

1 **Wellington Community Association**  
2 **Board of Directors Meeting**  
3 **Approved Minutes**  
4 **May 17, 2005**  
5

6 A meeting of the Board of Directors was convened at the Wellington Community Center,  
7 located at 9700 Wellington Road, Manassas, VA, 20110.  
8

9 **PRESENT**

10 Board Members: Stephanie Shoram, President; Dee Kuwalik, Vice President; Bob  
11 Ferguson, Treasurer/Secretary; Bob Porch, Director; and Rick Ritner, Director. Legum  
12 and Norman staff: Martha Kaczmaryskj, Community Manager; Renee Thompson,  
13 General Manager; and Kathleen Thomas, Assistant General Manager.  
14

15 **CALL TO ORDER**

16 Stephanie Shoram called the meeting to order at 6:55 p.m.  
17

18 **MEMBERS ABSENT**

19 Andrew Lopez and Mike Wittlinger were absent.  
20

21 **RESIDENT FORUM**

- 22
- 23 • A resident was present to address the board regarding activity at the half court.
  - 24 • A resident, who recently sold her home, was present to address the board about  
25 her concerns regarding her perception of the changes in the community, and said  
26 that the covenants need to be updated.
  - 27 • A resident was present to request that the board consider strengthening the fence  
28 between GTS and Wellington.
  - 29 • A resident was present to inquire about a covenants violation regarding metal rails  
30 on her deck. Management advised that they will look into the case and contact the  
31 homeowner.
  - 32 • Officer GT Hawkins from the MCPD was present to observe the board meeting.

33 **CHANGE IN ATTENDANCE**

34 Andrew Lopez arrived at 7:15.  
35

36 **COVENANTS COMMITTEE REPORT AND MINUTES**

37 It was reported to the board that two committee members have resigned. The board  
38 declined an offer by the chairperson to resign if the volunteer resignations were perceived  
39 to have been his responsibility. The board will consider applications to replace the  
40 resigned members at the June meeting. The committee continues to make progress in  
41 their review of the architectural guidelines. Bob Porch reported that he is indexing  
42 guidelines for ease of electronic access. The board directed management to seek legal  
43 opinion regarding shortening the violation process. Andrew Lopez requested additional  
44 information regarding an application that was approved.  
45

1 **BOARD MEETING MINUTES – MARCH 15, 2005**

2 Dee Kuwalik MOVED to approve the minutes from the March 15, 2005 Board meeting.  
3 The motion was SECONDED by Bob Ferguson and APPROVED unanimously.  
4

5 **BOARD MEETING MINUTES – APRIL 28, 2005**

6 Dee Kuwalik MOVED to approve the minutes from the April 28, 2005 Board meeting.  
7 The motion was SECONDED by Stephanie Shoram and APPROVED unanimously.  
8

9 **MANAGEMENT REPORT**

- 10
- 11 • Renee Thompson asked for board opinion on what action to take on landscaping  
12 cost for 2006. The board directed Renee to request a one year extension on the  
13 current contract with Valley Crest.
  - 14 • There was discussion concerning compliance with pool capacity during  
15 community events. The board directed management to seek community input as  
16 to restricting pool guests on holiday weekends.
  - 17 • The board directed staff to put an article in the newsletter referencing the cost of  
18 trash pick up in the community.
  - 19 • The board agreed to allow Jalon Zimmerman to assist with website updates.
  - 20 • The board opted not to send a letter to Georgetown South regarding trash along  
21 the fence.
  - 22 • A resident requested “Put Litter Here” signs be affixed to all of the trash cans in  
23 the community. The board opted not to do this at this time, but thanked the  
24 resident for the suggestion and asked for any additional input regarding trash.
  - 25 • Stephanie Shoram addressed the townhome street lights, stating that a majority  
26 response had not been obtained; therefore, the board cannot go ahead with the  
27 installation.

28 **FINANCIAL REPORT**

29 There were no comments regarding the financial report.  
30

31 **COMMUNITY COORDINATOR REPORT**

32 The board addressed concerns in regards to the covenants. Staff said that inspections and  
33 violation corrections are going well considering the volume of inspections.  
34

35 **SWIM TEAM SHED**

36 Dee Kuwalik MOVED to approve a request by the Swim Team, to purchase an additional  
37 shed for community use to include swim team equipment. The motion was SECONDED  
38 by Bob Porch. Discussion followed. Stephanie Shoram MOVED to amend the motion to  
39 approve a request by the swim team to purchase an additional shed for community use to  
40 include swim team equipment. The shed shall be 10 feet by 12 feet and located on the  
41 pool deck by the pavilion, per the sketch submitted at the meeting by the swim team. The  
42 shed shall be painted to match the siding of pavilion. The Association will provide  
43 roofing. The amended motion was SECONDED by Andrew Lopez and was APPROVED  
44 unanimously.  
45  
46

1  
2 **COMMUNITY CENTER AND PAVILION ROOF REPAIR**

3 Stephanie Shoram MOVED to approve the replacement of the community center and  
4 pavilion roofs, by Gregory Construction Company, Inc., at a cost of \$27,670.00. The  
5 motion was SECONDED by Bob Ferguson. Discussion followed. Stephanie Shoram  
6 then MOVED to amend the motion to approve the replacement of the community center  
7 and pavilion roofs by Gregory Construction Company, Inc at a cost of \$27,670.00 to  
8 include a starting date after the pool closes, and the addition of the roof for the new shed.  
9 The amended motion was SECONDED by Bob Ferguson and APPROVED unanimously.

10  
11 **SECURITY**

12 The board stated that the community response to the neighborhood watch program was  
13 sufficient to give it a chance before taking any further action toward hiring security.  
14 Management was asked to invite Kay Quistorff, a resident who showed interest in  
15 organizing the project, to the June meeting. Management was directed to publish the  
16 “Anti Trespass Agreement” in the newsletter. The Neighborhood Watch program and  
17 security will be discussed again in six months to evaluate progress.

18  
19 **COMMON AREA PLANTING REQUEST**

20 Dee Kuwalik MOVED to approve the request from 10176 Ponderosa Pine Court to plant  
21 eight spruce or cedar trees on the common area behind the home. The motion was  
22 SECONDED by Bob Ferguson and APPROVED unanimously.

23  
24 **ADA COMPLIANCE – DISCUSSION ITEM**

25 There was discussion regarding ADA requirements for amenities. The board directed  
26 staff to seek a legal opinion regarding ADA compliance.

27  
28 **EXECUTIVE SESSION**

29 Stephanie Shoram MOVED to enter executive session at 9:00 pm to discuss two legal  
30 matters. The motion was SECONDED by Bob Porch and APPROVED unanimously.

31  
32 **EXIT EXECUTIVE SESSION**

33 Stephanie Shoram MOVED to exit executive session at 9:16 pm. The motion was  
34 SECONDED by Bob Porch and APPROVED unanimously.

35  
36 **CHANGE IN ATTENDANCE**

37 Rick Ritner left the meeting at 9:16 pm.

38  
39 **FEE WAIVER**

40 Dee Kuwalik MOVED to TABLE the approval of the request to waive attorney,  
41 administrative, and late fees in the amount of \$390.84. The motion was SECONDED by  
42 Andrew Lopez and APPROVED unanimously.

43  
44 **UNCOLLECTIBLE FUNDS**

1 Dee Kuwalik MOVED to TABLE the approval of writing off bad debt in the amount of  
2 \$735.10. The motion was SECONDED by Andrew Lopez and APPROVED  
3 unaniously.

4

5 **ADJOURN**

6 Stephanie Shoram MOVED to adjourn at 9:45 pm. The motion was SECONDED by Dee  
7 Kuwalik and APPROVED unaniously.

8

9 **Respectfully Submitted,**

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12 \_\_\_\_\_  
13 Bob Ferguson  
14 Secretary/Treasurer

15 \_\_\_\_\_  
Date