

1 **Wellington Community Association**  
2 **Board of Directors Meeting**  
3 **Approved Minutes**  
4 **February 27, 2006**  
5

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

8  
9 **PRESENT**

10 Board Members: Bob Porch, President; Dee Kuwalik, Director; Rick Ritner, Director;  
11 and Mike Wittlinger, Director. Legum and Norman staff: Debbie Johnson, General  
12 Manager.

13  
14 **ABSENT**

15 Robert Ferguson, Stephanie Shoram and Andrew Lopez were absent.

16  
17 **CALL TO ORDER**

18 Bob Porch called the meeting to order at 7:02 PM.

19  
20 **HEARING**

21 9369 River Crest Road: The owners were not present at the hearing.

22  
23 **COVENANTS COMMITTEE REPORT AND MINUTES**

24 There was no discussion regarding the Covenants Committee minutes of February 7,  
25 2006.

26  
27 **BOARD MEETING MINUTES**

28 Mike Wittlinger MOVED to approve the minutes from the January 24, 2006, Board of  
29 Director's meeting. The motion was SECONDED by Dee Kuwalik. The minutes were  
30 APPROVED unanimously.

31  
32 Rick Ritner MOVED to approve the minutes from the January 30, 2006, Board of  
33 Director's meeting. The motion was SECONDED by Mike Wittlinger. Discussion  
34 followed. The word "immediately" was removed on page 1, line 44. The minutes were  
35 unanimously APPROVED as amended.

36  
37 **PRESIDENT'S REPORT**

38 Bob Porch distributed an article for the March newsletter for the Board's review. He  
39 stated that he wanted Board input for any corrections or additional ideas.

40  
41 **MANAGEMENT REPORT**

42 Debbie Johnson gave a brief summary of the management report. The siding, roofing  
43 and deck jobs have been completed. The security patrol is scheduled to begin on  
44 Monday, March 13<sup>th</sup>. The Board had requested information on meeting minutes, towing  
45 enforcement and holiday and event schedules and was enclosed in their packages. The  
46 Board discussed the purchase of a file cabinet to match the existing one in the office and

1 the purchase of a table and chair caddy for the community center. Rick Ritner MOVED  
2 to purchase a table and chair caddy and a file cabinet to match the existing cabinet in the  
3 office. The motion was SECONDED by Mike Wittlinger and APPROVE unanimously.  
4

5 Rick Ritner asked that a contract list form be included in each management report. Dee  
6 Kuwalik stated that she was waiting on parking policies from management from other  
7 communities in order to complete the draft resolution.  
8

### 9 **FINANCIAL REPORT**

10 There were no questions regarding the financial report.  
11

### 12 **OLD BUSINESS**

13  
14 **Scholarship** – Rick Ritner MOVED to approve the proposed policy for scholarship  
15 selection. Mike Wittlinger SECONDED the motion and the motion was APPROVED  
16 unanimously.  
17

18 **Towing Agreement** – Dee Kuwalik MOVED to approve an agreement with Henry’s  
19 Wrecker Service to provide the following towing services: 1. Residents may call Henry’s  
20 if a vehicle is parked in their reserved space and a signature will be required upon the  
21 tow. 2. Management or residents may contact Henry’s if someone is parked illegally in a  
22 fire lane or in a handicapped space. No signature will be required by Henry’s for those  
23 services. The motion was SECONDED by Rick Ritner and APPROVED unanimously.  
24

### 25 **NEW BUSINESS**

26  
27 **Basketball Court Hours** – This agenda item was move to accommodate the  
28 homeowner’s present at the meeting. The Board reviewed a request received from a  
29 homeowner to extend the basketball court hours. A petition was presented with the  
30 signatures of 79 residents in favor of an extension.  
31

### 32 **OLD BUSINESS**

33  
34 **2004 Audit** – Dee Kuwalik MOVED to approve the draft audit as received from Ahlberg  
35 & Company, P.C. for the year ended December 31, 2004. The motion was SECONDED  
36 by Rick Ritner and APPROVED unanimously.  
37

38 **2005/06 Audit** – Dee Kuwalik MOVED to approve the proposal from Ahlberg &  
39 Company, P.C. to complete the 2005 and 2006 audits for the sum of \$1,675.00 for each  
40 year. The motion was SECONDED by Rick Ritner and APPROVED unanimously.  
41

42 **Pavilion Electrical** – The Board reviewed the proposal received for the installation of  
43 new feeders for the pavilion outside of the rear fenced in pool and patio area. The Board  
44 would like Coley’s Electric to answer how the cable will go under the sidewalk near the  
45 parking lot and when the job would be completed if they are granted the contract. The  
46 Board would also like to know what the Manassas City code is for burial of cable.

1  
2 **Email Voting Policy Resolution** – After reviewing the policy resolution on voting by  
3 email, the Board requested that this be run by legal counsel for clarification and presented  
4 at the next Board meeting.

5  
6 **Ben’s Way Slide Replacement** – Rick Ritner made a MOTION to approve the  
7 replacement of the slide and ball maze insert at the Ben’s Way tot lot in the amount of  
8 \$1,604.75 from All Recreation of Virginia. The motion was SECONDED by Dee  
9 Kuwalik and APPROVED unanimously.

10  
11 **Community Center Rentals** – A Board member had questioned the rental policy  
12 practice and wanted the Board to consider the risk vs. gain over the rental program.  
13 Since the Board member making the request was not present, it was agreed that the issue  
14 would be reviewed at the March meeting.

15  
16 **Miscellaneous Items** – The Board would like to see the paperwork regarding the pond  
17 job and any refund check on this job. A picnic table needs to be inspected and replaced,  
18 if necessary, at the pool. All of the windows at the pool guard house needs to have their  
19 screens checked, secured and replaced if necessary. A mechanism needs to be put in  
20 place to keep the window within the enclosed guard room from opening all the way.

21  
22 **NEW BUSINESS**

23 **Covenants Design Standards** – The Board reviewed the revision of the Design  
24 Standards received from the Covenants Committee. After discussion, it was agreed to  
25 mail out the Revised Design Standards and Guidelines to homeowners by March 8, 2006.  
26 Comments need to be returned by April 14, 2006, in order for the Committee to review  
27 them at their May meeting. The Covenants Committee will then share any comments  
28 and/or recommended changes to the Board for a vote at their June meeting.

29  
30 **Covenants Draft Enforcement Policy Resolution** – The Revised Procedures to Ensure  
31 Due Process in Enforcement Cases was tabled until the March meeting for further review.

32  
33 **Deck Gate** – The Board requested that staff obtain proposals to install two gates at the  
34 rear stairs leading from the deck down to the pool deck for the March meeting.

35  
36 **ENTER EXECUTIVE SESSION**

37 Dee Kuwalik MOVED to enter executive session at 9:20 p.m., to discuss covenants  
38 violations, fee waivers and legal matters. The motion was SECONDED by Mike  
39 Wittlinger and APPROVED unanimously.

40  
41 **EXIT EXECUTIVE SESSION**

42 Dee Kuwalik MOVED to exit executive session at 9:50 p.m. The motion was  
43 SECONDED by Rick Ritner and APPROVED unanimously.

44  
45 **Basketball Court Hours** – Mike Wittlinger MOVED to approve extending the hours on  
46 the basketball courts within the community from 10 a.m. to 5:30 p.m. from September 2

1 through May 30 and from 10:00 a.m. to 7:00 p.m. May 31 and through September 1. The  
2 motion was SECONDED by Rick Ritner and APPROVED unanimously.

3  
4 **FEE WAIVERS**

5 Rick Ritner MOVED to approve the request to waive late fees in the amount of \$10.00  
6 for 9357 River Crest Road. The motion was SECONDED by Mike Wittlinger and the  
7 motion was APPROVED unanimously.

8  
9 Rick Ritner MOVED to approve the request to waive late fees in the amount of \$40.00  
10 for 10293 Butternut Circle. The motion was SECONDED by Mike Wittlinger and the  
11 motion was APPROVED unanimously.

12  
13 Rick Ritner MOVED to approve the request to waive late fees in the amount of \$10.00  
14 for 9030 Coriander Circle. The motion was SECONDED by Mike Wittlinger and the  
15 motion was APPROVED unanimously.

16  
17 Rick Ritner MOVED to approve the request to waive late fees in the amount of \$90.00  
18 for 10217 Magnolia Grove Drive if a canceled check for the June 2005 payment was  
19 made on time. The motion was SECONDED by Mike Wittlinger the motion was  
20 APPROVED unanimously.

21  
22 Rick Ritner MOVED to approve the request to waive towing fees incurred by 10293  
23 Calypso Drive in the amount of \$250.00. The motion was not SECONDED and therefore  
24 DENIED.

25  
26 **HEARINGS**

27 9369 River Crest Road: Dee Kuwalik MOVED to allow homeowner 21 days to relocate  
28 the satellite dishes, dependent on receiving a signal, and complete an application for the  
29 file and to remove the white storm door or the Board will assess a charge of \$10.00 per  
30 day, not to exceed 90 days, until the violations are corrected. The motion was  
31 SECONDED by Mike Wittlinger and APPROVED unanimously.

32  
33 **ADJOURN**

34 There being no further business at hand, the meeting was adjourned at 10:00 p.m.

35  
36 **Respectfully Submitted,**

37  
38 \_\_\_\_\_  
39 Stephanie Shoram  
40 Secretary/Treasurer

\_\_\_\_\_ Date