**Board Members Present:** Mickey Ribera, President; Carney Siciliano, Vice President; Joe Hearon, Treasurer; Jon Michalski, Secretary; Trustees: Barbara Hubbard, Jim Farley, Ralph Ruggiero

Mickey began by clarifying that last week’s meeting was our Annual HOA Meeting. Tonight’s meeting is our regular monthly Board of Trustees meeting, as well as one of the four Open Forum meetings required to be conducted each year.

**MEMBER OPEN FORUM** Mickey Ribera called forum to order at 7:03 PM. With no questions or comments, the Forum was closed.

**BOARD OF TRUSTEES MEETING** Mickey Ribera called meeting to order at 7:04 PM

Meeting Agenda is posted on the website and on the bulletin board in the clubhouse hallway.

**Approval of previous meeting minutes:** All Board members previously reviewed the draft minutes for the October 7th Annual HOA Meeting. Maggi Knapik requested clarification of the minutes approved at last week’s meeting. Mickey explained they were the September 17th monthly meeting minutes. With no further discussion, Mickey filed a motion to approve the October 7th minutes; second by Barbara; all approved.

**Treasurer’s Report:** *Joe Hearon*

Joe reiterated a highlighted summary from the Annual HOA Meeting, stating that for the past year we have continued to operate favorably relative to budget despite incurring a number of unexpected expenses. With the diligent efforts of Board members and assistance from committees and volunteers, we have been successful in keeping the numbers under control. We have also managed funds to optimize investments and take strategic advantage of higher rates of return and market activity.

Joe once again reminded everyone that for 2025, we will no longer issue maintenance fee coupon booklets going forward. Homeowners should prepare accordingly for this change.

Some of this year’s additional expenses included pool leak repairs, the previously forecasted tennis court conversion into a greatly enhanced multi-court area, and removal of some dying and dead trees. These have all been accomplished without impacting our regular operating budget and defrayed, in part, by increased available new buyer capital contributions.

Currently, available cash is about $360k and liabilities are about $50k, so numbers continue to look very good.

Homeowner monthly maintenance fees in arrears are determined at the end of each month. Currently, 2 are late and 5 are 60 days overdue. There are also some outstanding debts of unpaid fees ongoing for several years that we continue working to resolve.

**Bus & Covenants:** *Jon Michalski*

Normal bus operations are running smoothly. Everything is currently up to date with the vehicle.

Regarding Covenants, the Covenants Committee has served the community by observing and investigating inquiries and issuing and following up on friendly reminders to property owners of observed violations, as needed. We appreciate that most notifications have resulted in positive responses, improving and maintaining the community’s overall aesthetic and appeal. We continue to encourage homeowners to maintain awareness of our **Declaration of Covenants and Restrictions** and our **Rules & Regulations** requirements, both of which are posted on the Whiting Station website. Homeowners should direct any inquiries to the Covenants Committee email, *whitingstationcovenants@gmail.com*.

**Lawncare:** *Barbara Hubbard*

Barbara explained the mowing skip days we have experienced recently. The Turfmasters contract provides for 25 mowing events for the entire season, necessitating some skip days also occur throughout the term. To date, there have been 21 cuts, leaving only 4 cuts remaining for the balance of the season, including the fall cleanup, so additional skips will still be necessary. Forward planning for next year, we will propose more skips in the hotter, drier months of July and August, to allocate more mowing and cleanup in the fall. The two fall cleanups ahead this season are planned for November 15th, with the final on December 13th.

Looking ahead, Manchester Township has scheduled a pickup of brush, branches, and leaves on November 5th. Starting on November 1st, residents may neatly pile brush and branches (less than 4 ft. length) separate from neat rows of leaves along the edge of main roads (not fingers) for pickup on the 5th.

**Architectural & Common Grounds:** *Carney Siciliano*

During the period 9/19/24 through 10/15/24, 17 new applications were processed, with 100% approved. 10 were home improvements; 7 were tree-related (one via the new township permit process). For every tree removed, one tree must be planted, either in the spring or the fall. Accordingly, 4 trees will be planted on Morning Glory and 3 on Petunia. The HOA office will maintain a file of all requests. Homeowners must specify both the species and location of new trees.

The 4th quarter basin inspections have been completed with no identified issues. The Basin 1 fence between Lily Ct and Schoolhouse Rd has been power washed.

The Architectural Application form has been updated to reflect encountered items not previously reflected on the form. Going forward, all painting requests must attach an actual paint swatch. The back of the form includes a sample of the required Certificate of Insurance language that must name the homeowner (not the HOA) as the certificate holder. This is to protect the homeowner. New forms will be available at the clubhouse and on the website.

We are still awaiting approval from the County office for the sidewalk repairs along Schoolhouse Rd. We still hope to complete this project before winter.

Finger 35 repair was completed following damage from the 101 MGL water line break.

**Clubhouse & Pool:** *Ralph Ruggiero*

No changes since last week’s report. The pool resurfacing project will be completed in the spring.

We continued operating without our maintenance person, Dave, making it challenging to accomplish the same level of care using only contract cleaning and repair services. Any issues or concerns should be brought to Ralph’s attention.

**Irrigation:**  *Jim Farley*

A few recent leaks were reported to Jersey Shore Lawn Sprinklers to address. Since the system is scheduled to shut down by the beginning of November, any non-critical head adjustments will be made during the spring system startup.

**Residents Club:** *Deb Cassens*

Deb thanked volunteers who responded so far to help with the Craft Fair coming up on November 2nd, and emphasized the need for additional volunteers, especially for donated items to use in making gift baskets. Volunteer sign-up sheets will be on tables by the door in the ballroom.

Upcoming events:

* A holiday donation box for Kevin’s Kids will be placed in the clubhouse in the first week of November.
* On November 26th, volunteers are needed to help decorate the clubhouse for Christmas; coffee and bagels will be served.
* December 7th at 7:00 PM will be our annual Christmas tree lighting; refreshments served.
* December 13th is our Holiday Dinner; details TBD.
* On January 11th, volunteers are needed to help remove decorations at the clubhouse; coffee and bagels will be served.

**Old Business:** *Mickey Ribera*

No prior old business.

**New Business:** *Mickey Ribera*

Mickey stated Board members have reviewed proposed changes to the Rules & Regulations, to be effective January 1, 2025. All changes were yellow highlighted in the draft document. Most changes were only minor corrections or clarifications, and the only significant change is concerning the tree ordinance discussed at a previous meeting. Carney summarized his conversation about the ordinance requirements with Manchester Township officials:

* Obtain Zoning Office approval in advance for any tree removal (except for removing a single tree)
* Replant 1 tree for every tree removed
* Include Whiting Station application and approval letter
* Include a scale copy of property survey showing all existing, proposed removal and replacement tree locations

Mickey will post a link to the ordinance on our Whiting Station website.

Mickey filed a motion to accept the proposed changes; seconded by Carney; all approved.

The newly elected Board members met recently to determine the officers for next year:

President – Joe Hearon

Vice President – Barbara Hubbard (lawncare/snow removal)

Treasurer – Jacki Scampato

Secretary – Jon Michalski (bus & covenants)

Jim Farley (irrigation)

Russ Krischik (clubhouse/pool)

Mike Madorma (architectural/common grounds)

**Member Q&A**

Lou Ann Breaks announced upcoming and planned bus trips:

December 4th 3-7 PM – Longwood Gardens; signup is posted.

Currently gauging interest in scheduling another trip to the NJ Planetarium.

March 5, 2025 – Philadelphia Flower Show

May 5-9, 2025 – Woodloch Pines

Mid-June 2025 TBD – Statue of Liberty boat ride and lunch

September 2025 (TBD) Medieval Times

(CG—78 MGL) requested some clarifications regarding:

* the HOA requirement for obtaining a Certificate of Insurance from a previously used tree service each time any tree removal is requested. Mickey explained that the insurance certificates are address specific and the policies change or expire from time to time.
* the Township tree removal permit and fees for multiple trees and whether they can be deferred for a year to not incur fee for each tree. Mickey explained that the Township ordinance is 40 pages and may contain specific requirements that address this question, as well as other stipulations. Homeowners are encouraged to do their due diligence, as they are individually responsible for compliance with the ordinance.
* CG also suggested that recommendations be provided for new replacement trees. The new Board can address that, if desired.

(RD—23 MGL) suggested teaming a coalition of other similar communities to petition the Township to amend the ordinance, factoring the small size lot zoning we have in relation to the 1-plus acre minimum lot zoning in other township areas. Mickey responded that the directives come from the NJ DEP and the Pinelands Commission, so any petitions for changes would have to be directed to those agencies, who may be challenging to deal with. Maggi Knapik added that the Manchester Township Coordinating Council has issued a report that will be in the November Express, which includes a long discussion about how this issue is impacting communities throughout Manchester.

(JY—122 MGL) commented that since Manchester Township does very little else for our community, we should encourage homeowners to take advantage of their upcoming scheduled branch/brush/leaf pickup.

(JDL—80 MGL) commented that since local landscapers know nothing about the 40-page tree ordinance, it seems to come out of nowhere.

He also reported recently seeing foxes in the community.

(CF—136 MGL) encouraged folks to help neighbors clearing fallen branches for the pickup, and also emphasized the importance of neighbors looking out for neighbors, with such things as garage doors left open or cars parked on street at night, and suggested forming a neighborhood watch committee in the next year.

Mickey reminded everyone that the clubhouse will be closed from October 30th through November 6th for the Craft Fair event and carpet cleaning.

**Adjourn** Being no further business or questions, Mickey filed a motion to adjourn the meeting. Joe seconded, all approved. Meeting was adjourned at 7:52 PM

**Next Meeting: Tuesday, November 19, 2024, at 7:00 PM** via Zoom.

*Respectfully submitted by*

*Jon Michalski, Secretary*