

**Wellington Manor**  
**HOA Board of Trustees Meeting**  
**In the Clubhouse & Via Dial in Conference Call**  
**March 20, 2023 - 7:00 pm**

The March 20, 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:**

Robert Murray, Treasurer  
Frank Guenther, Co-Secretary  
Marva Novitz, Vice President  
Karen Haftl, Co-Secretary

**Via a Dial in:**

Michael Swiatocha, President  
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 January 16, 2023 HOA Board of Trustees Meeting minutes – **The chair (Michael) asked for a motion to approve the minutes, Karen Haftl made the motion, 2<sup>nd</sup> by Frank Guenther, all in favor.**

**Treasurer's Report** – Bob stated that all financials are in good shape, The February report is on target with the 2023 operating budget. We spent additional funds for legal with the 2500 Pennington Road development project. The winter 2022-23 season has been very good allowing for savings in snow funding. We have \$32k in the surplus snow budget currently. The clubhouse expenses are under budget. The 2023 update to the reserve study is scheduled to start shortly. The Finance Committee has sent their recommendation for the firm to conduct the study to the board. Due to inflation, we expect prices to increase so we need a new reserve study to address increased costs in the coming years. The last study one was done in 2019. The board has to approve selection of the firm to conduct the reserve study. Funds in the operating account were moved to Wells Fargo. WF will give us 4% interest on the deposit.

**Christina Kales** had a question about the surplus from 2022 and how much it was, and if a resolution was passed to explain the snow surplus for 2022. Bob responded and said the money is sitting in the operating account and a resolution was not made. The board will address the opportunity to generate more interest.

**Pool Update** – Marva reported good news regarding the pool. The 2023 contract has been signed and approved. The list of responsibilities of the pool attendants was sent to the pool company and was signed and approved. The resurfacing of the pool plaster discoloration will begin in April (weather permitting), and we are scheduling any required inspections. 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 16, 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 each day. 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.

**2500 Pennington Road Project Update** – Michael gave a “continuing to monitor” update and the board has hired Stuart Lieberman as our attorney in regard to the development project. American Properties Realty are holding the plans to bring the sewer line through 2500 Pennington Road and the cul-de-sac at Westminster. They are in discussions with a resident on Westminster Court and looking to reach an agreement for an easement. American Properties Realty is planning to submit the project plans to Hopewell Township in May. Michael will continue to keep the residents posted with the next steps and the planning.

**Homeowner had a question** – Does the sewer line only cross that 1 property on Westminster? Michael answered that they will be connecting through the one property in Westminster.

**Paul LaMarche** asked if there is a way to have a sanitation engineer from the township inspect and ensure that our sewer lines and pump station have a proper capacity of the area that will include the new development at 2500 Pennington Road? Bob answered that the sewer lines and pump station are owned by Hopewell Township, and therefore Hopewell Township will determine if there is adequate capacity in the sewer system.

**Training and Continuing Education** – There were 11 people for the AED/CPR training. There was a discussion of further training for residents like Stop the Bleed.

**Clubhouse** – Marva wanted to make clear up the perception regarding cleaning fees for renting the clubhouse. Merry Maids is scheduled to clean the clubhouse on Tuesdays. When there is an event at the clubhouse, Merry Maids will perform an additional cleaning before the date of the rental. The renter will be charged for a cleaning after their event. The new rental form has been uploaded to the website and is located under “Residents Only”.

**Memorials** – Greg Bancroft addressed the memorial plaques that were discussed during a meeting of the BOT and the Ground Committee. The following options were agreed upon and approved by the board:

- Planting a tree with an engraved stone
- Putting an engraved stone by an existing tree
- Placing an engraved stone in either of the newly planted areas in the cul-de-sacs of Lexington Drive or Westminster Court
- Placing an engraved paver with the name of the deceased resident at the front of the clubhouse in the area surround the flagpole
- Placing an engraved plaque on an existing bench located in the RAC

All expenses are the responsibility of the donor of the memorial. The Grounds committee will put something on the website under “Residents Only” that this is an available option only to honor past residents. We don’t want Wellington Manor to become a memorial park. Greg spoke to other communities in the area and this does not happen in other communities. The chair (Michael) asked for a motion to approve, Marva Novitz made the motion, 2<sup>nd</sup> by Frank Guenther. Michael Swiatocha voted in abstention since he had not received a copy of the document prepared by the Grounds Committee. Approval was granted.

**Terry Reynolds** asked if there is an option for erecting a new bench with a plaque. This could be a pricey option, and we want to keep things in WM uniformed. In our community there are existing benches in two open areas. One resident mentioned they are all “benched out” and we have enough benches in the development. There are some benches located in the center island of Lexington Drive, but that land is owned by Hopewell Township. It was asked if a plaque be put on those benches? This was voted on after paperwork was presented with the options.

**Concrete Repair Program** – Marva addressed that this was on the docket with the previous board and it is ongoing. It was decided that the project will be done in two phases -- part 1 being the common areas owned by WM, and part 2 being the sidewalks and aprons on properties owned by the residents. Marva and David Papalia will meet with Garden State Paving Solutions on March 23, 2023, who will access the common areas of our community where concrete work needs to be performed to repair/replace concrete that has a lift of more than ¼” or a gap exceeding ½”. Those specifications will be checked again with Hopewell Township to ensure there has been no change since we were last informed of their guidelines. Funding is already in the budget for phase 1.

**Homeowner Questions** – Have you identified the homeowners with concrete repair issues? Marva addressed and she wants to make sure it is done correctly and that is why we want to start with the common areas first. Does the HOA have the responsibility to recommend a contractor for the concrete repair? Michael addressed and stated that we want to discuss that with an attorney before moving forward with resident’s concrete work being done. Can a homeowner who thinks they have a problem ask the contractor to do some work on their house as well? What authority does the board have to tell them that this work has to be done? Can we call the township and have them come in and take a look and put our tax dollars to work? Most HOA have the responsibility of the sidewalk. This development has the homeowner responsible? Can the person coming to do the walk through the community, check homes and the common areas to determine where the problems are? What about the township coming to do this inspection as well? David responded and said he will look into the township coming to do an inspection as well as the Garden State Paving Solutions and what they can do on Thursday.

**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 and we received the qualified amount needed. If you have not filled yours out, please do so and send it either via mail or email. 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.

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

- **Social** – Terry Reynolds, chair, wanted to announce the fun activities that will be happening at Wellington Manor in 2023. The Kentucky Derby dinner and party will be May 6. There will be a pool opening picnic with hot dogs and trimmings on Memorial Day following a Memorial Day flag celebration. The St. Patty’s event was a huge success and corn beef will be purchased from Killarney’s Publick House in the future. There will be a meet and greet reception for the new residents of WM on June 11 at the pool. All are welcome and we want to get to know you. The newsletter will have all of this 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. August 8 will be the 20<sup>th</sup> anniversary of Wellington Manor with a Jubilee dinner and dancing party.

- **Covenants** – The winter hiatus is finishing up and they are issuing a draft of the revised Homeowner Manual for the board to review.
- **ARC Committee** – There have been no requests since the last meeting. The board approved 39 Lexington roof replacement and 29 York walkway for a ramp.
- **Finance** – The reserve study is about to start. We are currently funded at 91%, but replacement costs are going up dramatically.

**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 and it is a little disappointing that no one has submitted a candidate form out of 160 people that live in the Wellington Manor development. There will be 3 vacant board positions in May 2023. Candidates are needed to run for the 3 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. Michael will be leaving the president position and 5 positions are needed to fill the Board.

**The chair (Michael) asked for a motion to adjourn the March 20, 2023 HOA Board of Trustees Meeting at 8:40 pm, 2<sup>nd</sup> by Bob Murray, all in favor.**

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**Michael Swiatocha, President**

Recorded by Dunayer T. Garrett, Property Administrator/PMA