find a safe way to reopen our Clubhouse. Using guidance from the Community Association Institute - NJ, the experience of other local HOA's, and the advice of our attorney, the Board has determined how we will reopen our Clubhouse for residents' use this winter. The Clubhouse will be open to vaccinated residents only with a formal set of guidelines which are defined below:

Guidelines for Clubhouse Access and Use

- Vaccinated Residents in good standing only - no guests
- Facilities Waiver / Health Check form must be completed and signed by residents every time they enter the Clubhouse. Forms will provide a record of attendees and assist with any necessary contact tracing.
- Masks are not required but encouraged.
- There will be hand sanitizer stations with signage at the Clubhouse entrance. Residents are encouraged to sanitize upon entering and exiting the Clubhouse.
- Clubhouse capacity will be limited to a maximum of 50 people.
 - If number of participants is 35 or less, use is limited to the main room.
 - If more than 35 but no more than 50 participants, group must use activity room as well as main room.
- Clubhouse use will be restricted to organized "functions". These functions include one-time meetings as well as recurring functions (e.g., Poker, Mahjong, Saturday Morning Coffee, Friday Social Hour, Committee Meetings). Clubhouse is NOT open for random, unscheduled or impromptu use by individuals.
 - Wellington Manor property manager must be notified in advance of function date(s) and estimated number of participants, and function will be added to schedule on master calendar.
 - Recurring events can be scheduled for an extended period.
- Each function must have a designated **Point Person (PP)**
 - The **PP** will be required to assure that all participants at the function have completed and signed a Waiver and Health Check forms. If a resident is sick or will not complete a form, s/he is not allowed in the Clubhouse.
 - The PP is responsible for filing completed forms in a designated Clubhouse location.
 - If kitchen is used, assure that it is cleaned at completion of function
 - If trash is accumulated, remove trash and recycle bags to outdoor staging area and replace with new bags available in the kitchen.

Kitchen

- Kitchen is open for use during a function.

- **PP** is responsible for cleaning and sanitizing Kitchen after use. (Sanitizing spray/wipes will be available for use.)
- Kitchen will be thoroughly cleaned by janitorial service as part of each Clubhouse cleaning.

Library Access

- Vaccinated Residents only – no guests
- A Waiver/Health Check form must be completed and signed by each attendee for every entrance to the library.
- Forms will be available on the credenza outside the library and should be stored in folder labeled “Library Waivers/Health Check” located in the library.
- Masks NOT required but encouraged.
- Capacity limited to 2 persons.
- Use hand sanitizer before and after Library use.

Restrooms

- Restrooms are open.
- Cleaning will follow regular Clubhouse cleaning schedule.
- Hand sanitizer will be available in both restrooms.

Fitness Room

- Fitness Room is not open at this time. We will continue to evaluate.

FOBs

- When the Clubhouse opens, FOBs will be available to vaccinated residents.
- The Board/Property Manager will announce “FOB Day/Hours” where any vaccinated resident who wishes to have a FOB may come to the Clubhouse to pick them up for their household. Proof of vaccination is required to receive your FOB(s).

Clubhouse Cleaning

- The Clubhouse will be cleaned every two (2) weeks. Cleaning should also be arranged after a large capacity function by the Point Person.