

Wellington Manor
HOA Board of Trustees Meeting
In the Clubhouse & Via Dial in Conference Call
September 18, 2023 - 7:00 pm

The September 18, 2023 Wellington Manor Election and HOA Board of Trustees Meeting was called to order at 7:02 pm by the Board President Steve Walker

Roll Call

In person: Steve Walker, President
Sue LaMarche, Co-Secretary
Robert Murray, Secretary
George Lane, Treasurer
Debbie Lazare, Property Manager
Dunayer T. Garrett, Property Administrator

Not in Attendance: Marva Novitz, Vice President
Karen Hahtl, Co-Secretary

Call to Order: Steve Walker

Certification of the Presence of a Quorum and Proof of Notice of Meeting – All the board members were present. Karen Hahtl, Co-Secretary is on leave and Sue LaMarche is in her place as Co-Secretary. **Steve Walker asked for a motion to vote to approve Sue LaMarche as the Co-Secretary. Bob Murray made the motion, 2nd by George Lane, all in favor**

Approval of meeting minutes from meeting of July 17, 2023 – Sue LaMarche asked if there were any additions or corrections. There being none, Steve Walker asked for a motion to approve the minutes, Sue LaMarche made the motion, 2nd by George Lane, all in favor. The 2023 minutes from the meetings are on the website for anyone to view.

Treasurer's Report – George Lane

- The July 2023 Consolidated Balance and Revenue & Expense report is posted on the WM website. August financials will be posted by Friday. We are on budget for the year and should end with a surplus in the Operating Account. We will face some challenges in 2024 due to rising costs and inflation.
- Required Tree and Landscaping expenses were ahead of budget due to timing but will come in under budget for the year. . Social expenses were up but will come in on budget at YE.
- The cable bill has been running well over budget. Current cable service has been cancelled and is in process of being replaced with a streaming service.
- Q4 budget is projected to run a surplus by the YE
- The 2024 budget process has started and should completed by mid to end of November 2023. Graham McWhirter has been assisting with building forecast and reserve study models
- Our Waste Management contract expires 12/31/23 and preliminary numbers suggest the cost will move from \$23,000 to \$30,000. We will seek additional bids from Republic and perhaps a 3rd party.

- Our HOA management company contract with PMA is up for renewal 12/31/23. We anticipate a 3%-4% increase in cost. .
- Our 2024 Pool contract is up for re- negotiable.
- Brightview contract expires in December 2024 with an extension clause into 2025 if both parties agree. We will ask if they will accept the extension clause as stated.
- Taxes and audit fees are up after we moved to a professional HOA accountancy firm – Willkin Gutterplan.
- Gas/water and sewer costs are going up.
- We have 4 HOA insurance policies covering Liability, Workman’s Comp, Fraud and Building coverage. Insurance costs are going up \$5,000.
- Based on inflation and recent Reserve fund expenditures, the Reserve Fund has gone from 91% funded to in the low 70%
- Reserve fund expenses in 2023 included clubhouse concrete replacement, pool repair and anticipated HVAC replacement, Pool furniture purchases and York Road retention basin repair.
- An open budget meeting will be provided to the community as question and answer session for all to understand the current financials and the 2024 budget impact.
- **Steve** – The reserves were in the 90’s%. Inflation hit and now we are in the 70’s%. We need to define how we can get reserves back to the 90’s%.
- **Cindy – Homeowner** – If we replace the HVAC with the life expectancy, the good news is that we have the money in reserves.
- **Mike** - The review of the new reserves study questions the study that was done 4 years ago. The pool furniture is \$14,000 which is much more than double the price from what was in the reserve study from 4 years ago. The pool furniture was purchased 9-10 years ago from Kohl’s (with a coupon) should have been replaced years ago. Commercial grade furniture costs more, but will last longer. Marva found a company in Alabama and we will have to place the order now in 2023 in order for it to be delivered in 2024.

Premier Management Associates Update –

- Debbie found the pool cover for \$4,500 opposed to \$8,500 from the pool company.
- Some Mailboxes are leaning need to be straightened. It costs \$125 to straighten the mailboxes, but still looking for other vendors. This will have a concrete base.
- Michael – Will the contractors provide “ask before dig inquiry”? The gas and electric lines are closer to the house. **Steve** will ask when he speaks with the mail box company. It’s the same company that did them a few years ago.

Appropriations – The A/C unit died. It was 20 years old. We have 1 estimate and are waiting for 2 more to come in. With that we can put a ceiling cap on the numbers to replace all 3 units. It will increase efficiency if we replace all 3 opposed to just 1 or 2 of the units. We would like this done before November. The cost is approximately \$35,000-\$40,000.

Steve Walker asked for a motion to approve the repair of the HVAC system, Bob Murray made the motion, 2nd by George Lane, all in favor.

Steve - York catch basin has not been maintained and we are waiting for 2 bids for that as well. 1 is already in. That’s going to cost around \$31,000-\$33,000 to fix it.

Steve Walker asked for a motion to approve the repair of the catch basin, Bob Murray made the motion, 2nd by George Lane, all in favor.

Greg - Brightview was not maintaining the basin properly, we need to have a sit down with Brightview to see if they will fix it. We are paying good money for them to maintain it. Buckingham and Lexington basins don't have the soot that has collected by the York basin.

Pool Update – Marva was not present, but Bob reported the 2023 pool season for Marva. It was a good year and Marva has done a wonderful job this season with Abdul. It was a good closing of the pool. The pool cover is now on. We will be negotiating a new contract with the pool company. Hopefully it will be with Abdul, but we won't know.

Michael – The hours of operation was longer than necessary. Steve - we are going to use appropriate hours to reflect this year's usage. We will also be mindful of the extra cost associated with long pool hours.

Clubhouse Matters– Michael stated that the cleaning and fitness center are fine. Getting the A/C fixed in the activity room is the next project.

2500 Pennington Road Project Update – Michael gave a report on the “continuing to monitor” status.

- Michael spoke with American Properties Realty (APR) whose responsible for the development of 2500 Pennington Road and Michael asked Commissioner Greg Cantor to keep us informed of the plans, licenses and permits. Greg has done a great job and the board met in February with what is being built. The board and ADHOC are monitoring and Michael believes that are keeping us up to date. There's a meeting on October 26, 2023 APR has to come to Wellington Manor before October 26, 2023 and would like to meet on October 16, 2023. They were given about 10-12 questions and they answered them on September 18, 2023. There is an in person open meeting at approximately 7pm on October 26, 2023 and we will send out an announcement in regards to it. Bob worked on a planning committee and gave everyone reassurances that they do listen to homeowners. The protection of the community is what they would like to maintain
- **Jayne - Homeowner** – Are they going to be able to say when the project is going to start? **Michael** – They will not know when the project is starting. They still have to get permits and licenses and that takes a while. We are at least 2-3 years from digging. The meeting is tentatively set for October 26, 2023.

Homeowner manual update – The manual has been published on the website and looks great. Great job from the Covenants committee. Any questions or changes?

- Clarification for residents and their households for the clubhouse, pool and the rec center.
- Further suggestions – the manual can be changed and we will have a small number in print, but its 97 pages in color and we would like to cut down on costs so use the electronic version if possible.

Steve Walker asked for a motion to approve the Homeowners Manual, Bob Murray made the motion, 2nd by George Lane, all in favor.

Committee Reports – Sue LaMarche said she would call each committee chair individually and when called asked if they would come up to the front so those who called in could also hear the report.

- **ARC Committee - Gerry** – There have been 2 requests for that have been approved. 33 Lexington for Faux panels on/near the garage and 65 Lexington for railings on the walkway.
- **Clubhouse - Mike** – Nothing to report.
- **Communications committee - Mary and Joe** – Not in attendance
- **Covenants – Bill** – Nothing to report, but was pleased with the Homeowner manual and everyone did a fabulous job.
- **Dispute** – Nothing to report.
- **Executive** – Nothing to report.
- **Finance - George** – Already reported
- **Flag – Bob** – Nothing to report
- **Grounds - Greg** – Good shape. Purple, orange and yellow mums this year like last year. They had a great response.
- **Pool – Angela** – Marva did a wonderful job and everything was great for the summer.
- **REC – Dick** – Moved Bocce to **September 29** and Bingo is **October 8**
- **Social – Ann** - announced the fun activities that will be happening at Wellington Manor for the remainder of 2023.
 - **October 20** Cultural Pot Luck
 - **November 12** Hobby Craft Fair from 3pm – 5pm
 - **December 2** Holiday Cocktail Party 5pm
 - **December 13** White Christmas at the Buck County Play house matinee
- **Sunshine - Carol** – Nothing to report
- **Library** – The books in the library have been moved around and they are been kept better. Please help yourself to the books that are available.
- **Welcome - Mary** – The committee welcomed 3 new residents 62 Lexington, 3 Westminster and 50 Lexington is for sale so when they move in they will welcome them.

New Business:

No new business, but Bob wanted to give a round of applause for Karen who is not feeling well.

Steve asked for a motion to adjourn the September 19, 2023 HOA Board of Trustees Meeting at 8:05 pm, 2nd by George Lane, all in favor.

Recorded by Dunayer T. Garrett, Property Administrator/PMA