

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, APRIL 5, 2017 WILLOW HALL

1:00 PM

Pledge of Allegiance

Items to be voted on:

1. Motion to waive the reading of the **minutes**.
2. Motion to approve the February 1, 2017, February 15, 2017, March 1, 2017 and March 15, 2017 **minutes**.
3. Motion 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.
4. Motion 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.
5. Motion 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.
6. **Appointment** for the open position on the Board of Trustees.

COMMUNITY MANAGER'S REPORT

RECREATION REPORT

UNFINISHED BUSINESS

1. Hotwire Services
2. Willow Gazebo/Pier Engineering

NEW BUSINESS

1. 2017 Swimming Pool Rules

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.

LEISURE VILLAGE WEST
BOARD OF TRUSTEE MEETING

FEBRUARY 1, 2017
WILLOW HALL

Present were Russ Steenweg, Susan Nordell, Sandra Kaufman, Charles Lupo, Elaine Baumeister and Louis Maiocco. Also present were Joseph Schultz – Community Manager and Michelle Lampard – Accounting Administrator.

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

Pledge of Allegiance

E. Baumeister moved to re-organize the officers. S. Nordell Seconded.

S. Kaufman – Yes
E. Baumeister – Yes
C. Lupo – No
L. Maiocco – No
S. Nordell – Yes
R. Steenweg – Yes

Motion Carried.

S. Nordell nominated R. Steenweg for President (4 in favor, 2 not in favor). E. Baumeister nominated S. Nordell for Vice President (4 in favor, 2 not in favor). S. Nordell nominated E. Baumeister for Secretary (4 in favor, 2 not in favor). C. Lupo nominated that the Secretary fill in as Treasurer at this time until a full Board is in place (5 in favor, 1 abstain).

The results are as followed:

President – Russ Steenweg
Vice President – Susan Nordell
Secretary/ Treasurer – Elaine Baumeister

R. Steenweg announced that the Liaison for the Finance Division will be E. Baumeister and the Liaison for Architectural Division will be S. Kaufman.

E. Baumeister moved to approve the January 4, 2017 and January 18, 2017 minutes. S. Nordell seconded. All in favor. Motion carried.

C. Lupo moved to accept the audited financial statements for FYE 9/30/2016 as presented by the auditors. S. Kaufman seconded. All in favor. Motion carried.

L. Maiocco moved to approve the policy resolution for Excess Income Applied to the Following Year's Assessment. C. Lupo seconded. All in favor. Motion carried.

S. Nordell moved to approve the purchase of the Graphtec CE6000 48" Vinyl Cutter// Plotter, software and vinyl supplies from sign warehouse for a cost of \$4,882.61. This expense will be charged to account# 3150 – Capital Equipment Replacement Fund. S. Kaufman seconded. All in favor. Motion carried.

S. Kaufman moved to approve the purchase of a completed pressure washing system from Atlantic Coast at a cost of \$20,082.56. This expense will be charged to account# 3151 – Equipment Additions. S. Nordell seconded. All in favor. Motion carried.

S. Nordell moved to memorialize the payment of \$15,651.00 to First Choice Heating and Air Conditioning for the replacement of two HVAC units at the Association office. This expense was charged to account# 3230 – Capital Replacement – Common Buildings. C. Lupo seconded. All in favor. Motion carried.

C. Lupo moved to memorialize the purchase of a new Lennox Standard Efficiency Rooftop package unit model# KGA***S4BH*** from First Choice Heating and Air Conditioning for Willow Hall at a cost of \$14,900.00. This expense is charged to account# 3230 – Capital Replacement – Common Buildings. S. Kaufman seconded. All in favor. Motion carried.

J. Schultz gave his Community Managers report.

M. Lampard gave a report on the Financials.

J. Schultz gave a report for Recreation on behalf of M. Lighthipe.

UNFINISHED BUSINESS

1. There is no new update on Hotwire Communications.
2. There is also no new update on the Willow Gazebo/ Pier Engineering.

There was no new business.

Audience comments will be considered in combination with all communication received from residents. Issues of 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 2:13 PM.

Samantha Bowker
Administrative Assistant

Elaine Baumeister
Board Secretary

Approved: _____

LEISURE VILLAGE WEST
BOARD OF TRUSTEE MEETING

FEBRUARY 15, 2017
WILLOW HALL

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

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

Pledge of Allegiance

Daniel Keane and Ashely Janson from U.S. Security Associates gave a presentation, a copy of which is attached to and made part of these minutes.

S. Kaufman moved to approve the Association to contract with Greenman-Pedersen, Inc. for an in-depth study of 100 electrical panels at a total cost not to exceed \$14,800.00. This expense will be charged to account# 3295 – Capital Replacement – Exterior Restoration/ Unit Infrastructure. S. Nordell seconded. All in favor. Motion carried.

There was no report given from the Architectural Division.

E. Baumeister gave a report for Resident Services.

M.L. Doner gave a report for the Finance Division.

J. Langreich gave a report for the Administration Division.

J. Schultz gave his Community Managers report.

J. Schultz gave a report for Recreation on behalf of M. Lighthipe.

UNFINISHED BUSINESS

1. There is no new update on Hotwire Communications.
2. There is also no new update on the Willow Gazebo/ Pier Engineering.

NEW BUSINESS

1. The revised "Alternate Dispute Resolution was presented.
2. The revised "Pet Resolution" was presented.
3. The 2017 Driveway Replacements was presented.

R. Steenweg stated that the liaison for the Architectural Division will be Louis Maiocco and gave an update on the resumes for the Board of Trustee position and the Technology Ad Hoc Committee.

S. Nordell gave a report for the Pool Ad hoc Committee.

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 3:15PM.

Samantha Bowker
Administrative Assistant

Elaine Baumeister
Board Secretary

Approved: _____

DRAFT

LEISURE VILLAGE WEST
BOARD OF TRUSTEE MEETING

MARCH 1, 2017
WILLOW HALL

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

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

Pledge of Allegiance

The Board President gave a report.

S. Kaufman gave a statement regarding a decision made by the Manchester Township council for a third-party electric supplier. Sam Fusaro, Manchester Town Council President will provide a brief overview of the program at 7 pm on March 15, 2017 at the LVWA Board meeting.

E. Baumeister moved to approve the February 1, 2017 and February 15, 2017 minutes. S. Nordell seconded. Discussion ensued with concerns that the minutes were not attached to the agenda. S. Nordell moved to table the motion. C. Lupo seconded.

S. Kaufman – No
E. Baumeister- Yes
C. Lupo – Yes
L. Maiocco – Yes
S. Nordell – Yes
R. Steenweg – Yes

Motion tabled.

C. Lupo moved to approve the revised Alternate Dispute Resolution. S. Nordell seconded. All in favor. Motion carried.

S. Nordell moved to approve the revised Pet Resolution. S. Kaufman seconded. Discussion ensued with concerns and questions regarding the noise level of dogs barking. All in favor. Motion carried.

L. Maiocco moved to authorize the Association to replace 30-driveways located at 7A&B, 994A&B, 1066A&B Buckingham Drive, 549A&B Mayfair Road, 632A&B Finchley Court, 640A&B Devonshire Lane, 735A&B and 737A7B Chatham Lane, 845A&B Winchester Court, 889A&B Stratford Court, 921A&B Liverpool Circle, 974A&B, 977A&B, 1214A&B and 1220A&B Thornbury Lane for a total cost of \$37,360.20. This expense will be charged to account# 3275 – Capital Replacement – Concerte Driveways. C. Lupo seconded. All in favor. Motion carried.

S. Kaufman moved to authorize the Association to trade-in and purchase seven (7) Ex-Mark NVS730AKC Navigator mowers from Lakehurst Hardware & Lawnmower for a total cost of \$78,179.04. This expense will be charged to account# 3150 – Property Fund Replacement. S. Nordell seconded. Discussion ensued and residents suggested purchasing a mower that mulches. There were concerns with the function of the mowers being able to pick up branches and the training of the employees for the mowers. All in favor. Motion carried.

C. Lupo moved to authorize the Association to purchase a Niftylift SD-50 from Atlantic Aerials for a total cost of \$57,712.50. This expense will be charged to account# 3150 – Property Fund Replacement. Discussion ensued with concerns regarding the life expectancy of the new machine and with training the employees on the machine. There were also both negative and positive comments received regarding the increased height of the lift. All in favor. Motion carried.

R. Steenweg stated that the Board is re-appointing the Election Committee members for 2017. The members are Roberta Klotz – Chair, Mary Lou Doner, Marlene Devaney, Meg Kavazanjan, Theresa Londner, Sandra Olsen, Rosemary Moran, Mae Novy, Carolyn Thompson, Phyllis Schwartz and Ruth Wiggins.

J. Schultz gave his Community Managers report.

J. Schultz gave a report for Recreation on behalf of M. Lighthipe.

UNFINISHED BUSINESS

1. There is no new update on Hotwire Communications.
2. There is also no new update on the Willow Gazebo/ Pier Engineering.

There was no new business.

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 3:12p.m.

Samantha Bowker
Administrative Assistant

Elaine Baumeister
Board Secretary

Approved: _____

Present were Russ Steenweg, Charles Lupo, Susan Nordell, Sandra Kaufman and Elaine Baumeister. Also present were Community Manager - Joseph Schultz and Accounting Administrator - Michelle Lampard. Louis Maiocco and Recreation Director - Mary Lighthipe were absent.

This meeting commenced at approximately 7:00p.m.

Pledge of Allegiance

Mayor Ken Palmer and Councilman President Sam Fusaro explained the Energy Aggregation Program for Manchester Township.

S. Nordell moved to waive the reading of the minutes. S. Kaufman seconded. All in favor. (L. Maiocco absent). Motion carried.

E. Baumeister moved to approve the February 1, 2017, February 15, 2017 and March 1, 2017 minutes. S. Nordell seconded. Discussion ensued regarding concerns that the division reports were not attached to the agenda and audience comments not being part of the minutes. E. Baumeister moved to table this motion. S. Kaufman seconded.

S. Nordell – No
E. Baumeister – Yes
C. Lupo – Yes
S. Kaufman – Yes
R. Steenweg – Yes
L. Maiocco - Absent

Motion tabled.

Tom Hardman gave a report for the Architectural Division.

E. Baumeister gave a report for Resident Services.

M.L. Doner gave a report for the Finance Division.

J. Langreich gave a report for the Administration Division.

J. Schultz gave his Community Managers report.

M. Lampard gave a report for Recreation on behalf of M. Lighthipe.

UNFINISHED BUSINESS

1. The letter sent to Hotwire Communications regarding their first right of refusal has expired. Another letter was sent reminding them that the Association is now free to negotiate with other vendors for cable.
2. The report for the study of the Willow Gazebo has been submitted to the Association from Greenman Pedersen, Inc. An RFP has been sent out for the repairs with an option to replace the decking and railing with composite material.

NEW BUSINESS

1. J. Schultz asked the Board to contract with First Choice Heating and Air Conditioning to install 2 new Lennox Standard Efficiency Rooftop package unit Model #KGA***S4BH*** for \$27,658.00. This expense will be charged to account# 3230 – Capital Replacement/ Common Buildings. This will be voted on at the April 5, 2017 open board meeting.

C. Lupo gave a statement regarding a petition circulating in the Village, board meetings, minutes and decisions made by other board members.

S. Kaufman gave a statement explaining her view for the decision of the re-organization of officers within the Board.

R. Steenweg gave his comments in regards to the petition that is circulating in the Village.

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 9:55p.m.

Samantha Bowker
Administrative Assistant

Elaine Baumeister
Board Secretary

Approved: _____

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

Date: March 6, 2017

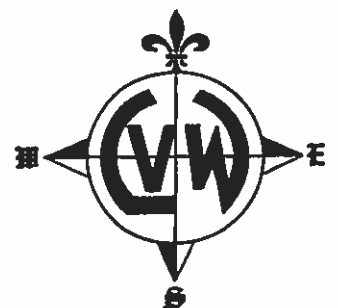
Re: Willow Hall Patio. Latest Revision

We have been asked to revisit the patio refurbishment project and utilize the current footprint along with preparing for possible future expansion. We would restore the existing patio and patio walls. Any damaged concrete will be replaced along with updating the lighting and surrounding planting area. The current charcoal grills will be removed and replaced with two new grills.

Willow Patio Areas

| | |
|----------------------------|-----------------|
| • Concrete and restoration | \$5,000.00 |
| • 2 32" Electric grills | 8,978.00 |
| • Electrician | 4,000.00 |
| • Misc | 2,000.00 |
| • Lighting | 10,000.00 |
| • <u>Permits</u> | <u>1,000.00</u> |
| • Totals | \$30,978.00 |

The bulk of the project would be constructed in-house. There will be a need to contract with an Electrician. The patio refurbishment cost of \$30,978.00 will be charged to GL# 3230 Capital Replacement Fund/ Common Buildings.



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Howard Height

Date: February 24, 2017

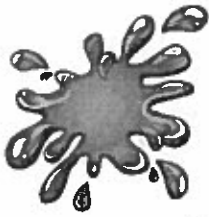
Re: Heating / Cooling Rooftop Packaged Units – Willow Hall

The Heating / Cooling Rooftop Packaged Unit at Willow Hall had recently failed. It was replaced with a new unit. There are two remaining rooftop units on Willow Hall. They service the office and all rooms in the southern part of Willow Hall. They are the same model and age as the one that was replaced. Each unit is approximately 25 years old. I am recommending that LVWA replace these units as they are at the end of their useful lifespan and due for replacement. I contacted First Choice Heating and Air Conditioning. They were awarded the contract to replace the other unit at Willow Hall. He has agreed to replace the remaining 2 rooftop units for a discounted price of \$27,658. (The savings of \$2,148.00 is largely due to spreading the cost of hiring a crane over installing 2 units at the same time).

There are also 2 large packaged units on the ground that services the Willow Hall Auditorium and Stage. These units were moved from the rooftop when Willow Auditorium was renovated over 6 years ago. They are also due for replacement. I am recommending that LVWA orders an engineering study on the HVAC system for this part of the building to ensure these previously relocated units are spec'd and installed properly for replacement.

I am recommending we contract First Choice Heating and Air Conditioning to install 2 new Lennox Standard Efficiency Rooftop package unit Model # KGA***S4BH*** for \$27,658.00. This expense will be charged to GL# 3230 – Capital Replacement Common Buildings.





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 10th (weather permitting and subject to the availability of lifeguards).

NO SWIMMING UNLESS LIFEGUARD IS ON DUTY

| | | |
|--------------------|---------------------|--|
| POOL HOURS: | Willow Pool | 11 am to 7 p.m. Monday – Friday 10 am to 7 p.m. weekends & holidays |
| | Encore Pool | 10 am to 8 p.m. daily <u>Starting July 1st</u> <u>Extra swim hour, Encore pool will close at 9 p.m.</u> |
| | Aquacisers | 10am to 11am Monday through Friday at Willow Pool Only (NO CLASSES on Holidays or Weekends) |
| | Lap Lanes | Residents must yield to lap lane swimmers |
| | Adult Guests | (Accompanied by a resident) Regular pool hours as listed above. |
| | Youth Guests | 4 to 14 years of age (Accompanied by a resident) 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 and surrender their photo ID badge for verification or member status at the monitor stand. Member's guests will be issued a disposable wristband for the day. Members will pick up their photo ID before leaving the pool area. 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:** Both Smoking and vaping are not 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!

