

Whittingham Homeowners Association/Greenbriar at Whittingham Community Association
Joint Open Board Meeting Minutes
Thursday, June 25, 2026 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 Parisi, Secretary, Mark Surks, Treasurer, Cliff Durlacher, Director
- Management
 - Matt Lubas, General Manager, Suzie Weingartner, Property Manager
 - Absent: Kristin Puriza, Director of Lifestyles and Facilities

III. Restaurant Announcement and Introduction to Bistro Cafes and Catering

- Chris Consorte, the new restaurant operator, gave a presentation announcing the new restaurant, The Clubhouse Café. He presented the food menu as well as the operating hours and estimated opening date. Please visit gwmonroe.com for the full presentation.

IV. General Manager's Report (Matt Lubas, General Manager)

- The privacy fences in Whittingham are done. We've completed the punch list. If you have any issues, please email me. They will come back and tweak some locks and things.
- In Whittingham we are doing a lot of concrete work with Arcaro Masonry. They are finishing up phase 1. We have a whole other phase we're doing which you will see on the agenda.
- They started pruning in Whittingham this week. Suzie sent an email out about that.
- We needed 2 new heaters for the outdoor pool. This was reported at last week's meeting. We jumped the gun and got them already and had them in within 4 days from the time they were down.
- As you'll see on the agenda, there are a lot of projects and bids that we have been getting for the community. There's more to come. Next month you will hear some good things about the outdoor pool maybe.

V. Recreation Report (Kristin Puriza, Lifestyle & Facilities Director)

- Cousins Maine Lobster Food Truck will be at the Towne Centre upper parking lot on Saturday, June 27th from 11:30 a.m. to 7:00 p.m.
- Tickets are available for our Jersey Sound Show this Saturday, June 27th at 7:00 p.m. in the Ballroom.
- Join us for the movie *Jay Kelly* on Sunday, June 28th at 1:00 p.m. in the AC/Dance Room.
- On June 30th, we'll celebrate America's 250th Birthday with a free event in the Ballroom beginning at 12:30 p.m. Please register with The Concierge.
- On July 4th, enjoy a DJ at the outdoor pool from 12:00 p.m. to 4:00 p.m., and Goldy's Ice Cream Truck will also be stopping by if you would like to purchase ice cream – the time of the ice cream truck will be e-mailed next week.
- Tickets for our July 25th show, Britishmania are on sale now.
- We also have tickets available for our August 6th bus trip to see *Les Misérables*.
- And finally, save the date for our Arts & Crafts Fair on September 27th. If you're interested in being a vendor, please pick up an application from The Concierge.

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VI. GWCA Business

- Approval of the April 30, 2026 Joint Open Meeting Minutes
 - First – Chester Trubinski
 - Second – Cliff Durlacher
 - All in favor
 - Motion carried
- Declaration Amendment Regarding Legal Fees
 - Chester Trubinski – This is the third part of a 3-step operational process to give the Greenbriar Board greater control of collections of delinquent maintenance fees etc. The first step earlier this year was to deal with the late fees and we passed that resolution. The second resolution was the collection of general fees on behalf of Golf and WHOA. So, the third part, the Greenbriar Board will vote this evening to amend the Greenbriar at Whittingham Community Association Declaration of Convenience to allow recovery of 100% of legal fees that arise from assessments or charges. As currently worded, the Convenience allowed Greenbriar to collect only 20% of the legal fees arising from actions by our counsel. The community members in this case would be obligated to pick up the other 80%. The Board's vote this evening will start a 90-day clock during which time we will solicit your vote. The objective is to achieve 67% of the approval votes. Without that, we cannot make the change.
 - Chester Trubinski is making a motion to amend the Declaration of Convenience by deleting Article 6 Sections 6.16 and replacing it with the following paragraph:
 - Interest and Counsel Fees: The Board, at its option, shall have the right in connection with the collection of this, or any other, charge to impose a late fee, or an interest charge at the legal maximum rate if such payment is made after the due date. In the event the Board shall effectuate collection of unpaid assessments or charges, the Board may add to the aforesaid assessments or charges, reasonable counsel fees, paraprofessional fees, collection administration fees and all costs of collection including, but not limited to, the costs for preparation, filing and discharging any liens, legal proceeding fees, post-judgment collection efforts, etc., in addition to such other costs as may be allowable by law.
 - First – Chester Trubinski
 - Second – Cliff Durlacher
 - All in favor
 - Motion carried

VII. WHOA Business

- Approval of a Special Assessment of \$5.00 per month per home beginning on August 1, 2026 and monthly thereafter for the operation of the restaurant in the Towne Centre.
 - First – Bob Brown
 - Second – Joe Atanasio
 - All in favor
 - Motion carried
- Approval of a License Agreement with Café Chef 1 LLC for the operation of the restaurant in the Towne Centre for a cost of \$8,035.00 per month to be paid from the Special Assessment.
 - First – Jay Respler
 - Second – Kathy DeDonno
 - All in favor
 - Motion carried
- Approval of the May 18, 2026 Open Workshop Meeting Minutes
 - First – Jay Respler
 - Second – Bob Brown

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Tom Clark Abstained

Majority rules

Motion carried

- Approval of the May 28, 2026 Joint Open Meeting Minutes
 - First – Jay Respler
 - Second – Joe Atanasio
 - All in favor
 - Motion carried
- Approval of a Proposal from Dell Technologies for the replacement of four (4) computers for the offices for a cost of \$6,485.11 including tax to be paid from the WHOA Operating budget.
 - First – Bob Brown
 - Second – Cathy Clarken-Gleason
 - All in favor
 - Motion carried
- Approval of a proposal from Biondo Contracting to replace the roof at 30 Winthrop for a cost of \$11,900.00 to be paid from the Whittingham Capital Reserve.
 - First – Cathy Clarken-Gleason
 - Second – Joe Atanasio
 - All in favor
 - Motion carried
- Approval of a proposal from Arcaro Masonry to repair the incoming and outgoing Belgium block Gate Islands at the Half Acre Entrance for a cost of \$18,000.00 to be paid from the WHOA Capital Reserve.
 - First – Cathy Clarken-Gleason
 - Second – Joe Atanasio
 - All in favor
 - Motion carried
- Approval of a proposal from Arcaro Masonry to replace the brick pillar at the Half Acre Entrance for a cost of \$5,600.00 to be paid from the WHOA Capital Reserve.
 - First – Jeff Simonsen
 - Second – Kathy DeDonno
 - All in favor
 - Motion carried
- Approval of a proposal from Biondo Contracting to replace the lower roof at 49F Winthrop for a cost of \$7,470.00 to be paid from the Whittingham Capital Reserve.
 - First – Jay Respler
 - Second – Joe Atanasio
 - All in favor
 - Motion carried
- Approval of a proposal from Ransom Hydronics to replace two (2) Outdoor Pool Heaters for a cost of \$14,501.00 to be paid from the WHOA Capital Reserve.

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- First – Jay Respler
- Second – Cathy Clarken-Gleason
- All in favor
- Motion carried

VIII. Committee Reports

Greenbriar:

- Budget and Finance
 - No report
- Covenants
 - No Report
- Site Review
 - Ron Parisi – We had 32 applications and 21 inspections. I want to remind people that if you were approved, you have to request your check. We have checks that are sitting in the office that are not being claimed. So, please claim your checks.
- Newcomers
 - Alan Greenberg – We haven't had a meeting in a little bit. We will probably have our next session at the end of the Summer or early Fall.

WHOA:

- Budget and Finance
 - Kathy DeDonno – We met with Budget and Finance on June 11th to discuss our April financials. We are just monitoring Whittingham and WHOA's financials very carefully. We are expecting May financials to come in tomorrow. As we move along over the course of the year, we will know better how we look at the end of the year. Right now we are very close to budget and we have some issues that we know are going to bring us a little bit over, but we are monitoring everything. Other than that, no other major concerns.
- Covenants
 - No report
- Entertainment
 - Bob Brown – The Entertainment Committee has put some great entertainment for everyone to come see and thank everyone for their turnout and we hope it keeps going on.
- Landscape
 - Kathy DeDonno – We met with Landscape this past month. We are expected to meet with them again on Tuesday just to discuss how things are looking around the community. We planted the red and white Begonias. We put them in different patterns for the front gate and the back gate and then different at the club house. If anyone has any suggestions, please bring them to us.
- Site Review
 - Bob Brown – They had 9 applications that were approved and 5 inspections. They are also working on a policy for the EV Chargers and will come up with a policy shortly.
- Towne Centre
 - Cathy Clarken-Gleason – The Towne Center Committee did meet this month. The Chairman of the sub-committee met with the Board and gave us a very intricate and very well thought out plan of going forward with 2 different designers that we may use. Now

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it's just the matter of figuring out the budget and where we can go from here.

- IX. Open Forum** - Please visit gwmonroe.com
- X. ZOOM** – Please visit gwmonroe.com
- XI. Adjournment** – 8:05PM