

**Wellington Manor**  
**HOA Board of Trustees Meeting**  
**In the Clubhouse & Via Dial in Conference Call**  
**January 16, 2023 - 7:00 pm**

The January 16, 2023 Wellington Manor HOA Board of Trustees Meeting was called to order at 7:00 pm by the Board President Michael Swiatocha.

**Roll Call**

**In Person:**

Michael Swiatocha, President  
Robert Murray, Treasurer  
Frank Guenther, Co-Secretary  
Marva Novitz, Vice President

**Via a Dial in:**

Karen Haftl, Co-Secretary  
David Papalia, Property Manager/PMA  
Dunayer T. Garrett, Property Administrator/PMA

**Certification of the Presence of a Quorum and Proof of Notice** – All the board members were present to proceed with the meeting.

**Approval of Minutes** – Approval of November 21, 2022 HOA Board of Trustees Meeting minutes – Michael made a motion to approve the minutes as presented, 2<sup>nd</sup> by Marva, all in favor. **Please correct future minutes. The chair (Michael) asks for a motion to approve the minutes, someone makes the motion, it is seconded, and voted on.**

In observance of Martin Luther King Day, Michael read “Strength to Love”, a selection from a collection of Martin Luther King speeches from 1963.

**Covid-19 and Legionnaires Disease Checkpoint** – Michael attempted to contact Trenton Water Works over the holidays, but it was impossible to speak to someone. A resident, Iclal Atay, spoke on the matter. She said she spoke with Mr. Michael Walker at Trenton Water Works. They do testing in Hopewell Township every 2 weeks and have not found anything in the water source. Michael S. asked how many times the water is tested in that 2-week period, but she was not aware. Flyers are available in the clubhouse with the steps that they are taking. Using filters on the refrigerator water and other faucets continues to be recommended, as does keeping the water heater set to at least 130 degrees.

**Treasurer’s Report** – Bob stated that we have Jan-Nov 2022 Actuals and Dec Budget numbers for this meeting - Most items are close to budget.

- Resale was higher than expected based on resales and increase in Working Capital Contribution
- Legal is slightly higher due to the neighboring planned development and related issues
- Tree service was lower due to postponement of removal plans to next year
- Trash and Landscape are higher due to transportation and related issues
- Pool is lower due to related issues that Marva will explain – next year will be higher
- Snow costs did not occur in Nov/Dec so some \$20+K was not spent so the surplus will be rolled over into 2023
- In total, we were within budget by 6% again without consideration of snow

#### Our Reserve Accounts and Funds

- Reserves are funds set aside for preservation of our common areas of our development – club house, sidewalks in common areas, etc.
- An example would be the replacement of the Club House Roof
- These funds are kept in separate accounts for each of the planned areas
- And in investment accounts
- A reserve study by an outside firm is completed every 4-5 years to update our experiences and plans
- We are planning to complete a new study of our reserve accounts later this year in order to update our accounts plans
- We will update this task as it unfolds

**Bob Murray** reported for those residents that knew the Panzitta family – Joe and Julia, 203 Federal Point Blvd Lawrenceville, NJ 08648, former owners at 28 York, their son Marco who lived in Florida passed away a few days ago.

**Pool Update** – Marva reported good news regarding the pool. They are satisfied with the contractor and the 2023 contract is in attorney review. The resurfacing of the pool plaster discoloration will begin in the spring. We are on track to open by May 27, 2023 for the Memorial Day Weekend. The pool will then be open weekends only through June 11, 2023. From June 17 to September 4, 2023, it will be open daily from 12 pm – 8 pm. There will be one pool attendant on duty. Rules for the pool are being updated and will be sent to the community in an email blast closer to opening date. Although some costs went up, we were able to keep within the allotted budget.

#### **George Lane (Chair of Ad Hoc Committee) Development of 2500 Pennington Road**

**Project Update** – George gave a “nothing new” update and still has not seen any plans as to what the the developer is planning to build. George repeated what was discussed at the last meeting, that on September 29, the Hopewell Township Zoning and Environmental Committees had a meeting and made it known that we want them to be aware that we are keeping up with any developments. We do know that there are no permits for the construction, no current DEP requests, and we are still looking for legal representation with expertise in this area.

**Premier Management Associates Report** – David Papalia provided an update on several topics and reminded residents that he is normally on site at Four Seasons at Brandon Farms on Thursdays. Four Seasons is very close to Wellington Manor, and he is always available via phone or email. He stated that residents can also reach out to the site administrator, Dunayer Garrett. David reminded everyone that the HOPA form was sent out via postal and email blast for all homeowners to complete and return by February 28, 2023. It is a federally mandated HUD requirement that is supposed to be performed every two years. Some residents had questions or concerns that were addressed.

David also reminded residents of the availability to rent the clubhouse for a fee of \$200. Extra cleanings of the clubhouse were done due to a lot of activity during the holidays. Some minor repairs and painting were also completed. Finally, if any resident needs a replacement or original fob, they should contact Premier Management to obtain one.

**Committee Reports** – Marva Novitz opened the floor to any committee that was present to give a report.

- **Flag Committee** – The committee chair, Bob Rushnak, mentioned that every first of the year they send out emails to confirm membership on the committee and the schedule for

the coming year. They have 2 new members. Bill Bloor, who will be joining in April, and Dennis Griffin, who will be joining in July, and will be in charge of lowering the flag to half-staff during assigned months. Thanks to Joe McManus for sending an email blast for the reason why the flag is lowered to the community.

- **Covenants** – Valarie French spoke on behalf of the committee. They are looking at the rules for the sidewalks and fencing on Buckingham and will talk to the Grounds and ARC committee to discuss the changes they would like to make.
- **Finance** – The committee chair, Steve Walker, held a meeting last week with the members and they have one new member, Jim Thompson. The committee is looking for one more person to join. They will review the reserve fund and look at the assets owned by Wellington Manor and the life of those assets. Steve added that a reserve study will be conducted in 2023.
- **Recreation** – The committee chair, Dick Smith, mentioned their first winter event coming up on January 20 in the clubhouse. It will be a Price is Right night. There are still a few slots available. Reply with an email if you would like to join in the fun.
- **Grounds** – Greg Bancroft, co-chair, called in. During late winter, they will start the design process with some interesting plant materials. If anyone is interested in doing a memorial type project, the board is open to several ideas. This is a voluntary group and they want to keep the community beautiful, while being fiscally responsible.
- **Social** – Terry Reynolds, chair, announced that Anne Bloor will be co-chairing with her and thanked Anne. First event is on January 28, which is soup and salad at the clubhouse and the cost is \$5. RSVP by January 17. In March, there will be a St. Patty's event. Stay tuned for more information. Every 2<sup>nd</sup> Saturday from 9:30am -11am coffee and donuts in the clubhouse and the cost is \$3. Ladies Night Out is the 2<sup>nd</sup> Tuesday of each month and they usually go to a restaurant, but during the winter months they do a luncheon out instead. Terry thanked the committee for all of their hard work and looks forward to a successful and eventful year.

**Other Business** – AED training will available for those who are interested. It is tentatively scheduled for some time in May. They are still looking for leads for a person to do the training. The Red Cross is a possibility. Another option is to reach out to the manufacture of the device to see if they can recommend someone for the training.

#### **New Business:**

Michael reported that the Board meets every 2<sup>nd</sup> Wednesday of each month for a Working Meeting at 1pm. If anyone wants to discuss any matters with them, please notify a member of the BOT if you would like to be heard. The Board is looking for new members. There will be three vacant board positions in May 2023. Candidates are needed to run for the three open positions and a 2-year term on the board. Michael also asked residents to take a look at the WM website and see if there is a committee that you would be interested in joining.

A motion was made by Michael Swiatocha to adjourn the January 16, 2023, HOA Board of Trustees Meeting at 8:02 PM. 2<sup>nd</sup> by Marva. **Please correct future minutes. The chair (Michael) asks for a motion to adjourn the minutes, someone makes the motion, it is seconded, and voted on.**

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**Michael Swiatocha, President**

Recorded by Dunayer T. Garrett, Property Administrator/PMA