

Whittingham Homeowners Association/Greenbriar at Whittingham Community Association
Joint Open Board Meeting Minutes
Thursday, September 25, 2025, at 6:30 PM
Towne Centre Ballroom and Zoom

Call to Order – 6:30PM

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
- Greenbriar HOA Board of Trustees
 - Mark Surks, President, Alan Greenberg, Vice President, Chester Trubinski, Secretary, Jack Sanlder, Treasurer
- 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)

- We had the pavilion over by courts 4 and 5 power washed and painted.
- We replaced the lower roof over at 61C Winthrop.
- We are in the process of replacing the stairs at 36 Rutland. They will be done tomorrow.
- Condo fence project – Our first building, building 74 Winthrop, is going to be done next week. They are bringing all the materials in tomorrow to get ready for everything. After that, once we get the schedule, we will get it out to everyone. We are going to try to work until mid-December before the Holidays.
- The Board approved some Ballroom lighting modifications. We are waiting for the contractor, Century Lighting to get back from an extended vacation. So, we do not have his schedule yet.
- We are getting proposals for the Multipurpose Room painting. The Towne centre Committee picked out colors.
- We have a lot of bids coming in for many of our annual service contracts such as Janitorial, Security and the pool.
- I also want to mention the barcodes. We got over 700 replaced. We have about 200 of the old ones that are still out there. We are going to review the report and go one by one contacting people for these.
- I want to thank everyone who read my email today about voting. WHOA right now has made quorum and Greenbriar made quorum as well.

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

- Saturday, September 27th we have the music of Crosby, Stills & Nash here in our ballroom at 7:00p.m.
- Sunday, September 28th is our Annual Arts & Crafts Fair from 12pm – 3pm in The Ballroom.
- Flu Shots are scheduled for Monday, September 29th and Wednesday, October 8th – Please see the flyer to make an appointment.
- Saturday, October 4th we have our parking lot trunk sale. We have 15 spots reserved so far, reserve yours today with The Concierge.
- October 8th we have a bus going to Parx Casino. \$30 per person, on sale with The Concierge now.
- Our bus trip to see Mamma Mia on October 15th is sold out. Add your name to our waiting list if you are interested.
- Saturday, October 18th we have Real Diamond, A Tribute to Neil Diamond in our ballroom at 7pm. Tickets are sold out with a waiting list.
- Friday, October 24th we have a health lecture on Health Literacy at 1pm in the ac/dance room. Please sign up with The Concierge.
- Sunday, October 26th is our Family Fun Day from 11am – 3pm. There will be bounce houses, pumpkin decorating, face painting, a popcorn machine and much more! This event is \$10 per person and is on sale now with The Concierge.
- Wednesday, November 5th we have a bus going to Wind Creek Casino. This trip is \$30 per person, \$25 returned in slot play and is on sale now with The Concierge.

**Whittingham Homeowners Association/Greenbriar at Whittingham Community
Association
Joint Open Board Meeting Minutes
Thursday, September 25, 2025, at 6:30 PM
Towne Centre Ballroom and Zoom**

- Lastly, our November 16th Brunch with Barry Jason goes on sale Thursday, October 2^{ns}. Flyers will be sent out in Monday.

V. GWCA Business

- Approval of the June 26, 2025 Joint Open Meeting Minutes
 - First – Mark Surks
 - Second – Chester Trubinski
 - All in favor
 - Motion carried
- Approval of the August 28, 2025 Joint Open Meeting Minutes
 - First – Mark Surks
 - Second – Chester Trubinski
 - All in favor
 - Motion carried

VI. WHOA Business

- Approval of the August 18, 2025 Open Workshop Meeting Minutes
 - First – Jay Respler
 - Second – Joe Atanasio
 - All in favor
 - Motion carried
- Approval of the August 28, 2025 Joint Open Meeting Minutes
 - First – Jay Respler
 - Second – Bob Brown
 - All in favor
 - Motion carried
- Approval of a proposal from Cranbury Comfort to replace the restaurant furnace and air conditioning units for a cost of \$12,908.50 to be paid from the WHOA Capital Reserve account.
 - First – Joe Atanasio
 - Second – Bob Brown
 - All in favor
 - Motion carried
- Approval of a proposal from Garden State Gutters to replace all of the gutters on the 1 Rutland Lane Building for a cost of \$6,975.40 to be paid from the Whittingham Capital Reserve account.
 - All in favor
 - Motion carried
- Approval of a proposal from Landscape Maintenance for Courtyard Renovations and Drainage Improvements at 1 Rutland Lane for a cost of \$11,009.62 to be paid from the Whittingham Operating account.
 - First – Kathy DeDonno
 - Second – Joe Atanasio
 - All in favor
 - Motion carried
- Approval of a proposal from Biondo Contracting for the lower roof replacement at 52A Rutland Lane for a cost of \$7,470.00 to be paid from the Whittingham Capital Reserve account.
 - First – Bob Brown

Whittingham Homeowners Association/Greenbriar at Whittingham Community Association
Joint Open Board Meeting Minutes
Thursday, September 25, 2025, at 6:30 PM
Towne Centre Ballroom and Zoom

Second – Kathy DeDonno

All in favor

Motion carried

- Approval of a proposal from NFP Property & Casualty for the Associations Annual Insurance Policy Renewal for an annual cost of \$1,199,835.00.

- First – Joe Atanasio

Second – Bob Brown

All in favor

Motion carried

VII. Committee Reports

Greenbriar:

- Budget and Finance
 - Jack Sandler – I'm glad that we made quorum otherwise the Greenbriar and WHOA Board would have would be subject to having additional election costs so I'm glad we can avoid that. Secondly, our Budget and Finance Committee determined that we are on budget. We are not spending more than we should and we are aligned to finish the year. Last, because of the rising number of people paying late, we do give until the 10th for a grace period. We are trying not to institute putting a policy in place for a late fee which we don't want to do. We ask that you mail your payment by the first of the month. If you are having a hardship, please contact Matt and let him know. We cannot have accounts receivable being over 60-90 days, it's just unacceptable.
- Covenants
 - No report.
- Site Review
 - Chester Trubinski – The Site Review Committee met September 9th. 21 applications were reviewed. Several were held pending additional information. 14 inspections were undertaken by the Committee members.
- Newcomers
 - Alan Greenberg - We held a meeting about 2 months ago and will schedule another one for the Fall.

WHOA:

- Budget and Finance
 - Kathy DeDonno – We met with the WHOA Budget and Finance Committee to review and discuss July results. For the most part we are on budget, particularly for Condo. WHOA is a little bit over budget. Even though we are on budget, we are still expecting some costs that have not yet come through. So, at the end of the year, we might be a little over budget. For 2026, as a preliminary statement, just because we are on budget, our contracts we renew every year, those contracts have built in automatic 6%, 5% and 3% percent increases on large contracts. For example: Landscape. That is going to lift the numbers for the 2026 budget.
- Covenants
 - No report.
- Entertainment
 - Bob Brown – The Entertainment Committee has booked this year completely and almost all of next year is booked. We have some really great shows coming up and we hope everyone attends.
- Landscape
 - Kathy DeDonno – Landscape Committee did not meet this month. They planted the Mums. There will be two sets of colors to distinguish the Club House and the entry gates.
- Site Review

**Whittingham Homeowners Association/Greenbriar at Whittingham Community
Association
Joint Open Board Meeting Minutes
Thursday, September 25, 2025, at 6:30 PM
Towne Centre Ballroom and Zoom**

- Bob Brown – Site Review met on September 19th. We had 5 new applications and 5 inspections that were completed. We are talking about a policy for antennas and Satellite dishes.
- Towne Centre
 - Jay Respler – The Towne Centre Committee met on Thursday, September 11th. In the fitness center, anyone who is a guest should be with a resident. They want signs put out and a notice sent to the residents. They want to investigate the old lifeguard chair before the next season. The indoor pool windows were cleaned and will continue to be cleaned by the Custodial Staff. The lap lane hours have been added to the signs in the indoor pool area. The Committee has paint swatches to repaint the room. The Annex floor repair has been completed. The downstairs storage room is now open for use. The stage extender is causing scratches to the floor.

VIII. Open Forum

IX. Adjournment – 7:11PM