

# AGENDA

## LWWA BOARD OF TRUSTEE MEETING WEDNESDAY, APRIL 19, 2017 WILLOW HALL

**1:00 PM**

Pledge of Allegiance

### Items to be voted on:

1. Appointment of Trustee
2. Motion to waive the reading of the minutes.
3. Motion to approve the April 5, 2017 minutes.
4. Motion to approve the 2017 **Swimming Pool Rules**.
5. Motion to approve the Association to contract with Sparkling Pools to dye, pressure test and re-surface the **Encore spa** for a total cost of \$4,950.00. This expense will be charged to account# 3230 – Capital Replacement/ Common Buildings.
6. Motion to approve the Association to contract with Roofing Master for the **2017 roofing program** to replace 2,443 squares of roof and 9,374 linear feet of gutters for a total cost of \$542,299.66. This expense will be charged to account# 3270 – Capital Replacement/ Roofs.
7. Motion to approve the Association to **paint the siding** in-house for condos 85 and 86 at a total cost of \$32,935.04. This expense will be charged to account# 3000 – Deferred Maintenance/ Siding Painting.
8. Motion to memorialize the payment to Roofing Master for the replacement of the **Encore roof** for a total cost of \$51,860.00. The funds to meet this expense were provided by account# 3230 – Capital Replacement/ Common Buildings.

COMMUNITY MANAGER'S REPORT

RECREATION REPORT

### UNFINISHED BUSINESS

1. Hotwire Services
2. Willow Gazebo/Pier Engineering
3. Town Hall Update

### NEW BUSINESS

1. Revised Specification 3\_6 – "Replace Front or Rear Doors"

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 Manager of Resident Services and, if necessary, the Community Manager.

Present were Russ Steenweg, Susan Nordell, Sandra Kaufman, Elaine Baumeister, Louis Maiocco and Charles Lupo. Also present were Community Manager – Joseph Schultz, Accounting Administrator – Michelle Lampard, Recreation Director – Mary Lighthipe and Fran McGovern from McGovern Legal Services.

This meeting commenced at approximately 1:00p.m.

Pledge of Allegiance

S. Nordell moved to waive the reading of the minutes. S. Kaufman seconded. All in favor. Motion carried.

E. Baumeister moved to approve the February 1, 2017, February 15, 2017, March 1, 2017 and March 15, 2017 minutes. S. Nordell seconded. All in favor. Motion carried.

L. Maiocco moved to authorize the Association to refurbish the current footprint of the Willow patio to include concrete and restoration, two 32" electric grills, an Electrician, lighting, permits and miscellaneous items for a total cost of \$30,978.00. This expense will be charged to account# 3230 – Capital Replacement Fund/ Common Buildings.

C. Lupo seconded. All in favor. Motion carried.

C. Lupo moved to authorize the Association to contract with First Choice Heating and Air Conditioning to install two new Lennox Standard Efficiency Rooftop package units model# KGA\*\*\*S4BH\*\*\* at Willow Hall for a total cost of \$27,658.00. This expense will be charged to account# 3230 – Capital Replacement Fund/ Common Buildings.

S. Nordell seconded. All in favor. Motion carried.

S. Kaufman moved to secure the quote from Mitchell Insurance Services for 2017-2018 in the amount of \$1,108,318.43 which compares to \$1,056,866.74 expiring, an increase of \$51,451.69, in accordance with our rate level agreement and an increase of property limits from \$351 million to \$368 million. This expense will be charged to account# 8100 – Insurance Expense. C. Lupo seconded. All in favor. Motion carried.

S. Nordell moved to fill the open Trustee position on the Board. S. Kaufman seconded. All in favor. Motion carried.

R. Steenweg stated that Shirley Anthony, Al Damato and Sal Tozzi submitted resumes for the open position on the Board.

Sal Tozzi was appointed to the Board.

## COMMUNITY MANAGER REPORT

J. Schultz mentioned that Hotwire Communications has removed the Guide Channel and replaced it with the Hallmark movie and mystery channel. He will notify Hotwire that this is unacceptable for the Association.

He also mentioned that the engineer has reported some ideas to replace the HVAC units at Club Encore. This will be discussed at future Board meetings.

J. Schultz reported that the Architectural Division has submitted revisions to Specifications 3\_6 and 4\_3 for approval by the Board of Trustees. The Board will present this at the April 19, 2017 open Board meeting.

J. Schultz asked the Board to contract with Sparkling Pools to dye and pressure test and then re-surface the Encore spa for a total cost of \$5,450.00. This expense will be charged to account# 3230 – Capital Replacement/ Common Buildings. The Board will vote on this at the April 19, 2017 open Board meeting.

J. Schultz asked the Board to contract with Roofing Master's for the 2017 roofing program to replace 2,443 squares of roof and 9,374 linear feet of gutters for a total cost of \$542,299.66. This expense will be charged to account# 3270 – Capital Replacement/ Roofs. The Board will vote on this at the April 19, 2017 open Board meeting.

J. Schultz asked the Board to approve to paint the siding in condos 85 and 86, in-house for a total cost of \$32,935.04. This expense will be charged to account# 3000 – Deferred Maintenance/Siding Painting. The Board will vote on this at the April 19, 2017 open Board meeting.

M. Lighthipe gave a report for the Recreation department.

## UNFINISHED BUSINESS

1. There is no new update on Hotwire Communications. The Board is pursuing Verizon.
2. An RFP has been sent out regarding the repairs that need to be made to the Willow Gazebo/Pier.

NEW BUSINESS

1. The 2017 swimming pool rules were presented. The Board will vote on this at the April 19, 2017 open Board meeting.

L. Maiocco gave a statement explaining his view for the decision of the re-organization of officers with the Board.

Audience comments will be considered in combination with all communication received from residents. Issues of the village with significance will be put on the agenda for future Board of Trustee meetings.

There being no further business, the Board meeting adjourned at 3:30p.m.

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Samantha Bowker  
Administrative Assistant

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Elaine Baumeister  
Board Secretary

Approved: \_\_\_\_\_



## LEISURE VILLAGE WEST ASSOCIATION SWIMMING POOL RULES 2017 SEASON

The official opening is Friday, May 26th for the Willow and Encore pools. Both the Willow and Encore pools will remain open until Sunday, September 10<sup>th</sup> (weather permitting and subject to the availability of lifeguards).

### NO SWIMMING UNLESS LIFEGUARD IS ON DUTY

<b>POOL HOURS:</b>	<b>Willow Pool</b>	11 am to 7 p.m. Monday – Friday 10 am to 7 p.m. weekends & holidays
	<b>Encore Pool</b>	10 am to 8 p.m. daily <b><u>Starting July 1st</u></b> <b><u>Extra swim hour, Encore pool will close at 9 p.m.</u></b>
	<b>Aquacisers</b>	10am to 11am Monday through Friday at Willow Pool Only (NO CLASSES on Holidays or Weekends)
	<b>Lap Lanes</b>	Residents must yield to lap lane swimmers
	<b>Adult Guests</b>	<b>(Accompanied by a resident)</b> Regular pool hours as listed above.
	<b>Youth Guests</b>	4 to 14 years of age <b>(Accompanied by a resident)</b> 10am to 1pm at Encore Pool & Pool Area 3pm to 7pm at Willow Pool & Pool Area

**Youth guests under 4 years of age are not permitted in either pool.** Youth guests with diapers are **NOT PERMITTED** in the pool. In the event of the closing of one pool; the youth guest hours are as follows at the opened pool - 11am to 1pm and 4pm to 7pm. A 20-minute grace period will be allowed for children to exit the pool area at the end of the children's swim hours. Children are not allowed in the pool area at any time other than designated youth hours.

**BADGES:** Members without guests must present their photo ID badge for verification of member status at the monitor stand before admittance to the pool area.

Members with guests must present their photo ID badge for verification of member status at the monitor stand. Members with guests will be required to sign in upon arrival and sign out upon departure. Member's guests will be issued a disposable wristband for the day. Guests must surrender their wristband before leaving the pool area for the day and may only return with a member.

**GUESTS:** Up to (4) adult or youth guests are permitted and **MUST** be accompanied by a **RESIDENT** who must **REMAIN** with guests and have appropriate badges at all times.

- ATTIRE:** Proper swim attire must be worn from home to pool since changing area is limited. Cut-off jeans are not allowed in the pool. **DIAPERS (ADULT/CHILD) ARE NOT PERMITTED IN THE POOL.** A cover-up wrap is needed when entering the clubhouses. The Association is not responsible for any discoloration of bathing suits due to pool chemicals. Street shoes are not allowed in the pool. **DO NOT LEAVE SHOES OR SLIPPERS AT THE POOL STEPS.**
- SAFETY:** **NO DIVING OR JUMPING IS ALLOWED AT EITHER POOL AND WILL BE STRICTLY ENFORCED. NO SITTING OR STANDING ON POOL STEPS. RESIDENTS & GUESTS MAY SIT ON STEPS WHERE INDICATED AT THE ENCORE POOL.** *Weather related closures are at the discretion of the lifeguard. The lifeguard will determine when to reopen the pool. Lifeguards do remain on duty during rain.*
- SWIM AIDS:** NO floats, toy surfboards or swim toys are permitted in the pool with the exception of noodles. Noodles are not to exceed two per person. Mesh seat noodles are also acceptable. Swimsuits that incorporate a flotation device as part of the suit construction are allowed. Swimmies are allowed. Residents are permitted to use therapeutic aquatic belts. Coast Guard approved life vests are also permitted.
- HEALTH:** **PERSONS WITH OPEN WOUNDS ARE NOT PERMITTED IN EITHER POOL OR JACUZZI AT ANY TIME. LIFEGUARDS WILL ENFORCE THIS RULE.**
- FOOD:** Food and beverages are permitted in the pool area. **NO GLASS OR OTHER SIMILAR CONTAINERS THAT MIGHT CAUSE PERSONAL INJURIES IF BROKEN ARE PERMITTED IN THE POOL AREAS. NO ALCOHOLIC BEVERAGES ARE PERMITTED IN THE POOL AREAS.** Tables and surrounding area are to be left clean.
- SMOKING:** Neither smoking nor vaping are permitted within 25ft of the pool area. Please use designated areas.
- LOUNGES, CHAIRS, TABLES:** Lounges, chairs or tables are not to be reserved with a towel, etc. **When leaving the pool area chairs and lounges are to be returned to their proper places.**
- UMBRELLAS:** Umbrellas are to be opened by the lifeguards.
- SHOWERS:** Bathers are required to shower before entering the pools. If water shoes are worn please rinse before entering the pool.
- JACUZZI:** Residents are to read and follow rules posted at the Jacuzzi. **No one under the age of 16 is allowed in the Jacuzzi.**
- MUSIC:** Please use headphones where possible, otherwise be considerate and keep the volume down as not to disturb fellow members.

**ALL RULES AND REGULATIONS WILL BE STRICTLY ENFORCED.**

**Have an Enjoyable Season!**



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees  
From: Howard Height  
Date: March 24, 2017  
Re: Encore Spa – Refinish and leak test

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I have gone out to bid for the resurfacing and leak testing of the Encore Spa. The current gunite finish is worn and needs refinishing. We also want to locate any potential leaks and repair them in conjunction with the refinishing. The following bids have been received:

Company		Price
Foutunato Concrete Pools	Dye & pressure test, prep spa for plaster, re-finish with Diamond Brite	\$4,950.00
Sparkling Pools	Dye & pressure test, prep spa for plaster, re-finish with Diamond Brite	\$4,950.00
Blue Dream Pools	Re-plaster with Diamond Brite	\$13,100.00

It is my recommendation to contract with Sparkling Pools for \$4,950.00 to dye and pressure test and then re-surface the Encore Spa. Sparkling Pools has an existing relationship with LVWA. They are the current provider of guard and seasonal maintenance services. They also offer a 30 day warranty on the leak detection work and a 3 year warranty on the Diamond Brite finish. The other companies did not offer a comparable warranty. This expense will be charged to account GL 3230 – Capital Replacement – Common Buildings.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees  
From: Thomas Hasko  
Date: March 27, 2017  
Re: 2017 Roofing & Gutter Schedule

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We have sent out the 2017 Roofing & Gutter RFP to five roofing contractors. Coffey Brother's and Cardinal Roofing did not provide bid. Listed below are the three bids received with the details attached. Attached is the list of the 2,443 squares (Roofing) and the 9374 LF (Gutter) to be completed.

Roofing Contractor	2443 Square Roofing	9374 Linear FT Gutter	Permits Costs	\$0.02 Discount	Project Total
All-Good Construction	\$500,815.00	\$27,184.60	\$9,185.68	(\$10,743.71)	\$526,441.57
Roofing Masters	\$525,245.00	\$28,122.00	Included	(\$11,067.34)	\$542,299.66
Carl's	\$701,141.00	\$26,716.00	Included	(\$14,557.14)	\$713,299.86

Roofing Master's has held its price from last year at \$215.00 per square (Roofing), and \$3.00 LF (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 \$542,299.66. Permit fee's included. This expense is to be charged to GL # 3270 Capital Replacement-Roofs.





# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees

From: Thomas Hasko

Date: March 28, 2017

Re: 2017 In-House Siding Painting

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We are approaching the 2017 siding painting season. The summary below and details attached will show the units scheduled for siding painting this season.

Condo #	# of Units	Year Built	In-House Costs
85	20	1987	\$ 15,740.02
86	22	1987	\$ 17,195.02
<b>Totals</b>	<b>42</b>		<b>\$ 32,935.04</b>

We are requesting funding in the amount of **\$32,935.04** to paint the siding in condos 85 and 86. The expense will be charged to GL # 3000 Deferred Maintenance/Siding Painting.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## INTEROFFICE MEMORANDUM

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**TO:** BOARD OF TRUSTEES  
**FROM:** JOSEPH SCHULTZ, COMM. MGR.  
**DATE:** APRIL 13, 2017  
**RE:** ENCORE ROOF REPLACEMENT

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As the Board is already aware, the Encore roof was leaking and was in desperate need of replacement in October, 2016. At that time, the Board agreed to replace the entire Encore roof. The Board also agreed to contract with Roofing Masters for the replacement.

We now need to memorialize the payment to Roofing Master for the replacement of the Encore roof for a total cost of \$51,860.00. The funds to meet this expense were provided by account #3230 – Capital Replacement – Common Buildings.



**A PERMIT IS REQUIRED**

**SPECIFICATION TO REPLACE FRONT OR REAR DOORS  
ALL MODELS EXCEPT ENCORE**

**STYLE & DIMENSIONS**

The replacement must match the dimensions of the door or doors being replaced. You can now replace your current door with either of the following original door styles (9-lite, solid or solid with top panel (glass)).

Doors that are solid with no lites (glass) can now be replaced. The only section that can have glass is the **top panel only**- and may be clear or solid white frosted glass.

\*See figure 1 below.



**COMPONENTS**

Replacement doors are purchased as kits that typically include a door panel, frame, weather stripping, sill and hinges. (Door handle and dead bolt are usually sold separate).

Slab door replacements are not allowed (that is replacement doors without frames).

Acceptable products include Jeld-Wen, Stanley Steel Exteriors, and Benchmark by Therma Tru, Masonite or equivalent brands.

The panel must be either steel faced or fiberglass.

**COLOR:**

Only the following paint colors are approved for the front or rear doors, as follows: P-7 Red, P-7 Grey, Chalet Blue, Black, Lambswool, Gambrel Brown, White, Isle of Pines and Polyurethane (clear).

All are Sherwin-Williams Exterior Paint, Satin Finish.

The resident can either go to the Maintenance Office or go directly to a Sherwin-Williams outlet store to see actual color.

A permit is required when a unit owner desires to change door or (style) and/or color of any unit in Leisure Village West.

The unit owner may elect to paint the door(s) personally or contract with an Association approved painter.

### **INSTALLATION**

The Association requires installation by a professional contractor, registered with the Division of Consumer Affairs. The contractor must furnish the Association with a current certificate of insurance before the resident can apply for a permit and before work can begin.

The resident must notify the Permits and Inspection Division volunteer (name and phone number shown on the face of permit) when the installation is completed.

### **TERMS & CONDITIONS**

A copy of the TERMS & CONDITIONS, as attached to the resident's permit applies to all of the above.

RESPONSIBILITY FOR THE MAINTENANCE, REPAIR OR REPLACEMENT OF THIS IMPROVEMENT IS THAT OF THE UNIT OWNER, OR SUBSEQUENT OWNER, AND NOT THE LEISURE VILLAGE WEST ASSOCIATION

Trustee Approved: July 3, 2013

Amended: