

1 **Wellington Community Association**  
2 **Board of Directors Meeting**  
3 **Approve Minutes**  
4 **January 24, 2006**  
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, Secretary/Treasurer; Bob Porch, Director; Rick Ritner, Director; Andrew  
12 Lopez, Director; and Mike Wittlinger, Director. Legum and Norman staff: Martha  
13 Kaczmarczyk, Community Manager and Debbie Johnson, General Manager.  
14

15 **CALL TO ORDER**

16 Stephanie called the meeting to order at 7:02 PM.  
17

18 **RESIDENT FORUM**

- 19 • A resident was present to discuss problems with several neighbors on Verbena  
20 Court. Loud music, speeding and parking are issues within this area.
- 21 • A resident was present to ask who authorized the hours at the basketball courts.
- 22 • Another resident from Verbena Court was present to share his experience with the  
23 loud music, speeding and parking issues.
- 24 • A resident was present to request the Board consider changing the basketball  
25 court hours. She will present the board a signed petition from approximately 72  
26 residents, plus hour recommendations. She would like this item to be placed on  
27 the agenda for the February meeting.
- 28 • A resident was present to inquire if her free of charge non-profit group  
29 community center rental was approved and was told that it would be addressed  
30 under the Management Report portion of the meeting.
- 31 • A resident was present to offer her support to increasing the number of hours that  
32 the basketball court can be used.  
33

34 **HEARINGS**

35 9324 Garst Drive: The owner was present to discuss the issue with the water stone and  
36 commercial vehicle in his yard. He stated that he had documentation with approval from  
37 the previous management company for the water stone and statue. He also stated that his  
38 commercial vehicle was not in violation according to the governing documents as he  
39 interprets them. The Covenants representative present had nothing to add.  
40

41 9340 Garst Drive: The owners were not present at the hearing.

42 Mike Wittlinger stated that the homeowner gave him documentation to prove that he has  
43 a painting estimate to resolve the violation. However, he inadvertently left it at home.  
44 He was asked to go home and bring it to the meeting.  
45

1 10831 Felicia Court: The owners were not present at the hearing.

2  
3 Mike Wittlinger left the meeting at 7:30 to pick up documentation left at his home in  
4 regards to the hearing for 9340 Garst Drive.

5  
6 **COVENANTS COMMITTEE REPORT AND MINUTES**

7 There was no discussion regarding the Covenants Committee minutes.

8  
9 Adil Godrej, Covenants Chairperson, reported that it has been a slow month. He also  
10 stated that the committee should have the updated Design Standards and Guidelines ready  
11 for board review at the February meeting.

12  
13 **COVENANTS COMMITTEE APPOINTMENT**

14 Dee Kuwalik MOVED to appoint Benjamin Cotton to the Covenants Committee for a  
15 three (3) year term. The motion was SECONDED by Bob Porch. Discussion followed.  
16 The motion was APPROVED unanimously.

17  
18 **PRESIDENT'S REPORT**

19 Stephanie Shoram reported that the Board attended a training meeting on January 17,  
20 2006. Stephanie would like for the Board to follow the guidelines from the  
21 Administrative Resolution: Board of Directors Code of Conduct. She felt that following  
22 these guidelines should help the Board have a more productive meeting.

23  
24 Mike Wittlinger arrived back at the meeting at 7:37. Due to circumstances beyond his  
25 control, he was not able to locate the documentation needed for the 9340 Garst Drive  
26 hearing.

27  
28 **ELECTION OF OFFICERS:**

29 Andrew Lopez MOVED to obtain a written legal opinion from the attorney specifying  
30 the correct procedures that were to be followed in the last election in regards to Bob  
31 Ferguson's and Dee Kowalik's positions. The motion was seconded by Mike Wittlinger.  
32 After discussion, the motion FAILED with a vote of 2 to 4 with Andrew Lopez and Mike  
33 Wittlinger voting in favor, Stephanie Shoram, Bob Ferguson, Robert Porch, and Rick  
34 Ritner opposing and Delores Kuwalik abstaining.

35  
36 Stephanie Shoram called for nominations for President. Mike Wittlinger nominated  
37 Andrew Lopez. Delores Kuwalik nominated Bob Porch. A written vote was taken and  
38 Bob Porch was elected as President of Board.

39  
40 Stephanie Shoram called for nominations for Vice President. Bob Porch nominated  
41 Andrew Lopez. Delores Kuwalik nominated Bob Ferguson. A written vote was taken  
42 and Bob Ferguson was elected as Vice President of Board.

43  
44 Stephanie Shoram called for nominations for Secretary/Treasurer. Bob Porch nominated  
45 Stephanie Shoram. Stephanie Shoram nominated Rick Ritner who declined the position.

1 There being only one nomination on the floor, Stephanie Shoram was elected as  
2 Secretary/Treasurer.

3  
4 **BOARD MEETING MINUTES**

5 Dee Kuwalik MOVED to approve the minutes from the October 18, 2005, Board of  
6 Director's meeting. The motion was SECONDED by Bob Porch. Discussion followed.  
7 The minutes were APPROVED unanimously.

8  
9 Dee Kuwalik MOVED to approve the minutes from the November 8, 2005 Board of  
10 Director's meeting. The motion was SECONDED by Bob Porch. Discussion followed.  
11 The minutes were APPROVED unanimously.

12  
13 Dee Kuwalik MOVED to approve the minutes from the November 15, 2005 Board of  
14 Director's meeting. The motion was SECONDED by Bob Porch. Discussion followed.  
15 The minutes were APPROVED with a vote of 6 to 1 with Andrew Lopez opposing.

16  
17 **MANAGEMENT REPORT**

18 Dee Kuwalik inquired about purchasing practices at Home Depot. Martha Kaczmarczyk  
19 stated that supplies are purchased on an as needed basis because of the varied types of  
20 projects. Also, there is no storage area to keep maintenance supplies on hand.

21  
22 Rick Ritner inquired about the deck replacement and wanted to know a specific date in  
23 which the work was going to get underway. Management advised that the work was  
24 scheduled to be completed during February, depending upon weather. Mr. Ritner  
25 requested a status report at the February meeting.

26  
27 Andrew Lopez questioned who was responsible for choosing the species and size of trees  
28 for replacement in the community. Management advised that staff works with the  
29 contractor to determine the type and size of trees for replacement.

30  
31 **NON PROFIT RENTAL OF COMMUNITY CENTER**

32 Bob Ferguson MOVED to allow Wellington resident, Suzanne Seaberg, a one-time use of  
33 the community center for a non-profit event. The motion was SECONDED by Stephanie  
34 Shoram. Discussion followed. The request was APPROVED with a vote of 6 to 1 with  
35 Andrew Lopez opposing.

36  
37 **FINANCIAL REPORT**

38 Martha Kaczmarczyk reported that the community was in good financial standing. The  
39 un-audited December financials show an operating surplus of \$79,575. Of this amount,  
40 \$55,000 was due to the budget for security and the remainder \$24,575 was due to sound  
41 financial management. It was asked if the \$55,000 can be transferred to the 2006 budget  
42 for security contract purposes and Ms. Kaczmarczyk stated that the Board has the  
43 authority to make such a transfer of funds.

44  
45 **COMMUNITY COORDINATOR REPORT**

46 Management provided a quarterly report on covenant violations.

1 **SECURITY REQUIREMENTS**

2  
3 Bob Ferguson MOVED to approve security patrols as determined by the Board. The  
4 motion was SECONDED by Stephanie Shoram. Discussion followed. The motion was  
5 APPROVED unanimously to hire one (1) officer per day, five (5) days a week to patrol  
6 for the year. The officer will use a bike once a week during the summer months. Patrols  
7 will be conducted Thursday through Sunday everyday with Monday through Wednesday  
8 on a rotating shift. Rotating shifts on weekdays shall be from 4 a.m. - 8 a.m. Other shifts  
9 will be during the hours of 9 p.m. - 1 a.m., 10 p.m.- 2 a.m., 11 p.m. – 3 a.m., 4 p.m. – 8  
10 p.m. The patrols will emphasize on illegal activities (i.e. drugs, trespassing, vandalism)  
11 or any problem areas identified by the officer, with a zero tolerance policy. The officer  
12 will patrol the entire community and will submit weekly status reports including what  
13 streets were covered and any problems noted.

14  
15 **FLANAGAN COURT** – The Board would like staff to look into the finalization of the  
16 proffers.

17  
18 **MAINTENANCE LOG** – The Board would like the maintenance log to be more  
19 detailed. They would like to see a time line, work locations and the work completed.

20  
21 **SCHOLARSHIP** – Dee Kuwalik MOVED to not allow board or committee members’  
22 children to participate in the scholarship program. The motion was SECONDED by Bob  
23 Porch. Discussion followed. Dee Kuwalik withdrew her motion and asked for this item  
24 to be moved to the February agenda. It was agreed that Dee Kuwalik will draft a policy  
25 resolution to be reviewed at the February meeting.

26  
27 **TOWING** – Stephanie Shoram shared the current towing policy with the Board. It was  
28 agreed that Dee Kuwalik and Mike Wittlinger will review the policy and make  
29 recommended changes for review at the February meeting. Recommendations included  
30 that the contractor not be allowed to “troll” the community. It was also suggested that  
31 homeowner and management be allowed to call in violations of reserved parking and fire  
32 lanes and that complainants names not be divulged.

33  
34 **TRASH** – The Board tasked staff with contacting the City of Manassas about the sloppy  
35 work being done by their trash contractor. It has been reported that lids are not placed  
36 back on cans and that cans and recycle bins are being handled in a rough manner causing  
37 homeowners replacements costs.

38  
39 Rick Ritner left the meeting at 10:00 p.m.

40  
41 Martha Kaczmarczyk received a request from a homeowner requesting that bilingual “Do  
42 Not Litter” signs be posted at strategic locations where unsightly litter occurs. Stephanie  
43 Shoram MOVED to deny the request for bilingual trash signs in the community. The  
44 motion was SECONDED by Bob Ferguson. Discussion followed. The motion was  
45 APPROVED with a vote of 5 to 1, with Andrew Lopez in opposition and Rick Ritner not  
46 voting.

1 Bob Ferguson, and Andrew Lopez left the meeting at 10:10.

2

3 **ENTER EXECUTIVE SESSION**

4 Stephanie Shoram MOVED to enter executive session at 10:10 p.m., to discuss covenants  
5 violations and legal matters. The motion was SECONDED by Dee Kuwalik and  
6 APPROVED unanimously.

7

8 Mike Wittlinger was asked to leave the room while the Board discussed his hearing  
9 matter and would be called back to the meeting once completed.

10

11 **EXIT EXECUTIVE SESSION**

12 Stephanie Shoram MOVED to exit executive session at 10:50 p.m. The motion was  
13 SECONDED by Bob Porch and APPROVED unanimously.

14

15 **ADJOURN**

16 Mike Wittlinger left the meeting at 10:55 which left three (3) Board members present and  
17 would not constitute quorum. The meeting was adjourned.

18

19 **Respectfully Submitted,**

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22 \_\_\_\_\_  
23 Bob Ferguson  
24 Secretary/Treasurer

\_\_\_\_\_ Date

24

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