

# Greenbriar at Whittingham Welcome Information

## **Association Governing Documents:**

All Governing Documents and Rules and Regulations can be found on our website [www.gwmonroe.com](http://www.gwmonroe.com). If you would like these documents on a flash drive, the Management Office can provide that for you upon request for no fee. If you would like all of the documents printed, you will be responsible for the printing charges.

## **Association Access**

**Master Key Program:** If door locks are keyed to the Master Key for your Village, Security would be able to enter your home (only if requested by a Monroe Township emergency authority) if there were an emergency or alarm activation at your home and you were either not able to open the door or home to allow the authority to access your residence. There is a one-time service fee charged to you to participate in this program. If you are interested, please contact Alen Locksmith at 609-448-8707 to arrange for an appointment. Please note that due to the size of our Community, our Security Department cannot accept individual, personal house keys. All residents are encouraged to participate in this program.

**Barcodes for your vehicle(s):** You may have already received your barcodes which allow you access into the Community from the Security Staff; however, if you have not, stop by Security and show them your closing papers and the staff will put barcodes on your vehicles (maximum of 3) that are registered to you.

## **Currently Closed due to COVID19 Restrictions**

### **Towne Centre**

<b><u>Hours of Operation:</u></b>	Monday through Friday	7 a.m. – 11 p.m.
	Saturday & Sunday	8 a.m. – 4 p.m.

**Activities:** Please stop by the clubhouse to find out about the various activities that are available for you to participate in. As an alternative, you can check Channel 3 (our in-house cable channel) to see the different activities. Some activities do not have a fee associated with them, while others do. As appropriate, they are noted along with the event's refund policy, if applicable. The activities listed may be sponsored by the Community or by one of our many clubs.

**Guests:** Guests must be physically accompanied at all times when on common property (indoor or outdoor facilities). It is unacceptable to drop guests off and then leave the area. Furthermore, guests under the age of 18 are not permitted to utilize the exercise room, billiard room/tables, sauna, Jacuzzi, or steam room.

**Pool Guidelines:** Shortly after your real estate closing, you will receive four pool badges. Badges must be shown to the on-duty lifeguard prior to entering either pool area. Residents may enjoy the pool facilities whenever they are open. Guest hours for the indoor pool are 1 p.m. – 8:45 p.m. and 12 noon to 8:45 p.m. for the outdoor pool. Children under the age of 3 are not permitted in our pool facilities, and children under 10 years of age **must be physically accompanied** in the pool water at all times. In accordance with NJ law, each person must shower prior to entering the pool or Jacuzzi.

## **Accounting**

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Your monthly maintenance payment is due on the first of each month. The preferred payment option available is direct debit. You may obtain this information at Orientation or by contacting the Accounting Office (609-655-5656 ext. 222). If you choose to write a check monthly, a maintenance fee payment booklet will be mailed to you shortly.

## Nursing Services

Twenty-four (24) hour nursing services are available and can be reached by dialing 609-395-7554 or 609-395-0404 ext. 233. In the event of a medical emergency, **dial 9-1-1 immediately**. If you wish to contact the Nurse and/or Security after dialing 9-1-1, you may do so. The nursing office can assist you with a variety of services from blood pressure checks to sponsored seminars. Medical Questionnaires will be provided to you at your Orientation to complete and submit to the nurse.

## Trash Removal & Recycling

Trash is picked up once a week on Wednesdays, from December – March and from April – November it is twice a week on Wednesdays and Saturdays. The vendor may begin entering the Community for residential pick up at 7 a.m. Garbage cans with may be placed out the night before a scheduled trash pick-up day after 7:00 p.m.

**Our Community now participates in “single stream recycling” which means you do not have to separate the different recycling matter and items may be combined.** The vendor who collects our recyclables does not enter the Community until 8 a.m. **ONLY** your recycling container with the tight-fitting lid (paper matter) may be placed out the night before. If no recycling containers were left behind, you may contact the Monroe Twp. Department of Public Works at 732-656-4575 to arrange to obtain the containers.

As you begin your unpacking process, you may have an abundance of cartons to discard. Cartons should be broken down as best as possible and placed out recycling day.

**Rigid Containers and Early Placement:** The only collection containers that may be placed at the curb after 7:00 p.m., on the night before the day of collection shall be the toter provided to you by the Association. All soft plastic garbage bag(s) shall be placed alongside a rigid plastic trash container for collection only after 6:00 a.m., on the day of collection.

**Placement in a Snow Emergency:** The early placement rule shall not apply during and immediately after a snow emergency. A snow emergency shall be announced on Comcast Channel 26 and the Community’s website. Placement before an emergency is developed will require retrieving all trash containers to avoid interference with roadway plowing operations. Failure to do so shall be a violation and shall be subject to penalty.

**Hazardous Materials:** There is no curb-side collection of hazardous materials. Disposal requires delivery of hazardous substances to specially designated municipal or county disposal dump sites. Contact Monroe Township’s Department of Public Works (732-656-4575) for these dates, times and locations.

**Gardening Debris:** Monroe Township provides bio-degradable bags for gardening debris. The bags can be obtained at Monroe Township’s Department of Public Works’ facility on Gravel Hill-Spotswood Road, (732) 656-4585. There is no limit on the

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number of bags that may be placed for collection. These bio-degradable bags may be placed out after 8:30 p.m. the night before trash pick-up.

**Special Pickup Arrangements for Bulky and Heavy:** A special appointment must be made with Midco Cartage for its picking up of all bulky or heavy household trash, including but not limited to rugs, furniture, clothes, and appliance. Call Midco at (908) 561-8380. Midco's general practice is to make a specific appointment for a pickup, and a fee may be charged, which is the sole responsibility of the unit/homeowner. If Midco fails to pick up your heavy or bulky household trash as scheduled, these items shall be immediately removed from the curb until the next appointment. A new collection appointment must be arranged with Midco. Security shall be notified of any special pick up appointments. Additionally, between the months of April and October annually, you may contact the Monroe Township Department of Public Works (732-656-4585) to arrange for a "bulk" pick up. They will advise you when they can pick up. It is YOUR responsibility to contact Security to advise them of your pick-up date.

**Removal from the Curb:** All trash and recycle containers shall be removed from the curb as soon as possible after a trash pickup has been completed.

Residents shall be responsible for the disposal of trash and recyclable materials left by a general or repair contractor retained by the resident. The resident shall clean up all such trash and debris at the conclusion of each day's work.

### Association Board Meetings

These meetings are informative as to the happenings within our Community. The meetings are open to Community residents only and are held in the Towne Centre Ballroom or via Zoom.

- \* **Whittingham Homeowners Association and Condo Association**
- \* **Greenbriar at Whittingham Community Association**

### Community Publication

At the beginning of each month, our Community newspaper, the GW Voice, will be mailed to your home. This publication includes information of upcoming events, activities, club information, Management announcements and the like. If you winter away, for a nominal fee, you can arrange to have this forwarded to you at another address.

### Greenbriar Golf Course

All residents of Greenbriar are Golf Association Members. Some residents of Whittingham Condos are Golf Association Members. The Golf Association has its own Board of Directors and Management Company. If you want information about our 9-hole golf course, please contact Kevin Darlington, Golf Pro, at 609-860-6621. Please note that using the golf course paths are NOT permitted unless you are playing golf. Thank you for your cooperation.

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## *Important Contacts*

<b>EMERGENCY</b>	Police, Fire, First Aid	9-1-1
<b>Burglar/Fire Alarm System</b>	G&C Electronics	732-240-7007
<b>Cable TV</b>	Comcast	877-973-1379
<b>Concierge/Clubhouse</b>	Whittingham HOA	609-395-0404
<b>Electricity</b>	JCP&L	800-662-3115
<b>Gas Service</b>	PSE&G	800-436-7734
<b>Golf Pro Shop</b>	Greenbriar Golf Association	609-860-6621
<b>Locksmith (Master Key)</b>	Alen Locksmith	609-448-8707
<b>Management Services</b>	Whittingham HOA	609-655-5656 x 259
<b>Nurse's Office (on-site)</b>	St Peter's Nursing	609-395-7554
<b>Phone Company</b>	Verizon	800-VERIZON
<b>Police (non-emergency)</b>	Monroe Twp. Police	609-655-3250
<b>Post Office</b>	Monroe Twp. Post Office	609-409-8170
<b>Gatehouse (on-site)</b>	Gate Guards	609-655-1414
<b>Senior Center</b>	Monroe Twp. Senior Ctr.	609-448-7140
<b>Township Offices</b>	Monroe Township Municipal	732-521-4400
<b>Trash Vendor</b>	Republic Services	908-561-8680
<b>Monroe DPW</b>	Hazardous Waste/Bulk Trash etc.	732- 656-4575
<b>Water &amp; Sewer</b>	Monroe Twp. Municipal Utilities Authority (MUA)	732-521-1700

*The staff looks forward to meeting you at an upcoming orientation via Zoom  
as well as the various activities that are here  
at Greenbriar at Whittingham!*