

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, APRIL 18, 2018 WILLOW HALL

1:00PM

Pledge of Allegiance

Appearance by Mayor Kenneth Palmer

Items to be voted on:

1. Motion to waive the reading of the minutes.
2. Motion to approve the April 4, 2018 minutes.
3. Motion to contract with Roofing Masters for the **2018 roofing and gutter replacement program** for a total cost of \$492,260.86, which includes 2,218 squares of roofing and 8,479 linear feet of gutter, on 103 units. This expense will be charged to GL# 3270 - Capital Replacement - Roofs. The unaudited balance for account #3270 - Capital Replacement - Roofs as of March 31, 2018 is \$1,086,086.82.
4. Motion to purchase **6 aluminum side panel swing gates** for the 3 entry gates for a total cost of \$4,253.98. This expense will be charged to GL# 3150 - Property Fund - Replacements. The unaudited balance for account #3150 - Property Fund - Replacements as of March 31, 2018 is \$882,698.45.
5. Motion to contract with Curry Electric for the replacement of **75 residential electrical panels** for a total cost of \$54,375.00. This expense will be charged to GL# 3295 - Exterior Restoration and Unit Infrastructure. The unaudited balance for account #3295 - Exterior Restoration and Unit Infrastructure as of March 31, 2018 is \$178,619.45.

DIVISION REPORTS

Architectural Division	(Tom Hardman)
Resident Services	(Beverly Craft)
Finance Division	(Mary Lou Doner)
Administration Division	(Judith Langreich)

RECREATION REPORT

COMMUNITY MANAGER'S REPORT

UNFINISHED BUSINESS

1. Trustee Election Outline

NEW BUSINESS

1. Access to Records Policy
2. Fiduciary Responsibilities Policy
3. Pool regulations update/Pool rules

BOARD REPORT

ADJOURN OPEN MEETING

AUDIENCE COMMENTS:

In general, audience questions and comments should be addressed to the interest of all residents. For resolution of personal or maintenance issues, contact the Department Manager or the Service Manager and, if necessary, the Community Manager.

LEISURE VILLAGE WEST
BOARD OF TRUSTEE MEETING

APRIL 4, 2018
WILLOW HALL

Present were E. Baumeister, C. Lupo, S. Tozzi, L. Maiocco, S. Falk-Zitelli, F. Weinstein and S. Kaufman. Also present were Community Manager – J. Schultz, Service Manager – J. Snyder, Accounting Administrator - M. O'Connor. Recreation Manager, Mary Lighthipe was absent.

This meeting commenced at approximately 1:05 p.m. with the Pledge of Allegiance.

ITEMS VOTED ON:

1. F. Weinstein moved to waive the reading of the minutes. S. Kaufman seconded. All present were in favor. Motion carried.
2. L. Maicco moved to approve the March 7, 2018 minutes. S. Kaufman seconded. All present were in favor. Motion carried.
3. S. Tozzi moved to trade in and purchase seven (7) Ex-Mark EFI Navigator mowers from Lakehurst Hardware & Lawnmower for a total cost of \$77,996.20. This expense will be charged to GL# 3150-Property Fund-Replacements. The unaudited balance for account #3150-Property Fund-Replacements as of February 28, 2018 is \$867,619.26. S. Kaufman seconded. Motion carried.
4. S. Kaufman moved to approve the insurance program with Mitchell Insurance Services for 2018-2019 in the amount of \$1,055,831.93 which compares to \$1,115,600.43 expiring (a decrease of \$59,768.50), with all terms and conditions renewing as per expiring, with the exception of the property deductible, which has been increased from \$5,000 to \$10,000. This expense will be charged to GL# 8100-Insurance Expense. C. Lupo seconded. Motion carried.
5. F. Weinstein moved to expand the mission of the ENC. S. Tozzi seconded. Motion carried.

COMMUNITY MANAGERS REPORT

J. Schultz, Community Manager, was asked to explore costs for generators to power the recreation hall(s) to serve as a warming or cooling center for emergency assistance to residents.

M. Polulak, Esq., McGovern Legal Services, gave an outline of the Election Process and the Radburn Law.

M. Polulak, Esq., McGovern Legal Services, updated residents that on October 2, 2018, residents will need to call Verizon to arrange for a technician to come out and switch their service over to Verizon. He also informed residents this could take up to 60 days or longer from October 2, 2018.

J. Schultz, Community Manager, reminded residents that Stout's purchased CV Transport and they will be honoring our contract which runs through 3/31/2021.

J. Schultz, Community Manager, stated that Access to Records will be given out the next meeting.

J. Schultz, Community Manager, stated that the Mayor will be here on April 18, 2018.

J. Schultz, Community Manager, stated that the Board would like to pursue putting a coffee shop in the vacant professional office located at 3B Buckingham Dr. and asked residents for referrals if they know anyone experienced in running it.

J. Snyder, Service Manager, and Tom Hasko, Residential Manager, requested approval to replace 2218 Square of Roofing and the 8,479 Linear Feet of Gutter with Roofing Master at \$215.00 per square for Roofing and \$3.00 LF for Gutter for a total cost of \$492,260.86. Permit fees are included. This expense will be charged to GL#3270-Capital Replacements-Roofs.

J.Snyder, Service Manager, requested approval to enter into the next phase of replacing the next 75 electrical panels. The \$725.00 cost with Curry Electric has been secured through 2018. It was recommended to continue with the project and award Curry Electric the next 75 electrical panels at a cost of \$54,375.00. This expense will be charged to GL# 3295-Exterior Restoration and Unit Infrastructure.

J. Snyder, Service Manager, requested approval to replace the side panel stationary/swing gates at the 3 Village entrances. The recommendation was to contract with Sun Power Security gates for 6 new side panel swing gates. The total cost is \$4,253.98. This expense will be charged to GL#3150-Property Fund-Replacements.

J. Snyder, Service Manager, stated that they have been in contact with Verizon regarding how the lawns look after the digging. Verizon has agreed to soil and seed those lawns in need of repair. Verizon has agreed to purchase our soil and seed to make the repairs.

J. Snyder, Service Manager, reviewed the changes to the pool regulations regarding lifeguards. The new law requires two lifeguards for our sized pools with an additional badge checker that may be required as the lifeguards are not permitted to be distracted by other tasks. The law does allow our facility to be exempt from the use of lifeguards. The Board is weighing options and awaiting some clarifications, a final decision to be voted at the April 18, 2018 meeting.

RECREATION REPORT

No Report was given due to length of meeting.

UNFINISHED BUSINESS

NEW BUSINESS

- 1.) Trustee Election Policy- J. Schultz, Community Manager went over the policy. The word "Absentee" will be changed to "Mail-In" on the ballots.

BOARD REPORT

The business meeting was adjourned at 4:05 pm.

Michele Schoenig, for Samantha Bowker, Administrative Assistant

Sara Falk-Zitelli
Board Secretary

Approved: April 18, 2018

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Thomas Hasko

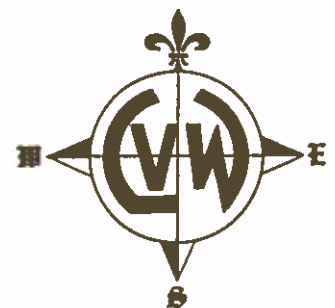
Date: March 14, 2018

Re: 2018 Roofing & Gutter Schedule

We have sent out the 2018 Roofing & Gutter RFP to five roofing contractors. Coffey Brother's and Cardinal Roofing did not provide bids. Listed below are the three bids received with the details attached. Attached is the list of the 2,218 Squares of Roofing and the 8,479 Linear Feet of Gutter to be completed. A total of one hundred and three units will be completed.

Roofing Contractor	2218 Square Roofing	8479 Linear FT Gutter	Permits Costs	2% Discount	Project Total
All-Good Construction	\$469,107.00	\$27,184.60	Included	(\$9,933.28)	\$486,730.47
Roofing Masters	\$476,870.00	\$25,437.00	Included	(\$10,046.14)	\$492,260.86
Premier	\$687,580.00	\$33,916.00	\$8,339.68	(\$14,596.71)	\$715,238.97
Coffee Brothers	No Bid				
Cardinal Roofing	No Bid				

Roofing Master's has held its price for the last two years at \$215.00 per square for Roofing and \$3.00 LF for Gutter. The speed and the professionalism they have continued to display allow us to recommend the contract to Roof Master's for Roofing and Gutter replacement at a cost of \$492,260.86. Permit fees are included. This expense is to be charged to GL # 3270 Capital Replacement-Roofs.



2018

469,107.00 +
27,556.75 +
9,933.28 -
486,730.47 M+

ALLGOOD CONSTRUCTION

1833 2ND AVE
TOMS RIVER NJ 08757
732-779-1965

PROPOSAL
LEISURE VILLAGE WEST ASSOCIATION
959 BUCKINGHAM DR
MANCHESTER
732-657-7633
732-657-1209 2922

Bid #	Description	Cost Per Sq/ea	total squares	Total
Bid # 1	Overlay (on existing) Flashing, Refuge Removal			
Bid # 2	Re-roof 3 tab shingles (tear off existing) Flashing, Refuge Removal 7 DAY PAYMENT DISCOUNT	\$ 211.50 (0.02)	2,218.00	469,107.00
Bid # 3	Soil Pipe and Vent Flashing Per Unit	INC		
Bid # 4	Chimney Flashing Per Chimney	50-250		
Bid # 5	Replace Exhaust Fan Per Fan	55.00		
Bid # 6	Sheathing Replacement Per Sheet	55.00		
Bid # 7	Ridge Vent Per Linear Foot	INC		
Bid # 8	Structural Damage Replacement (To Be Negotiated)			
Bid # 9	Gutter Guard Re-installation			
Bid # 10	Gutter Replacement	\$ 3.25	8479.00	27,556.75
				<u>500,903.25</u>
	7 DAY PAYMENT DISCOUNT	(0.02)		9933.28

486,730.47

Roof Masters

2018

LEISURE VILLAGE WEST ASSOCIATIO

..0..

476,870.00 +
25,437.00 +
10,046.14 -
492,260.86 M+

BID FORM

Provide all services, labor, material, equipment, etc., to produce a finished roof, complete in every respect. Follow LVWA specifications for details of all requirements. Please fill in spaces without state sales tax.

	Cost per Sq/Ea	Total
Bld #1	Overlay (on existing) Flashing, Refuge Removal	
Bld #2	Re-roof (tear off existing) Flashing, Refuge Removal	\$476,870.00
Bld #3	Soil Pipe and Vent Flashing Per Unit	
Bld #4	Chimney Flashing Per Chlmney	
Bld #5	Replace Exhaust Fan Per Fan	
Bld #6	Sheathing Replacement Per Sheet	
Bld #7	Ridge Vent Per Linear Foot	
Bld #8	Structural Damage Replacement (To Be Negotiated)	
Bld#9	Gutter Guard Reinstallation	
Bld#10	Gutter Replacement	\$25,437.00

Note #1 Contractor shall remove and dispose of all debris and refuge generated by his operations on a daily basis. All waste must be disposed of in an appropriate DEP dumping site.

Note #2 Contractor must notify LVWA of all deteriorating structure conditions prior to new roof being installed.



2018

ESTABLISHING AND MAINTAINING PROFESSIONAL
STANDARDS AND PRACTICES IN THE ROOFING INDUSTRY

QUOTATION / PROPOSAL

TO: LIESURE VILLAGE WEST

PHONE: 732-657-1209

PROJECT ADDRESS:

959 BUCKINGHAM DRIVE MANCHESTER, NJ

SHINGLE ROOF REPLACEMENT

1. REMOVAL OF EXISTING ROOF'S DOWN TO DECK, INSPECTING THE DECK PRIOR TO INSTALLATION.
2. INSTALLATION OF OWENS CORNING SUPREME ROOF SHINGLE.
COLOR _____
3. INSTALLATION OF ICE AND WATER SHIELD ALONG ALL EAVES, RAKE ENDS, AND VALLEYS.
4. INSTALLATION OF SYNTHETIC FELT UNDERLAMENT.
5. INSTALLATION OF NEW VENT PIPE FLASHINGS AND ROOF VENTS.
6. INSTALLATION OF METAL DRIP EDGE AS NEEDED.
7. INSTALLATION OF NEW RIDGE VENT AS NEEDED.
8. INSTALL PROPER FLASHINGS FOR COMPLETE WATER TIGHT SYSTEM.
9. REMOVAL OF ALL DEBRIS ACCUMULATED FROM PROJECT.
10. WORKMANSHIP WILL BE PERFORMED IN A PROFESSIONAL MANNER.

TOTAL AMOUNT OF THIS PROJECT:

\$ 687,580.00

SIX HUNDRED EIGHTY SEVEN THOUSAND FIVE HUNDRED EIGHTY DOLLARS

- SHINGLE REPLACEMENT: \$3.10 PER SF
- GUTTER AND LEADER: \$4.00 PF
- DECKING REPLACEMENT: \$45.00 PER SHEET

Plus Permits

AUTHORIZATION SIGNATURE

DATE

NAME

NOTE: AUTHORIZATION IS REQUIRED TWENTY WORKING DAYS PRIOR TO START. ADDITIONAL LABOR IS BASED @ \$60.00 PER MAN HOUR (PERMITS TO BE BILLED SEPARATE @ COSTS) QUOTATION IS VALID FOR THIRTY DAYS. WORKMANSHIP WILL BE PERFORMED IN A PROFESSIONAL MANNER AS PER NRCA & NERCA AS WELL AS BE OSHA COMPLIANT.

1520 ROUTE 37 WEST SUITE 4 TOMS RIVER NEW JERSEY 08755

732-244-8588 OFFICE

WWW.ROOF-SERVICES.COM

732-608-9248 FAX

HOME IMPROVEMENT LICENSE #13VH06840400

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

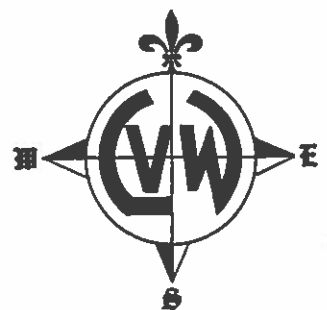
To: Board of Trustees
From: Howard Height
Date: March 14, 2018
Re: Village Entry Gates / Side Panel gates

The Metal Vertical Pivot Gates at the Route 70, Route 37, and Colonial Gates have all been replaced within the past 2 years. The 3 Village entrances have side panel stationary / swing gates that are in need of replacement. We have quotes on materials to build the gates in-house and quotes from Sun Power Security Gates for new gates. Sun Power can build and ship the new gates for approximately the same or less than our cost of materials. Sun Power is the vendor that built our existing gates. The new side panel gates will match the design and appearance of the existing gates.

All quotes include tax and shipping

Vendor		Price
Metals Depot	Aluminum stock only – gates to be built in-house	\$5,240.85
Online Metals	Aluminum stock only – gates to be built in-house	\$4,361.09
Sun Power Security Gates	6 new aluminum side panel swing gates – built to spec and shipped to LVWA	\$4,253.98

It is my recommendation to contract with Sun Power Security gates for 6 new side panel swing gates. The total cost is \$4,253.98. This expense will be charged to GL# 3150 – Property Fund - Replacements.



Sun Power Security Gates, Inc

P.O. Box 2044
 438 S Tyler Rd.
 Merced, CA 95344

Estimate

Date	Estimate #
3/13/2018	2018261

Name / Address
LEISURE VILLAGE WEST 959 BUCKINGHAM MANCHESTER, NJ 08759

Ship To
LEISURE VILLAGE WEST 1200 RT 70 MANCHESTER, NJ 08759

Description	Qty	U/M	Cost	Total
11'4" X 5' Fence panel Aluminum - 2006 style with 217B finials	1		449.07	449.07
7' 5" x 5' Fence panel Aluminum 2006 style 217B finials	1		306.18	306.18
11' 5" x 5" Fence panel - Aluminum 2006 style 217B finials	1		469.48	469.48
9' 10" x 5' Fence panel Aluminum 2006 style 217B finials	1		408.25	408.25
5' 6" X 5' 6" Fence panel Aluminum 2006 style 217B finials	1		244.95	244.95
8' x 5' Fence panel - Aluminum 2006 style 217B finials	1		326.60	326.60
3 x 3 Fence post - inground	5		38.50	192.50
Adjustable hinge	10		20.83	208.30
Powder Coating Grey	1		300.00	300.00
Freight to	1		1,075.00	1,075.00
Estimate Only.			Total	\$3,980.33

*W/ tax + shipping
 \$ 4253.98*

Phone #	E-mail	Web Site
800-882-4283 or 209-722-3990	sunpowergates@gmail.com	www.sun-power.com

Howard Height

From: Metals Depot [no-reply@metalsdepot.com]
Sent: Wednesday, March 14, 2018 8:29 AM
To: hheight@lwwservice.com
Subject: Metals Depot - Howard Height wanted to let you know about some items



America's Metal Superstore!

ONLINE QUOTATION

Customer Service Hotline!
1-859-745-2650

QUOTE DETAILS						03/14/2018
#	Item	Description	Qty	Size	Price	Total
1.	T3218	2 x 2 x 1/8 wall 6063-T52 Aluminum Square Tube Custom Cut: 12'	10	12'	\$109.65	\$1,096.50
2.	T3218	2 x 2 x 1/8 wall 6063-T52 Aluminum Square Tube	10	6'	\$43.20	\$432.00
3.	T33418	3/4 x 3/4 x 1/8 wall 6063-T52 Aluminum Square Tube	120	6'	\$17.20	\$2,064.00
4.	R334	3/4 inch Dia. 6061-T6511 Aluminum Round	1	6'	\$20.22	\$20.22
5.	T3314	3 x 3 x 1/4 wall 6061-T6 Aluminum Square Tube	5	8'	\$174.40	\$872.00
Order Comments / Delivery Instructions:					Sub-Total:	\$4,484.72
					Shipping:	Pending
					Sales Tax:	
					Order Total:	\$4,484.72

Thanks for Your Inquiry!

To place an order for these items, simply Visit Us Online at www.MetalsDepot.com or Call Our Sales Desk at 1-859-745-2650. We accept VISA, MASTERCARD, DISCOVER & AMERICAN EXPRESS, or Purchase Orders for approved accounts. Wire Transfer or PayPal for International orders.

SHOPPING >

Review & Purchase

Step 4 of 4

Item	Cut Fee	Price	Quantity	Total
Aluminum 6061-T651 Cold Finish Round 0.75" Cut to: 72" Mill Test Reports (MTR's) are available for this item. <input type="checkbox"/> Send MTR?	\$0.00	\$17.91	1	\$17.91
Aluminum 6063-T52 Bare Extruded Square Tube 3" x 0.25" Cut to: 96" Mill Test Reports (MTR's) are available for this item. <input type="checkbox"/> Send MTR?	\$4.50	\$104.48	5	\$522.40
Aluminum 6063-T52 Bare Extruded Square Tube 2" x 0.125" Cut to: 144" Mill Test Reports (MTR's) are available for this item. <input type="checkbox"/> Send MTR?	\$12.00	\$87.55	10	\$875.50
Aluminum 6063-T52 Bare Extruded Square Tube 2" x 0.125" Cut to: 72" Mill Test Reports (MTR's) are available for this item. <input type="checkbox"/> Send MTR?	\$12.00	\$32.41	10	\$324.10
Aluminum 6063-T52 Bare Extruded Square Tube 0.75" x 0.125" Cut to: 72" Mill Test Reports (MTR's) are available for this item. <input type="checkbox"/> Send MTR?	\$177.00	\$10.75	120	\$1,290.00
Mill Test Reports (MTR's) are available for this item. <input type="checkbox"/> Send MTR? 20% Total discount off list prices (NOTE: Prices above already reflect your discounts)				\$757.78

My Shopping <

Shipping Details

Shipping Address - [Change](#)
 LVWA
 1200 Route 70

Shipping via UPS Ground

Manchester, NJ 08759
 US

Tax Exempt

Sub-Total: \$3,029.91
 Cut Fees \$205.50
 Shipping: [details](#) \$425.20
 Taxes: \$0.00

Total: \$3,660.61



Pay by credit card

Card Type:
 Name on Card:
 Card Number:

Additional Payment Options



Upon clicking the PayPal button you will be taken

Search entire store here ..



Shipping **Review & Payments**

Payment Method:

Credit Card

PayPal

PayPal Express Checkout [WHAT IS PAYPAL?](#)

Check / Money order

[LEAVE COMMENT](#) ^

Order Summary

Cart Subtotal **\$189.70**

Shipping
UPS - UPS Ground **\$30.24**

Order Total **\$219.94**

10 ITEMS IN CART ^



Heavy Duty J Bolt Hinge **\$189.70**

QTY: 10

[View Details](#) ^

Ship To:

Howard Height
1200 Route 70,
Manchester, New Jersey 08759
United States
7326578878

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

Date: March 13, 2018

Re: Electrical Panel replacements

As the Board is aware we have started the process of replacing residential electrical panels throughout the community. During Phase I, the first 24 in poor condition were replaced. We are coming to the completion of Phase II which was 50 panels starting at Condo 1. We are ready to enter into the next phase which will be continuing in age order consisting of the next 75. We have secured the \$725.00 cost with Curry Electric through 2018.

Electrical Contractor	Panel Type	Permits inspection	Upgrade grounding	Price Each	Qty #	Total Cost
Curry Electric	Square D QO	Included	Extra if required	\$725.00	75	\$54,375.00

It is our recommendation to continue with the project and award Curry Electric the next 75 electrical panels at a cost of \$54,375.00. This expense will be charged to GL # 3295 Exterior Restoration and Unit Infrastructure.



POLICY

ACCESS TO RECORDS

- A. Documents under this heading are available any time at the Association Office or online at www.lvwcrawler.com/document-downloads/.

- Bylaws
- Master Deed
- Certificate of Incorporation
- Rules and Regulations: Current Resident Handbook
- Current LVW News Magazine
- Annual Financial Audits/Budgets
- Minutes from Open Board of Trustees Meeting
- Agendas with attachments

- B. Documents under this heading are available to view at the Association Office following the request protocol outlined below. **Copies are permitted subject to redaction where applicable and a charge of .10 cents per page will be assessed for the total document.**

Request Protocol:

All requests to inspect Association records must be received in writing at the Association office. Said request shall identify specifically the documents which the member wishes to inspect, including any applicable time periods. Subject to the receipt of an appropriate written request, the Community Manager shall make available to the requesting member the following documents at a mutually convenient time during regular business hours without approval by the Board of Trustees.

- Financial Statements-Annual & Monthly
- Insurance Policies and Certificates (Declaration page copies available from the Association's agent)
- Investment Statements
- Latest Tax Return
- Contracts & Commercial Leases

- C. Documents deemed to be confidential shall not be made available to the members of the Association for inspection at any time without the express approval of at least a simple majority of the entire Board. Requests to inspect these types of documents shall clearly state the purpose for which the inspection is requested and shall identify specifically the documents which the member wishes to inspect, including any applicable time periods. Grant of such request shall be subject to such necessary and reasonable restraints and/or conditions as the Board may impose.

Rescinds "Access to Records" dated 1/5/05

Leisure Village West Association

Board of Trustees Fiduciary Duties, Responsibilities and Code of Conduct

Fiduciary Duties

As fiduciaries, trustees have special responsibilities in connection with the administration, investment, monitoring, and distribution of property, meaning the assets of the Association as well as intangible assets such as its reputation. Trustees must act in accordance with the fiduciary duties of care, loyalty, and obedience ("Business judgment rule").

- The duty of care requires trustees to carry out their responsibilities in good-faith utilizing that degree of diligence, care, and skill which ordinarily prudent persons would reasonably exercise under similar circumstances in like position.
- The duty of loyalty means the trustee places the interest of the association ahead of his or her own personal or self-interest. Loyalty also means respecting the confidentiality of the association's affairs by not disclosing them in a way that leads to loss of opportunity for the association and its members.
- The duty of obedience means that trustees have the responsibility for making sure that the association complies with all federal, state, and local laws and regulations as well as the Association's mission as defined in its governing documents.

Responsibilities

- Enforce governing documents
- Adhere to stated purpose
- Preserve financial resources
- Insure assets against losses
- Keep common areas in state of good repair
- Oversee development of budget
- Ensure accurate tracking/monitoring/accountability for funds
- Hire, set compensation, and provide oversight and insight for the Community Manager to run the day-to-day management activities of the Association
- Conduct evaluations of Community Manager regarding management and administration based upon outcome, goals, and data; annual document to be finalized by the President and the Community Manager and available as a confidential document in the personnel file
- Guide the development, review and authorization of personnel policies and procedures
- Ensure accurate tracking/monitoring/accountability for all funded activities and services and link the board/staff/activities/residents through an appropriate communication process
- Ensure effective board processes, structure and roles including committee development
- Monitor the development and use of various media to provide and receive pertinent information for governance and on-going maintenance and administration of the village and the approved services

- Guide association towards a maintainable future and engage knowledgeable experts within and outside of the village in a planning process
- Develop and apply guidelines for ensuring ethical behavior and resolving conflicts
- Encourage participation in all aspects of governance through committee and other volunteer activities and provide orientation, education, training, and encouragement for potential future board and committee members

Code of Conduct:

As a Leisure Village West Association Trustee, I agree to:

- Acknowledge and discharge fiduciary duties
- Make reasonable inquiry before making decisions
- Make decisions based on an informed and independent basis
- Act in the best interest of the Association and all its members
- Treat trustees, residents, staff with courtesy
- Respect the role of staff to work unhindered
- Devote sufficient time to obtain information necessary to add value to the work of the board
- Support the principles of good governance by leadership and example
- Support the volunteer committee structure through open communication and respect
- Safeguard information that belongs to the Association
- Seek no preferential treatment regarding Association property, resources, or services
- Apply sound financial judgment to oversee assets and operations to maintain legal and ethical accountability for residents, volunteers, and staff
- Show a willingness to work as a group
- Seek constructive debate and dialogue over confrontation
- Honor the LVWA Committee Ethics Policy

Signed _____ Date _____

Rescinds "Code of Conduct"