

**Whittingham Homeowners Association
Open Workshop Meeting Minutes
Monday, September 15, 2025 at 6:30 PM
Towne Centre Ballroom and Zoom**

I. Call to Order

6:30pm

II. Pledge of Allegiance

III. 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
- Management
 - Matt Lubas, General Manager, Suzie Weingartner, Property Manager

IV. Management Report (Matt Lubas)

- Last month the Board approved some Ballroom lighting modifications. We are working on getting a start date from the contractor on that.
- We replaced the lower roof at 61C Winthrop.
- We will be sending out information shortly on the Condo Fence Project. We now have Taylor Fence on board. We are starting the 74 Winthrop building first.
- We are getting pricing on the Multipurpose Room painting. The Towne Centre Committee picked out some colors and are looking to make some changes to freshen it up.
- We have a lot of service contracts that are up for renewal at the end of this year. We are working with the Board to get some proposals from multiple vendors on a lot of different projects.
- We have been trying to push everybody that has a barcode under 15,000 to get it replaced. We got a lot of them, but we still need more. We have some evening hours that we are going to be doing that for some of our homeowners that are still working and can't get here during the day. Wednesday, September 17th, from 3PM-7PM we will be doing it as well as Tuesday, September 23rd from 3PM-7PM.
- Please vote online. I know we sent all the voting emails out. They started on Saturday. We really need to make the quorum of 25% to make it official. If you have any problems voting online, please bring your phone or tablet to the office and we will help you.

V. Recreation Report (Kristin Puriza)

- Wednesday, September 17th: Bus trip to NYC The Theatre District – There are seats available, \$30 per person.
- Sunday, September 21st: 1PM Movie in The AC/Dance Room – It Ends With Us
- Saturday, September 27th: 7PM in The Ballroom – Wooden Ships, The music of Crosby, Stills & Nash.
- Sunday, September 28th: 12pm – 3pm in The Ballroom – Our 26th Annual Arts & Crafts Fair – See The Concierge for an application.
- FLU Shots are scheduled for Monday, September 29th from 10 a.m. – 2 p.m. and Wednesday, October 8th from 2 p.m. – 6 p.m. See the flyer to make an appointment.
- Saturday, October 4th from 11 a.m. – 2 p.m.: Parking Lot Trunk Sale – sign up with The Concierge.
- Save the date: Sunday, October 26th for our Family Fun Day! A flyer with details will be available soon.

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VI. Review of the August 18, 2025 Open Workshop Meeting Minutes

VII. New Business

- Restaurant Furnace and Air Conditioning Replacement – Cranbury Comfort Proposal for \$12,908.50
 - Tom Clark – This is a new air conditioner furnace for the restaurant in the kitchen area. That whole restaurant is broken into many different zones as there are many different units. This is just one of probably 3 or 4.
 - Matt Lubas – This unit is located on the roof so a crane is needed to replace it.
- Gutter Replacement for 1 Rutland Lane Building – Proposal from Garden State Gutter Cleaning for \$6,975.40.
 - Matt Lubas – These gutters were extremely undersized. These are pretty banged up. We had our guys patching and repairing them for years. We needed to just replace them at this point.
- 1 Rutland Lane Courtyard Renovations and Drainage Improvements – Proposal from Landscape Maintenance for \$11,009.62 including tax.
 - Matt Lubas – A lot of these manor buildings where they have the courtyards, there are a lot of drainage issues. There are a whole bunch of gutters and downspouts that just empty into one area with nowhere to go. We did a similar project last year on 31 Rutland building and it was a huge improvement for the residents.
- 52A Rutland Lower Roof Replacement – Biondo Contracting Proposal for \$7,470.00.
 - Matt Lubas – This is consistent with a few of the other lower roofs on the buildings. They never put on a good ice and water shield or anything. There is no other fix other than to rip it off and put it on the right way.

VIII. Financial Update (Kathy DeDonno)

- Financial Reports
 - The July reports are available on the portal for all to review. We are meeting with Budget and Finance of the 18th of September.

IX. Old Business

X. Open Forum

XI. Adjournment - 7:11PM