

**Whittingham Homeowners Association/Greenbriar at Whittingham Community Association**  
**Joint Open Board Meeting Minutes**  
**Tuesday, October 28, 2025, at 6:30 PM**  
**Towne Centre Ballroom and Zoom**

**Call to Order**

**I. Pledge of Allegiance**

**II. Roll Call**

- Whittingham HOA Board of Trustees
  - Tom Clark, President, Jay Respler, Vice President, Bob Brown, Secretary, Kathy DeDonno, Treasurer, Joe Atanasio, Trustee, Cathy Clarken-Gleason, Trustee, Jeff Simonsen, Trustee
- Greenbriar HOA Board of Trustees
  - Chester Trubinski, President, Alan Greenberg, Vice President, Ron Paris, Secretary, Mark Surks, Treasurer, Cliff Durlacher, Director
- Management
  - Matt Lubas, General Manager, Suzie Weingartner, Property Manager, Kristin Puriza, Director of Lifestyles and Facilities

**III. General Manager's Report (Matt Lubas, General Manager)**

- 50A Rutland – The lower roof was completed 2 weeks ago.
- 1 Rutland is a manner building. We did the gutter replacements. That was done last week.
- We also did the courtyard and drainage repairs at 1 Rutland as well.
- The restaurant's furnace and air conditioner were replaced on October 9<sup>th</sup>. These are the rooftop units that service the kitchen area.
- We are just about done with the concrete replacements in Whittingham. They are looking to be done by the end of the week.
- We have the condo gutter cleaning tentatively scheduled for November 17<sup>th</sup>. We're just going to monitor the leaf drop because we don't want to do it too early.
- We started back up with the privacy fences. Building 74 is done. 1 Winthrop is done except for the gates they have to put on. They moved over to building 17 and we're just going up the line.
- Next Friday, we are getting the front Multi-Purpose Room painted and new trim.

**IV. Recreation Report (Kristin Puriza, Lifestyle and Facilities Director)**

- Wednesday, November 5<sup>th</sup> we have a bus trip going to Wind Creek Casino. This trip is \$30 a person and \$25 is returned in slot play.
- Friday, November 7<sup>th</sup> we have a health lecture on Lower Back Pain & Neuropathy at 1pm in The AC/Dance Room – please sign up with the concierge.
- Sunday, November 16<sup>th</sup> we have Brunch with entertainment by Barry Jason. Tickets are \$30 each and on sale now.
- Wednesday, November 19<sup>th</sup> at 1pm in The Ballroom we have a presentation that gives the viewer a true account of the Vietnam soldier's experience – please see the flyer for details.
- We have two movies scheduled for November at 1:00 p.m. About My Father on Saturday, November 22<sup>nd</sup> and Vacation on Sunday, November 30<sup>th</sup>.
- Our Atlantic City bus trip for Wednesday, December 3<sup>rd</sup> and Thursday, December 25<sup>th</sup> are on sale now. These bus trips are \$30 per person.
- December 17<sup>th</sup> we have a bus going into New York with tickets to see Chess. This is \$150 per person and filling up quickly.

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**V. GWCA Business**

- Approval of the September 25, 2025 Joint Open Meeting Minutes
  - First – Chester Trubinski
  - Second – Mark Surks
  - Cliff Durlacher and Ron Parisi abstained
  - 3 in favor
  - Motion carried.

**VI. WOA Business**

- Approval of the September 15, 2025 Open Workshop Meeting Minutes
  - First – Cathy Clarken-Gleason
  - Second – Jay Respler
  - All in favor
  - Motion carried
- Approval of the September 25, 2025 Joint Open Meeting Minutes
  - First – Jay Respler
  - Second – Kathy DeDonno
  - Cathy Clarken-Gleason abstained
  - 6 in favor
  - Motion carried
- Approval of a Three (3) Year Janitorial Service Contract with Planned Building Services for a cost of \$242,313.72 in 2026, \$247,211.64 in 2027, and \$252,198.60 in 2028.
  - First – Cathy Clarken-Gleason
  - Second – Joe Atanasio
  - All in favor
  - Motion carried
- Approval of a Three (3) Year Security Contract with Adamas Building Services for a cost of \$559,620.89 in 2026, \$570,493.43 in 2027, and \$581,583.42 in 2028.
  - First – Jay Respler
  - Second – Bob Brown
  - All in favor
  - Motion carried

**VII. Committee Reports**

**Greenbriar:**

- Budget and Finance
  - Mark Surks – We are very close to having the budget for Greenbriar completely finished. By mid-November, we will present the budget to everyone.
- Covenants
  - Ron Parisi – No report.
- Site Review
  - Chester Trubinski – 22 applications were reviewed. 18 inspections we undertaken.
- Newcomers
  - Alan Greenberg – There is a session coming up on November 13<sup>th</sup> for newcomers and that's for people that are new to the community.

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**WHOA:**

- Budget and Finance
  - Kathy DeDonno – We just received September financials. We are meeting with Budget and Finance to review September financials on November 13<sup>th</sup>. We will be discussing the 2026 budget and hopefully finalizing it. We anticipate to present all information on November 20<sup>th</sup>.
- Covenants
  - Cathy Clarken-Gleason – No report.
- Entertainment
  - Bob Brown – We are booked completely for 2026. We have great performers coming in and we want to thank everyone who shows up to the shows.
- Landscape
  - Kathy DeDonno – We met with Landscape this morning. We have picked out the flowers for Spring and we chose Begonias because they do very well in our Community. We are going to try different patterns with different colors. We also picked out the bulbs. Before the Spring flowers, we picked tulips. The club house get one set of colors and the gates get a different set of colors. There will be tulips for the club house and daffodil at the gates.
- Site Review
  - Jeff Simonen – There were 5 applications. There were 12 inspections. The committee is still looking for guidance of community property, the installation of satellite dishes and antennas.
- Towne Centre
  - Cathy Clarken-Gleason – The Towne Centre Committee met on October 9<sup>th</sup>. A couple things were discussed. The downstairs storage room has been totally renovated, and clubs are already using it. There is more room if other clubs would like to use it. We talked about maybe trying to spruce up the Ballroom a little. The ceiling in the Ballroom will have to be put off for a while to see what is going on with our sprinkler system. For that, the ceiling is going to have to be open. The multi-purpose room in the back was supposed to get painted, but it got pushed back to be painted on November 7<sup>th</sup>. We talked about forming a Pool Committee, but I think that is going to become a sub-committee to the Towne Centre Committee.
- Phonebook
  - Jay Respler – We have been in contact with the publisher to set up a meeting. He is going to bring samples of phonebooks from other communities so we can see what other types of books there are. We are going to show him the types of books we have used in the past. The committee will make a decision on which phonebook to go with and hopefully will be able to get it printed soon.

**VIII. Open Forum** – Please visit gwmonroe.net for the video link.

**IX. Adjournment** – 7:25PM