

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, APRIL 4, 2018 WILLOW HALL

**1:00PM**

Pledge of Allegiance

Appearance by M. Polulak, Esq., McGovern Legal Services

Items to be voted on:

1. Motion to waive the reading of the **minutes**.
2. Motion to approve the March 7, 2018 **minutes**.
3. Motion 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.
4. Motion 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.

COMMUNITY MANAGER'S REPORT

RECREATION REPORT

UNFINISHED BUSINESS

NEW BUSINESS

1. Trustee Election Outline

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

MARCH 7, 2018  
WILLOW HALL

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

This meeting commenced at approximately 1:00 p.m. with the Pledge of Allegiance.

ITEMS VOTED ON:

1. F. Weinstein moved to waive the reading of the minutes. C. Lupo seconded. All present were in favor. S. Kaufman was absent. Motion carried.
2. S. Falk-Zitelli moved to approve the February 21, 2018 minutes. C.Lupo seconded. All present were in favor. S. Kaufman was absent. Motion carried.
3. L. Maiocco moved to purchase a Raypak Raytherm P824 Commercial Pool Heater for the Willow Pool from Pool Supply Unlimited for total cost of \$6,730.57. This expense will be charged to GL #3150-Property Fund-Replacements. The unaudited balance for account #3150-as of January 31, 2018 is \$857,315.07. S. Tozzi seconded. All present were in favor. S. Kaufman was absent. Motion carried.
4. C. Lupo moved to purchase a Hammerhead Resort 30 Cleaner Pool Vacuum for the Willow Pool from Pool Supply Unlimited for total cost of \$2,010.19. This expense will be charged to GL #3151-Property Fund-Additions. The unaudited balance for account #3151 as of January 31, 2018 is \$117,904.70. L. Maiocco seconded. All present were in favor. S. Kaufman was absent. Motion carried.
5. S. Tozzi moved to approve the 2018 in-house siding painting for condos 87 and 88 for a total cost of \$54,514.48. This expense will be charged to account #3000-Deferred Maintenance. The unaudited balance for account #3000 as of January 31, 2018 is \$159,900.53. C. Lupo seconded. All present were in favor. S. Kaufman was absent. Motion carried.

COMMUNITY MANAGERS REPORT

J. Snyder, Service Manager, requested approval to replace the 2<sup>nd</sup> half of the mower fleet, with a recommendation 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. This will be voted on at the next meeting.

J. Schultz, Community Manager, reminded residents that Daylight Savings Time is Sunday, March 11, 2018. They should replace the batteries in their smoke detectors and carbon monoxide detectors at this time.

RECREATION REPORT

M. Lighthipe gave the Recreation Report

UNFINISHED BUSINESS

1. Specification 2\_9, "Installation of New Construction Replacement Windows" was removed from the agenda.

NEW BUSINESS

None

BOARD REPORT

E. Baumeister informed residents that questions have been laid out for Verizon that will be presented at a future meeting.

LEISURE VILLAGE WEST  
BOARD OF TRUSTEE MEETING

MARCH 7, 2018  
WILLOW HALL

F. Weinstein explained the Firewise Program and asked for residents who would be interested in joining a committee to contact her.

The business meeting was adjourned at 1:14 pm

---

Michele Schoenig, for Samantha Bowker, Administrative Assistant

---

Sara Falk-Zitelli  
Board Secretary

Approved: April 4, 2018

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

---

## Interoffice Memorandum

---

To: Board of Trustees  
From: Gene Caravella  
Date: March 6, 2018  
Re: 2018 Mower Replacement

---

The second half of our mower fleet is due for replacement. This current plan includes two years of in-warranty repairs and one year of out-of warranty repairs. It has been proven that this is the most cost effective way to keep R&M costs to a minimum. The following bids have been received.

(All Bids Include Taxes And Delivery)

Vendor	Navigator (ea)	7 Trade-Ins (ea)	Grand Total
Lakehurst Hardware & Lawnmower	\$ 11,750.00	\$ (1,300.00)	\$ 77,996.20
Norm's Engine Repair	\$ 13,500.00	\$ (900.00)	\$ 94,043.25
Hights Farm Equipment Co.	\$ 13,125.00	\$ (800.00)	\$ 92,314.25

It is our recommendation 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 would be charged to GL# 3150 – Property Fund - Replacements.



**Lakehurst Hardware & Lawnmower**

10 Union Ave  
 LAKEHURST, NJ 08733  
 Phone: (732) 657-7180

**Invoice Estimate 332693**

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for refunds. No returns on open merchandise or electrical merchandise.

<b>Bill To</b>			<b>Ship To</b>		
LEISURE VILLAGE WEST ASSC. ATTN: SUE ATZERT 959 BUCKINGHAM DRIVE MANCHESTER, NJ 08759					
<b>Contact</b>	<b>Customer Tax Number</b>	<b>Phone</b>	<b>Cell Phone</b>	<b>PO Number</b>	<b>Transaction</b>
		(732) 657-0252			Estimate
<b>Counter Person</b>	<b>Sales Person</b>	<b>Estimate Date</b>	<b>Reference</b>	<b>Department</b>	
MEF4	House Account	02/22/18	332693	Counter Sales	

Part Number	Line	Description	Ordered	B/O'd	Shipped	List	Net Each	Amount
NV640KC48U	EXM	USED 48" NAVIGATOR	-7		-7	\$1,300.00	\$1,300.00	-\$9,100.00
Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
NVS730AKC48000	EXMW	EFI 48" NAVIGATOR	7		7	\$15,899.99	\$11,750.00	\$82,250.00

<b>Invoice Total</b>	<b>\$73,150.00</b>
<b>Sales Tax</b>	<b>\$4,846.20</b>
<b>Grand Total</b>	<b>\$77,996.20</b>

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for refunds. No returns on open merchandise or electrical merchandise.

Notes:  Customer acknowledges receipt thereof:

Norm's Engine Repair  
994 Lakewood-Farmingdale Rd  
Howell, NJ 07731  
732-901-1221

# ESTIMATE

Leisure Village West Assoc.  
959 Buckingham Dr.  
Manchester, NJ 08759

Invoice # 0854219  
Invoice Date 02/22/2018  
Due Date 03/31/2018

Item	Description	Unit Price	Quantity	Amount
Product	NVS730AKC48000 48" NAVIGATOR	13500.00	7.00	94,500.00
Product	NV640KC48U TRADE-IN/USED 48" NAVIGATOR	-900.00	7.00	-6,300.00
	NJ Sales Tax 6.625	5843.25	1.00	5,843.25
<b>Subtotal</b>				94,043.25
<b>Total</b>				94,043.25
<b>Amount Paid</b>				0.00
<b>Balance Due</b>				\$94,043.25

I N V O I C E

PO# 0166694  
Date: 2/22/18

HIGHTS FARM EQUIPMENT CO  
PO BOX 305 HIGHWAY 33  
HIGHTSTOWN, NJ 08520

PH: (609)448-1370

FAX: (609)448-0865

Billing Details

LEISURE VILLAGE WEST  
959 BUCKINGHAM DR  
MANCHESTER, NJ 08759  
(732)657-0252 Cat: RETAIL

Shipping Details

LEISURE VILLAGE WEST  
959 BUCKINGHAM DR  
MANCHESTER, NJ 08759  
(732)657-0252 Sales:

Cust Code: L3112  
Terms : Net 30  
Tax Rate : 7.000

AD:  
PON:

Other: { Freight:  
Outside:  
Other:

PART#/DESCRIPTION	LOCATION	TAX	QTY	PRICE	EXTENDED
1 - MUS730ARC4B000		Y	7.00	\$13125.00	\$91875.00
2 - EFI 48" NAVIGATOR		Y	1.00		
3 - TRADE IN ALLOWANCE		Y	-7.00	\$800.00	\$-5600.00

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

NO RETURNS ON SPECIAL ORDER OR ELECTRICAL PARTS!  
20% RESTOCKING CHARGE ON ALL RETURNS

Parts:	\$86275.00
FREIGHT:	\$0.00
Other:	\$0.00
Tax:	\$6039.25
Subtotal:	\$92314.25
Payments:	\$0.00
Balance:	\$92314.25

Thankyou for your business.. Please Call again soon.

=====  
End Of Page  
=====

---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF TRUSTEES  
**FROM:** JOE SCHULTZ  
**SUBJECT:** INSURANCE RENEWAL  
**DATE:** MARCH 29, 2018  
**CC:** M. O'CONNOR

---

As the Board is already aware, the renewal quote for this year's insurance program came in at \$1,055,831.93 which compares to \$1,115,600.43 over last fiscal year and represents a decrease of \$59,768.50. Notably, the new plan includes an increase to the deductible, increasing from \$5,000 to \$10,000 per occurrence.

As per the Insurance Committee's recommendation, we ask that the Board approve the insurance program from Mitchell Insurance Services Inc. for a total premium of \$1,055,831.93 with the funds provided by account number 8100 Insurance Expense.



# TRUSTEE ELECTION OUTLINE

## ANNUAL MEETING

The Annual Meeting of members to elect Trustees shall be held annually on the last business day in August. *Requires a Bylaws amendment, for 2018 the Annual Meeting shall be September 5<sup>th</sup> to be compliant with current Bylaws.*

## QUORUM

The presence in person or by special ballot of a majority of the members (1347 units) of the Association shall constitute a quorum for the Annual Meeting.

## ELECTION COMMITTEE

The Board of Trustees shall annually establish an Election Committee to assign a team of impartial inspectors to conduct the various duties associated with and required during elections.

## STAFF INVOLVEMENT

The involvement of the employed staff of Leisure Village West Association in the election process shall be strictly limited to administrative and logistical support only.

## GOOD STANDING

A member shall be in good standing if, and only if, he or she has fully paid or has entered into a settlement agreement or if the member has a pending, unresolved dispute with ADR or through court action, for all installments due for assessment made or levied against him or her and the unit by the Association, together with all interest, costs, attorneys' fees, penalties and other expenses, if any, properly chargeable to him or her and the unit.

## CANDIDACY

All unit owners of the association have the right to nominate themselves or other Association members in good standing for candidacy to serve on the Board.

## ELECTION PROCEDURE

On the first business day in June, the Secretary of the Board sends the first "Call for Nominations" letter, via U.S. Mail, to all members and to those with voting rights announcing a call for nominations for the position of trustee. Members are advised that they may nominate another member or self-nominate by submitting a document with the printed name, unit address, and phone number of the nominee and, if not a self-nomination, the name, unit address, and phone number of the member making the nomination along with a letter accepting the nomination from the nominee. The announcement shall also contain the following:

- The Annual Meeting date and time.
- A listing of positions and terms available to hold office.
- An invitation to Candidates' Forum, held annually on the first Friday in August.
- Notification that nominees may provide a brief one page profile to be made available in a separate special bulletin mailed to all members.
- Nominations must be submitted to the Secretary of the Board in the Association Office no later than 4:00 pm of the first business day in July (*nomination*)

deadline). If not self-nominated, a letter accepting the nomination must also be submitted.

The Secretary of the Board will verify good standing status of all nominees with the accounting department.

Nominee(s) not in good standing will be advised by the Secretary of the Board no later than the nomination deadline that their name cannot be accepted for nomination.

Nominated candidates in good standing will be posted in alphabetical order as they are received, via LVWA media by the Secretary of the Board. Nominees may begin campaign activities. No further updates will be made after the nomination deadline date and the final slate is posted.

The Election Committee shall secure and provide equal space in each recreation hall for candidates to place their campaign material.

Candidates shall have equal opportunity to conduct one (1) unmoderated televised one (1) hour session to be made available starting in alphabetical order after the nomination deadline date.

The Election Committee shall preside over preparation of ballots for mailing. The Election Committee shall produce a ballot with an alphabetical listing of candidates together with a preaddressed, stamped return envelope addressed to 959 Buckingham Drive Manchester, NJ 08759. The ballot shall contain one write-in line for members to vote for other candidates. The ballot shall also contain a notification that unit owners may revoke voting-eligible tenant proxies up until the last call for votes at the Annual Meeting.

The Election Committee shall arrange the Candidates' Forum, held on the first Friday in August, moderated by an independent non-member moderator such as an attorney or former judge. The Election Committee shall coordinate the event with the in-house TV Crew regarding the schedule. During odd years, the forum will be held at night and during even years, the forum will be held during the day.

The Election Committee shall supervise the mailing of the ballots on the first business day after the Candidates' Forum and shall produce a written affirmation to serve as proof of mailing to be read at the Annual Meeting.

Voting members in good standing must complete the ballot by selecting their choices, filling in their name, unit address and signing the ballot, following instructions provided. Once completed, return by U.S. mail in the preaddressed, stamped envelope provided, prior to the Annual Meeting. A ballot box located at the Association Office shall be made available during business hours and also from 8:00 am until 7:00 pm on each of the two days prior to the Annual meeting. Members may deliver a ballot in person at the Annual Meeting at the time and place announced for that purpose.

Voting members in good standing opting to vote anonymously may do so at the Annual Meeting after providing proper ID with name and unit address and signing the Poll Book at the door.

The Board Secretary shall have prepared a computer-generated listing of all members in good standing. This listing shall be used as the Poll Book.

Commencing when ballots are first received until the Annual Meeting, the Election Committee shall indicate in the Poll Book that a ballot has been received from a unit. The unopened, validated ballots shall be locked in fireproof cabinet in street and unit order until the Annual Meeting.

The Election Committee shall produce all ballots and Poll Book at the Annual Meeting for final votes to be received.

The Annual Meeting shall be called to order and presided over by the highest-ranking disinterested trustee officer at the time of the Annual Meeting.

The Election Chair shall read into the minutes of the Annual Meeting the statement of verification of ballot mailing.

The Officer chairing the meeting shall make a final call for votes and for any revocation of proxies.

The Election Chair shall certify that a quorum has been reached. If a quorum cannot be certified, the Chair of the Annual Meeting shall accept a motion to adjourn the meeting for 30 days.

If a quorum has been met, the meeting shall suspend, and the Election Committee shall commence the voting process by opening envelopes containing the ballots and separating the ballots into stacks of 50.

The Election Committee inspectors shall start tabulating the votes, continuing until all votes are counted and tabulated. Members may stay and observe the process but may not interfere with the count. Candidates who receive the highest number of votes shall fill the longest terms available.

Once the count is complete, the Chair of the Election Committee shall notify the chair of the Annual Meeting to reconvene and call the meeting back to order.

The Election Committee shall certify the final count and announce the results.

The Election Committee, after the election, shall secure all ballots for a period of two years.

### **CHALLENGES**

In the event a specific election vote is challenged, the Board shall instruct the Election Committee to provide an Investigative Sub-Committee to assist in the equitable and impartial disposition of the challenge.