

# Whiting Station Board of Trustees Meeting

Clubhouse Ballroom – January 20, 2026

(Pending formal Board approval at the next Board of Trustees meeting on February 17, 2026)

**Trustees Present:** Joe Hearon, President; Lou Ann Breaks, Vice President; Jacki Scampato, Treasurer; Jon Michalski, Secretary; Sam Agin, Jim Farley, Ed Oxenham

## **BOARD OF TRUSTEES MEETING**

Joe Hearon called the meeting to order at 7:08 PM and began by introducing the 2026 Board of Trustees team with their roles and areas of responsibility.

The meeting Agenda is posted on the Clubhouse bulletin board and on the Whiting Station website. Questions regarding the Agenda included:

(CW—88 MGL) expressed disappointment with the recent snow clearing services. *Jacki responded that she communicated with the contractor in advance to authorize salt application, which was largely effective; however, some shady areas and intersections remained icy and more hazardous. The contractor subsequently returned to address cleanup and additional salt application in those areas. The expected temperature increase should help further.*

(BC—319 GD) asked the quantity spec for salt application. *Joe responded that each event takes two loads of salt at a cost of \$2k. He emphasized the importance of balancing actual work ordered with fiscal responsibility.*

(LW—570 PLN) asked where to park car for driveway clearing. *Barbara Hubbard responded to park car in driveway as close to the garage door as possible since the plow blade back-plows driveways. The snow clearing sequence is roadways first, then driveways, followed by walkways. It is okay to park in the main streets after the plows have cleared them.*

## **Approval of previous meeting minutes:**

All Trustees previously reviewed the draft minutes for the December 16<sup>th</sup> meeting. There being no further discussion, Lou Ann filed a motion to approve the December 16<sup>th</sup> minutes; second by Jacki; all present Trustees unanimously approved.

## **Treasury & Snow Removal:** *Jacki Scampato*

Jacki began with a recap of 2025. While the year has just concluded, we have already submitted all documentation to our auditors. We expect the audit process to take approximately two months before final findings are presented. In 2025, 29 homes were sold. Despite significant budgeted expenses for clubhouse and pool improvements, we expect to finish the year under budget, pending the final audit.

Moving into 2026, our new budget was passed in the Open Forum meeting in September. Homeowner monthly fees have increased slightly from \$182 to \$189,

primarily due to rising energy costs; specifically, we have seen a 77% year-over-year increase in gas delivery charges. Housing market activity remains steady, with 14 homes currently listed and five scheduled to close this January.

Regarding winter operations, Jacki is managing snow removal this season. During Sunday's storm, we proactively salted the roads in coordination with TurfMasters to prevent ice from bonding as temperatures dropped. This allowed for a much faster recovery the next day. Please remember that plowing and clearing for streets, driveways, and walkways is triggered at a three-inch snow accumulation.

As we anticipate a high-precipitation winter, we ask for your cooperation. If snow removal is announced, please clear all obstacles from your driveway. If an item cannot be moved, it must be clearly marked with an orange pole or flag. TurfMasters is not liable for damage to unmarked items. Additionally, if you have a medical necessity requiring priority access (such as dialysis or oxygen), please contact Jacki so we can update our emergency priority list.

Finally, for any specific concerns, please email Jacki directly at [wstresury1@gmail.com](mailto:wstresury1@gmail.com).

NOTE: to ensure productive communication, Trustees will not respond to complaints or snarky comments posted on Facebook pages regarding the Treasury or snow removal [or any other topic].

## **Bus Operations & HOA Updates:** *Lou Ann Breaks*

All of the maintenance and fees are up to date on the bus. A great trip to look forward to in February is the Old Monmouth Candies factory, just in time for Valentine's Day. Out-to-lunch is the second Tuesday and Atlantic City is the second Wednesday of every month.

We are doing a feasibility study on moving the HOA office to where the current library is so the office would be centrally located in the building. The library would then be relocated to where the office currently is. In doing this we have come across really old files which should be shredded. We are looking to have a community shred event at the Clubhouse – details to follow.

Under NJ Law, HOAs within planned residential retirement communities are required to perform a biennial collection and verification of occupancy with age identities of all residences using the Housing for Older Persons Act (HOPA) Survey. It is therefore important that each residence completes this survey and returns it to the HOA office by March 31, 2026. Survey Forms will be in both the February and March Express Newsletters, as well as the HOA office

**Covenants:** *Jon Michalski*

Covenants and Trustees have addressed several violation issues in the past month. These include:

**Responsible pet ownership** – leaving dog waste on lawns or anywhere in the common areas, including grassy or wooded areas surrounding detention basins, is a violation of our Rules and Regulations. Likewise, pet owners must always properly dispose of waste bags in their own trash and not leave them in the common areas or storm drains. In conjunction with Manchester Township Ordinance Chapter 101, WSHOA Rules and Regulations Chapter IV, Section 1.B details these responsibilities and restrictions.

**Storage of personal articles and trash/recycling receptacles** – residents are prohibited from storing personal articles on their home's exterior. Such items include tools, storage containers, sheds, disassembled furniture, bicycles, firewood, etc. Trash and recycling containers must not be visible from neighboring homes or the street. Rules and Regulations Chapter IV, Sections 1.F., H., and M. detail these responsibilities and restrictions.

**Parking in finger lanes** – not only is parking in the finger lanes discourteous to other residents, as stated in Rules and Regulations Chapter II, Section 2.A., "Residents and visitors are prohibited from parking in the fingers in order to allow for Emergency Vehicle Access." Brief loading and unloading is okay, but residents must inform their contractors and visitors to park their vehicles along the main roads.

Residents are invited to email compliance inquiries to [whitingstationcovenants@gmail.com](mailto:whitingstationcovenants@gmail.com) at any time.

**Architectural & Common Grounds and Lawncare:**

*Ed Oxenham*

During 2025, 148 architectural projects were completed; 5 were declined.

We have removed approximately a dozen common area dead trees that were deemed a hazard. Ongoing inspection and removal efforts will continue into 2026, as well as considering brush, leaves and branch removal in common areas, pending budget and volunteer availability.

The architectural modifications process includes:

- Complete Application Form (located on the website or within the grey box at the Clubhouse near the exterior Ballroom entrance) checking boxes of work needed and adding any notes at bottom
- The Committee has 30 days to check and approve requested work (the process never takes that long)
- Ed will set a time with homeowner to review scope of work.
- Any contractor that will be doing the work will need to send their License # and Certificate of Liability Insurance to the HOA office for every job.

- Once the worked is approved by Trustee, homeowner will receive a letter and a blue permit form to be placed in the front window until project is completed
- Trustee will inspect completed work and take the blue permit form for filing in the office.

Regarding **Lawncare**, Ed will be in discussion with Contractor to level-set scope of work to make for smoother operations once the season begins.

Ed and others will be inspecting all mailbox posts throughout the community to develop a list of posts needing replacement. Affected homeowners will be notified to coordinate post replacement to USPS specs. Compliance with required replacement will be mandatory.

**Clubhouse & Pool:** *Sam Agin*

Sam began by thanking the many volunteers who helped to undecorate the clubhouse.

We are currently soliciting bids for the replacement of one of the two Clubhouse furnaces. Although both furnaces are the same age, one has a faulty heat exchanger and it is not economically prudent to repair a 17 year old furnace. We currently have two of the required three proposals for this work and anticipate receiving the third shortly.

Ocean Fitness is scheduled to inspect the older treadmill and the elliptical machine to evaluate potential repairs.

Sam requested assistance with removing 29 storage boxes from the attic so old files can be shredded.

Volunteers are also requested for a building committee to assist where needed around the Clubhouse activities.

**Irrigation:** *Jim Farley*

Nothing to report at this time.

**Old Business:** *Joe Hearon*

No old business.

**New Business:** *Joe Hearon*

As Sam briefed, we will need to replace one boiler in the Clubhouse. Although the current Reserve Study reflects assumption of a 30-year boiler schedule, the replacement must be done years earlier than budgeted. We are considering using both similar and alternative heat pump equipment for the replacement.

Website Update: While we intended to have the new website operational in January, there has been a delay due to Joe being out of town for weeks with a family emergency. Work, however, continues and Joe displayed a concept of our new website to residents in the room, walking through its layout and features.

There will also be new POC email addresses to facilitate contact and communication with Trustees and organizations with areas of responsibility in the community. The site will also be optimized for mobile

application. Feedback is welcome; the more we receive, the faster we can finish developing the working website. While the website is being professionally developed, it will be locally managed (by responsible members of organizations within the community).

(LS—140 MGL) suggested including both the lawn maintenance schedule and the trash/recycling schedule in the Schedules section.

(BH—36 MGL) suggested providing a contractor list for trusted vendors doing work in the community.

**Final comments/questions:**

(RD—23 MGL) inquired how the process to replace mailbox posts will work, whether specifications will be issued and whether the HOA can identify preferred contractors to do the work. *Ed responded that specs and contractors can be provided as we get closer to doing the work [unstained pressure treated wood and, per USPS, 6"-8" setback from curb and 41"-45" from roadway surface to bottom of mailbox].*

(CW—88 MGL) asked if the boiler replacement amount in the Reserve fund is available and what the quotes are so far. *Jacki stated that after the 2025 Audit is completed and we have confirmed figures, we can ensure that 2026 figures align. We do not have confirmed quotes yet to provide specific numbers and we are exploring other options, as well. We can inform the community once the 2025 Audit is finished. Additionally, any homeowner who wishes to review the 2025 Audit may send a written request to Jacki to review it with her and another Trustee at the Clubhouse.*

(MS—311 GD) asked about considering a Clubhouse generator to utilize for shelter during power outages. A lengthy discussion ensued expressing support for this, as well as questions and suggestions.

*Joe responded that we could explore the feasibility of such a generator but cautioned that it would require equipment significantly larger and far more expensive than any residential generator installation. He also suggested residents contact the utility provider to seek accountability for maintaining a stable power infrastructure.*

An additional question was whether the BOT would consider permitting homeowners to install a shed behind their homes, provided there is a BOT-approved specification for the structure. *Current Governing Documents prohibit sheds of any kind. Consideration of any such amendment would necessitate a feasibility study to determine interest. If addressed in the Bylaws, an amendment would require a 2/3 affirmative vote of all homeowners, at great effort and expense.*

There being no further comments or questions, the meeting adjourned at 8:18 PM.

*Respectfully submitted by  
Jon Michalski, Secretary*