

**THE WELLINGTON NEIGHBORHOOD ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 9, 2025**

**I. WELCOME**

Megan Matza called The Wellington Neighborhood Association Board of Directors Meeting to order at 6:01 p.m. via videoconference.

*A. Roll Call & Determine Quorum*

With six Board members participating a quorum was confirmed.

*B. Introduction of Board and Management*

Board members present were:

Megan Matza

Jennifer Svingos

Toril McGuigan

Beverly Willms

Sean Fitzsimmons

Matt Brewer

Brian Peterson

Representing Alpine Edge were Erik Keefe and Jessica Martin. Erika Krainz of Summit Management Resources transcribed the minutes from the recording.

**II. APPROVE MEETING MINUTES**

**Motion:** Sean Fitzsimmons moved to approve the October 9, 2024, Board of Directors Meeting minutes as presented. Megan Matza seconded, and the motion carried.

**III. CURRENT BUSINESS**

*A. Appoint Board Position*

**Motion:** Megan Matza moved to appoint the Board as follows: Megan Matza – President; Sean Fitzsimmons - Vice President; Beverly Willms - Treasurer; and Toril McGuigan – Secretary. All others will serve as Members at Large. The motion was seconded and carried.

*B. Annual Meeting Recap*

1. Naming the Alley - Alan Kim is working on this project and will be invited to the next meeting to provide an update.
2. Empty Lot on Bridge Street - Megan Matza will follow up on this item.
3. Tree Plantings - There was a suggestion to plant collected trees rather than nursery grown.
4. Property Inspections – Eric Keefe will develop a form with checkboxes that can be used to notify owners of items needing attention at their property.

*C. Financial Review*

Erik Keefe reported that the 2024 year-end financials will be sent to the Board in late January. There is projected deficit of about \$1,000. The Reserve net income is projected to be about \$20,000.

**Action Item:** Erik Keefe will post the year-end financials on the website once they have

been approved by the Board.

As of December 31, 2024, the Operating fund balance was \$47,189 and the Reserve account balance was \$133,549. There is \$100,000 in a 12-month Vanguard CD earning 4.59%. There was discussion about moving the funds to Edward Jones when the CD matures.

There were several past-due owners. Some owners have not updated their dues amount for the new year.

**Action Item:** Erik Keefe will send the Board a list of past-due owners next month.

**Action Item:** Erik Keefe will send reminders to owners who are paying the wrong amount.

*D. Landscaping*

An irrigation audit was done in the oldest part of the neighborhood last year, and the Association received a grant for about half the cost. The recommendation is to provide the report to the vendor and to make repairs as needed. The landscaping/maintenance and irrigation contract is with Neil Lunsford. The quote for all work was \$80,000, including about \$20,000 for the irrigation start-up/shutdown, a mid-season check, and minor repairs. Great Pines submitted a bid of about \$15,000 for irrigation only. Rocky Top and several other vendors declined to bid. The Board will discuss this topic further at the next meeting.

*E. Design Review*

Erik Keefe said there have been issues with delays in response from the Design Review Committee, especially for small projects. The Board discussed creating two tiers for projects. Tier 1 would be projects such as hot tubs, painting, and fencing that could be approved by the Board. Tier 2 would be projects such as additions and decks that would require review by the Design Review Committee. Will DeVoy may be interested in serving on the Design Review Committee.

**Action Item:** Erik Keefe will invite the Design Review Committee members to the next meeting.

#### IV. GENERAL BOARD COMMENTS

1. Snow Removal – An email was received from an owner with complaints about the snow plowing. Erik Keefe took photos at the property last week and sent them to the plowing contractor with feedback. He asked him to widen some of the alleyways.
2. Corporate Transparency Act - Erik Keefe said the requirement for Associations to register is currently on hold.

#### V. SCHEDULE NEXT MEETING

The next Board Meeting was scheduled for Tuesday, February 11, 2025, at 6:00 p.m.

#### VI. ADJOURNMENT

**Motion:** A motion was made to adjourn the meeting at 7:25 p.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature