

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, APRIL 6, 2022 at 7:00 PM WILLOW HALL

- PLEDGE OF ALLEGIANCE
- CALL TO ORDER
- ROLL CALL

### ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the March 2, 2022 minutes.
3. Motion to approve the purchase of the 2022 Case 21F (Articulating Loader) from GT Mid Atlantic for a total cost of \$74,530.88. The funds to meet this expense will be provided by account #3150 - Property Fund/Replacements. The unaudited balance for this account as of 2/28/22 is \$993,516.46.
4. Motion to approve the replacement of 75 electrical panels at a cost not to exceed \$79,968.75. The funds to meet this expense will be provided by account #3295 - Capital Replacement/Unit infrastructure. The unaudited balance for this account as of 2/28/22 is \$184,975.83.
5. Motion to approve the in-house siding painting for condo 93 at a cost of \$28,848.60. The funds to meet this expense will be provided by account #3000 - Deferred Maintenance/Siding Painting. The unaudited balance for this account as of 2/28/22 is \$29,044.44.
6. Motion to approve the 2022 driveway replacement schedule for 27 cement driveways at a cost not to exceed \$27,000.00. The funds to meet this expense will be provided by account #3275 - Capital Replacement/Concrete Driveways. The unaudited balance for this account as of 2/28/22 is \$110,389.08.
7. Motion to approve the amendments to the LVW Bylaws regarding Electronic Voting and Electronic Notices.
8. Motion to renew insurance coverage for LVW with Mitchell Insurance Services, Inc. for 2022-2023 at a total cost of \$1,413,602.59 which includes the purchase of three (3) additional ten million property limits in coverage. This expense will be provided by account #8100 - Insurance Expense.

### PRESENTATION OF REPORTS:

#### I. COMMITTEE REPORTS

Architectural Committee	(Ed Traeger)
<i>Approve new member</i>	
Community Services Committee	(Mary Lou Doner)
<i>Approve two new Welcome Committee members</i>	
Finance Committee	(Charles Corvo)
Administration Committee	(Judith Langreich)

#### II. RECREATION REPORT (Mary Lighthipe)

#### III. COMMUNITY MANAGER'S REPORT (Joseph Schultz/Jim Snyder)

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, APRIL 6, 2022 at 7:00 PM WILLOW HALL

### UNFINISHED BUSINESS

1. Update on new LVW Website

### NEW BUSINESS

1. Revisions to Specification 4\_4, "Home Battery Backup System".
2. Pool Rules for 2022 Season
3. Encore Pool Pump Replacement
4. Community Services Charter

The next open Board meeting will be held on Wednesday, May 4, 2022 at 1:00 PM in the auditorium at Willow Hall.

### • **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.

The meeting was called to order at 1:02 PM by Board President, Charles Lupo.

**PRESENT:** Trustees: Present were President - Charles Lupo, Vice President - Joyce Carmody, Treasurer - Eugene Murphy, Secretary - Thomas Hardman, Trustee - Louis Maiocco, Trustee - Fay Weinstein and Trustee - Al DAMato.

Management Staff: Community Manager – Joseph Schultz, Service Manager – Jim Snyder, Accounting Administrator – Michelle Lampard and Recreation Director – Mary Lighthipe.

**APPEARANCES:** Mayor, Robert Hudak and Manchester Police Chief, Robert Dolan were present to discuss and answer questions regarding a variety of topics.

**ITEMS VOTED ON:** *(continued in Community Manager's Report)*

T. Hardman moved to waive the reading of the minutes. J. Carmody seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

T. Hardman moved to approve the February 2, 2022 minutes. E. Murphy seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

E. Murphy moved to approve the expenses for the renovation at Club Encore for a total cost of \$99,479.60. These expenses will be provided by accounts #3150 – Property Fund/Equipment Replacement; \$22,259.92 and account #3230 – Capital Replacement/Common Buildings; \$77,219.68. J. Carmody seconded. J. Snyder gave a brief explanation regarding the increase in cost from the original presentation at the last open Board meeting. A vote was called and all were in favor. Motion carried.

J. Carmody moved to approve the Policy for Pets, Service Animals and Assistance Animals as attached to the agenda. E. Murphy seconded. There were questions from residents. A vote was called and all were in favor. Motion carried.

A.DAMato moved to approve LVW Parking Lease Agreement. E. Murphy seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

A.DAMato moved to approve LVW Recreation Vehicle Parking Agreement. E. Murphy seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

PRESENTATION OF REPORTS:

COMMITTEE REPORTS:

Ed Traeger gave a report for the Architectural Committee.

Mary Louise Doner gave a report for the Community Services Committee.

Charles Corvo, Chairperson gave a report for the Finance Committee

*The Board announced the approval of new member James Fasciani for the Finance Committee.*

Judith Langreich gave a report for the Administration Committee.

M. Lighthipe, Recreation Director gave a report for the Recreation Department.

COMMUNITY MANAGER'S REPORT: (J. Schultz and J. Snyder)

The commercial refrigerator in the Club Encore kitchen stopped working so Management contacted Flotec, a commercial refrigeration company to check the unit. It was determined that the compressor had gone bad. Considering the age of the unit, it is not economical to repair this unit. With the building opening next week, Management found a comparable unit locally in stock at Johnson's Restaurant Supply Inc., Neptune, NJ. Management is asking for approval for a new commercial refrigerator at Club Encore for a total cost of \$3,705.08. *F. Weinstein moved to approve the purchase of an Atosa USA, Inc model no. MBF8005GR two-door reach-in commercial refrigerator from Johnson's Restaurant Supply Inc. for a total cost of \$3,705.08. This expense will be provided by account #3230 – Capital Replacement/Common Buildings. J. Carmody seconded. There was a question from a resident and a vote was called. All were in favor. Motion carried.* Due to the deteriorating condition of the roofs and several leaks at four units, it has become necessary to add on the replacement of these roofs to the 2021-roofing schedule. Management was anticipating adding these to the 2022 schedule, however, after several snowstorms, they are leaking beyond a temporary repair and to be done asap. *J. Carmody moved to add on two buildings (four units) to the It's All Good Construction 's 2021 roofing contract, for a total cost of \$28,171.00. This expense will be provided by account #3270 – Capital Replacement/Roofs. E. Murphy seconded. There was no discussion a vote was called. All were in favor. Motion carried.* Part of the approved Azek project is the replacement of the unit's gutter system with new 6" gutters and leaders. Since the Azek project calendar year and the fiscal budget calendar differ these gutter replacements overlapped into the 2022 budget and Management is asking for Board approval for gutter replacements at a cost of \$29,394.70. *J. Carmody moved to approve the expenses for the 2022 gutter replacements for 24 units at a cost of \$29,394.70. This expense will be provided by account #3270 - Capital Replacement/Roofs. T. Hardman seconded. There was no discussion and a vote was called. All were in favor. Motion carried.* LVW is entering its fifth year of the PVC project. As Management continues to have 50 units as the target completion numbers of units for this upcoming year, they are seeking Board approval to release funds for the 50 units and \$50,000.00 for Azek repairs. *J. Carmody moved to approve the estimated expense for 50 units at a cost of \$7,400.00 per unit, plus \$50,000.00 for Azek repairs, totaling \$420,000.00. This expense will be provided by account #3291 – Capital Replacement/Exterior Restoration/PVC Trim. T. Hardman seconded. There was no discussion and a vote was called. All were in favor. Motion carried.* The approved Skylight replacements are replaced on an as needed basis. This year, seven Skylights need replacing. Management is seeking approval for the expense of \$6,270.00 to replace the seven skylights at four units. *J. Carmody moved to approve the replacement of seven skylights for four units at a total cost of \$6,270.00. This expense will be provided by account #3270 – Capital Replacement/Roofs. E. Murphy seconded. There was no discussion and a vote was taken. All were in favor. Motion carried.* Part of the approved Azek project is the replacement of the unit's gutter system with the new 6" gutter and leaders. Management is seeking approval for the release of the estimated expense for 50 units at \$1,225.00 per unit, totaling \$61,250.00. *J. Carmody moved to approve to replace the unit's gutter system with the new 6" gutter and leaders for the 50 units in the PVC Project at an estimated expense of \$1,225.00 per unit, totaling \$61,250.00. This expense will be provided by account #3270 – Capital Replacement/Roofs. T. Hardman seconded. There was no discussion and a vote was called. All were in favor. Motion carried.* During the last snowstorm, the Bobcat 773 loader broke down. The Bobcat became nonoperational and has developed a major issue with the hydraulic system. The Bobcat was purchased in 2000 and has been fully funded since 2012. Management went out to bid for a replacement loader and have encountered numerous supply chain issues. Many companies stated that the wait time would be a minimum of ten months to one year. Management was contacted by GT Mid Atlantic stating that they were able to obtain a case 21F articulating loader which would also be able to run both of the stump grinder attachments. Case dealers

are not allowed to bid in other dealers' territories but Management was able to obtain a bid from a dealer based out of Ohio on the same piece of equipment. The third bid from Highway Equipment was able to provide a bid on a Hitachi Loader which is a similar piece of equipment.

Vendor	Equipment	Price	Freight	Sub Total	Tax	Total
GT Mid Atlantic	2022CASE 21F	\$69,900.00	\$0.00	\$69,900.00	\$4,630.88	\$74,530.88
Southwestern E.C	2022CASE 21F	\$72,500.00	\$1,800.00	\$74,300.00	\$4,803.16	\$79,103.16
Highway Equipment	Hitachi Loader	\$106,250.00	\$0.00	\$106,250.00	\$7,039.06	\$113,289.06

If the Board wishes to move forward and replace the currently funded Bobcat Loader, Management is recommending to purchase the 2022CASE 21F from GT Mid Atlantic for a total cost of \$74,530.88. The funds to meet this expense will be provided by account #3150 – Property Fund/Replacement. The Board will vote on this at the next open Board meeting on May 4, 2022. Management is seeking approval to move forward with next year's funding within the adopted electrical panel replacement program. In the budget for 2023, Management anticipates replacing 75 additional residential electrical panels at a cost of \$1,066.25 each. Management is requesting funding not to exceed \$79,968.75 to replace 75 electrical panels. The funds to meet this expense will be provided by account #3292 – Capital Replacement/Unit Infrastructure. The Board will vote on this at the next open Board meeting on May 4, 2022. LVW is approaching the 2022 siding painting season. Management is requesting funding in the amount of \$28,848.60 to paint the siding in condo #93 or 26 units. The funds to meet this expense will be provided by account #3000 – Deferred Maintenance/Siding Painting. The Board will vote on this at the next open Board meeting on May 4, 2022. Management is also requesting the approval of the 2022 driveway replacement schedule funding to complete up to 27 concrete driveways, in-house at a cost not to exceed \$27,000.00. The funds to meet this expense will be provided by account #3275 – Capital Replacement/Concrete Driveways. The Board will vote on this at the next open Board meeting on May 4, 2022. The Association received an appraisal for tax block 38.107, lot 7.01 as part of LVW which was requested by the County of Ocean. The purpose of the appraisal is to estimate the Just Compensation for the acquisition of a drainage easement, utility easement and temporary construction easement within tax block 38.107, lot 7.01. The Board of Trustees received an offer. The Associations Attorney will draft a letter of acceptance and this will be voted on by the Board of Trustees at an open Board meeting. As per the one call sent on February 25, 2022 stating that the Board of Trustees along with management have been consistently monitoring the weekly Covid-19 activity reports and all indications are now allowing the Association to relax the face mask policy for all community buildings. With that being said effective immediately; Face masks are now optional, however, strongly recommended if not fully vaccinated. The Board of Trustees, along with Management will continue to monitor the weekly Covid-19 activity reports and if Covid-19 levels rise the policy may be again altered. At this time, waivers will no longer be required to gain access to the community buildings/pools. Waivers for the bus, gym, VISTON and for employees entering unit during maintenance work will still be required. Serving food in the community buildings has returned to normal with no restrictions. The policy regarding the Administrative Transfer Fee was discussed and will be added into the Resident's Handbook. In the future, the Board of Trustees is looking to amend the LVW Bylaws to add the current policy concerning the rental of units regarding the rule that, "A unit may not be offered for rent or rented by any unit owner until and unless

the owner shall have personally occupied the unit for at least two (2) years following the date of acquisition of title". As a reminder, Pets must be walked curbside near the street.

**UNFINISHED BUSINESS:**

1. The new LVW website, Front Steps is in the process of being updated by Management. Non-residents will be able to view the main page and residents will have a portal through Front Steps. Once this is complete, they will work on the Dwelling Live portion which controls the visitors log for each unit. The equipment which includes the kiosk stations should be arriving soon.

**NEW BUSINESS:**

1. The Bylaws amendment regarding Electronic Voting and Notices will be voted on by the Board at the next open Board meeting on May 4, 2022. Rejection ballots will be mailed on April 7, 2022. A meeting will be held on Monday, May 9, 2022 at 1:00 PM to count the votes. A handout was provided at the open meeting to give a better understanding of the amendment proposed.

The Accounting Department is in the process of transferring LVW's funds from our current bank, OceanFirst Bank to CIT Bank which has offered better banking and will provide a lockbox for residents to mail their payments. They will be processed monthly by CIT Bank. Residents who do not have automatic payments with the Association will receive a notification and a new coupon book, which will provide an updated address to mail payments to. If you have automatic payments setup through the Association, you will be required to do nothing. If you have automatic payments setup through your own bank, you will be required to update the mailing address for payments to be sent. More information will be distributed to all LVW platforms when available.

The next open Board meeting will be held on Wednesday, April 6, 2022 at 7:00 PM in the auditorium at Willow Hall.

There being no further business, the Board meeting adjourned at approximately 3:14 PM.

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Samantha Bowker  
Administrative Assistant

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Tom Hardman  
Board Secretary

Approved: PENDING

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## Interoffice Memorandum

To: Board of Trustees  
From: Gene Caravella  
Date: February 24, 2022  
Re: 2000 Bobcat 773 Loader Replacement

During our last snowstorm, our Bobcat 773 loader broke down. The Bobcat became nonoperational and has developed a major issue with the hydraulic system. The Bobcat was purchased in 2000 and has been fully funded since 2012.

We went out to bid for a replacement loader and have encountered numerous supply chain issues. We were told by many companies that the wait time would be a minimum of ten months to one year. We were then contacted by GT Mid Atlantic stating that they were able to obtain a case 21F articulating loader which would also be able to run both of our stump grinder attachments. Case dealers are not allowed to bid in other dealers' territories but we were able to obtain a bid from a dealer based out of Ohio on the same piece of equipment. The third bid from Highway Equipment was able to give us a bid on a Hitachi Loader which is a similar piece of equipment.

Vendor	Equipment	Price	Freight	Sub Total	TAX	Total
GT Mid Atlantic	2022CASE 21F	\$69,900.00	\$ 000.00	\$69,900.00	\$4,630.88	\$74,530.88
Southwestern E.C	2022CASE 21F	\$72,500.00	\$1,800.00	\$74,300.00	\$4,803.16	\$79,103.16
Highway Equipment	Hitachi Loader	\$106,250.00	\$000.00	\$106,250.00	\$7,039.06	\$113,289.06

If the Board wishes to go ahead and replace the currently funded Bobcat Loader, It is our recommendation to purchase the 2022 Case 21F for a total cost of \$74,530.88 from GT Mid Atlantic. This expense will be charged to GL # 3150 Equipment Replacement



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees

From: Jim Snyder

Date: February 9, 2022

Re: 2023 Electrical Panel Replacements

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We are seeking approval to move forward with next year's funding within the adopted electrical panel replacement program. In the budget year 2023, we anticipate replacing 75 additional residential electrical panels at a cost of \$1,066.25 each.

We are requesting funding not to exceed \$79,968.75 to replace 75 electrical panels. This expense would be charged to GL # 3295 Unit Infrastructure / Electrical Panels.





# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees

From: Victor Demeski

Date: 2-10-2022

Re: 2022 In-House Siding Painting

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We are approaching the 2022 siding painting season. The summary below and details attached will show the units scheduled for siding painting this season.

CONDO	UNITS	COST
93	26	\$28,848.60

We are requesting funding in the amount of \$28,848.60 to paint the siding in condo 93. 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

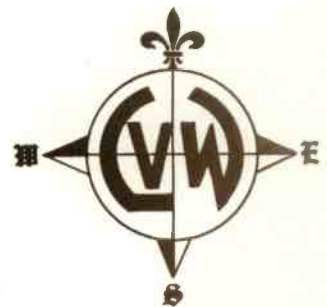
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To: Board of Trustees  
From: Jim Snyder  
Date: February 11, 2022  
Re: 2022 Driveway Replacement Schedule

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We are requesting the approval of the 2022 Driveway Replacement Schedule funding. The 2022 list consists of up to 27 cement driveways to be replaced in-house.

The funding to complete up to 27 driveways in-house at a cost not to exceed \$27,000.00 will be charged to GL # 3275 Capital Replacement-Concrete Driveways.



**AMENDMENT TO THE BYLAWS OF  
LEISURE VILLAGE WEST ASSOCIATION, INC.  
RELATING TO ELECTRONIC NOTICES AND VOTING**

This Amendment to the By-Laws for Leisure Village West Association, Inc., (the "Association") is made on this \_\_\_ day of \_\_\_\_\_, 2022, by the Association, a Nonprofit Corporation of New Jersey, by and through its Board of Trustees ("the Board"), having an address of 959 Buckingham Drive, Manchester, New Jersey; and

**WHEREAS**, the Association was created by, among other documents, a **Master Deed and Declaration of Restrictive and Protective Covenants with attached By-Laws (the "Governing Documents")**, recorded in the Office of the Ocean County Clerk on January 10, 1978, in Deed Book 3683, Page 51, et seq., and as amended from time to time; and

**WHEREAS**, the Association's By-Laws, as Amended on July 30, 2014, Article V, Section 1, provides that, "[t]he affairs of the Association shall be governed by a Board of Trustees consisting of not less than five nor more than nine members..." and

**WHEREAS**, the Planned Real Estate Development Full Disclosure Act ("PREDFDA"), N.J.S.A. 45:22A-46(4)(d)(2) provides that, "[a]n executive board shall not amend the bylaws of an association without a vote of the association members open to all association members, as provided in the association's bylaws... except an executive board may amend the bylaws under the following circumstances:... (b) after providing notice to all association members of the proposed amendment, which notice shall include a ballot to reject the proposed amendment. Other than an amendment to render the bylaws consistent with State, federal or local law, if at least 10 percent of association members vote to reject the amendment within 30 days of its mailing, the amendment shall be deemed defeated;" and

**WHEREAS**, the Board of Trustees convened for a Board Meeting on \_\_\_\_\_, 2022, and a quorum being present, a majority of the Trustees present voted to amend the Association's By-Laws; and

**WHEREAS**, the Board of Trustees proposed this amendment to the membership pursuant to N.J.S.A. 45:22A-46(d)(5) via a mailing sent on \_\_\_\_\_, 2022; and

**WHEREAS**, after waiting the required thirty (30) days, less than ten (10%) percent of the membership rejected this proposed amendment; and

**NOW, THEREFORE** the Association hereby amends and modifies the Association's By-Laws as set forth below:

1. By-Laws, Article III, Section 7 is hereby modified to add the following (amended language is in Bold):

#### **ELECTRONIC VOTING.**

**All voting shall be completed with paper ballots unless the Board of Trustees offers electronic voting and the Unit Owner has agreed to vote electronically. If so, then any question subject to a vote of the Unit Owners may be voted upon electronically, including but not limited to elections of Trustees and votes to approve amendments to the Association's Governing Documents. The Board of Trustees may determine the exact manner of electronic voting.**

2. By-Laws, Article III, Section 12 is hereby added as follows (amended language is in Bold):

#### **ELECTRONIC NOTICES.**

**Notwithstanding any other notice provision(s) in these By-Laws, electronic notices shall be a permitted method by which the Association may provide any and all required notices to the Unit Owners and/or the Board of Trustees.**

**All Unit Owners shall provide the Association with a valid email address for the purpose of receiving notices from the Association. Unit Owners must notify the Association of any change in their email address. Notice of a change in email address must be in writing and preferably delivered via email correspondence to management.**

**Unit Owners are responsible for checking their junk mail, spam and all other folders in their email account for notices from the Association. Any notice sent electronically by the Association shall be deemed given immediately upon the sender hitting "send" or any other electronic command to transmit the notice to recipients. A Unit Owner who certifies to the Association that he or she does not have an email address will continue to receive paper notices, which may be delivered as otherwise provided in these Bylaws.**

3. Any other terms of the Master Deed or By-Laws that may be in conflict with this Amendment are hereby deemed null and void.
4. All other terms of the Master Deed and By-Laws that do not conflict with this Amendment shall remain in full force and effect.
5. Should any provision or clause hereof be determined to be invalid, the remaining provisions or clauses hereof shall remain in full force and effect.

6. Notwithstanding the full execution of this Amendment, this Amendment shall not take effect until recorded in the Ocean County Clerk's Office.

**IN WITNESS THEREOF**, the undersigned have executed these Amendments to the By-Laws of Leisure Village West Association, Inc., the day and year listed above.

ATTEST:

LEISURE VILLAGE WEST ASSOCIATION, INC.

\_\_\_\_\_  
, Secretary

By: \_\_\_\_\_  
, President

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## Interoffice Memorandum

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To: Board of Trustees

From: Jim Snyder

Date: March 22, 2022

Re: Leisure Village West Association Insurance bids for 2022 – 2023

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An insurance sub-committee consisting of the following members; Mrs. Doner, Mr. Corvo, Ms. Nellegar, Mr. Klotz, Mr. Murphy, Mr. Schultz, and myself were formed in early November 2021 to discuss April 15, 2022's, expiring insurance coverage for LVWA. A letter of intent and RFP were drafted utilizing historical insurance information and other pertinent documents and sent to the following agents/brokers.

Mitchell Insurance Services  
Mackoul Risk Solutions  
Brown & Brown Insurance

JGS Insurance  
USI Insurance Services  
Peoples First Insurance

Danskin Agency

\* Note. All bidders informed us that insurance bids could not be finalized and submitted until 30 days within the expiration of our current coverage. A deadline was given for March 15, 2022.

The only bid received was from our current agent/broker, Mitchell insurance, from our current insurance company Philadelphia Insurance. We currently have a Rate Endorsement agreement with Philadelphia for a 6% increase over the 2021-2022 coverage cost. Mitchell Insurance Services and Philadelphia Insurance were able to come in at a lower increase of only 4.17%. The proposal came with an additional \$24,693,389.00 in coverage. See the Spreadsheet attached for details.

The Insurance sub-committee met on March 22, 2022, to discuss the proposal submitted by Mitchell Insurance Services. It is not only the Committee's recommendation to move forward with the Mitchell Insurance Services renewal quote but to also add (3) three additional \$10,000,000 limits in coverage which will bring us closer to our Collectable Coverage goal of \$650,000,000. With that being said, it is recommended to accept the bid from Mitchell Insurance Services for our 2022-2023 insurance coverage at a cost of \$1,413,602.59. This expense will be charged to GL # 8100 Insurance Expense.



**A PERMIT IS REQUIRED**

**SPECIFICATION FOR HOME BATTERY BACKUP SYSTEM**

**MANCHESTER TOWNSHIP PERMIT REQUIRED**

**INSTALLATION**

A Leisure Village West Association Permit is required for this installation. Tenants must acquire written permission from the unit owner prior to apply for a permit.

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.

Work to be performed in a neat, workman-like manner in accordance with generally accepted trade practices. Further all installations shall comply with all local laws, codes, regulations and ordinances. Resident or installer shall be protected during installation by insurance relating to property damage, workers compensation and public liability.

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 below.

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

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

SPECIFICATION NO. **4\_4**

PERMIT REQUIRED

Page 2 of 2

Trustee Approved: pending

**SPECIFICATION**

1. The Home Battery Backup System runs on electricity and will be charged from the homeowner's electric grid at the expense of the homeowner. Electric powered generators are quiet, have no harmful emissions, have an auto shut-off so it cannot overcharge.
2. The Home Battery Backup System would be installed on the wall inside the homeowner's garage or on the exterior of the unit near the existing utilities if no garage exists.
3. Homeowner's electric box upgrades, including installing a switch box, are at the expense of the homeowner.
4. All installations shall comply with all local laws, codes, regulations and ordinances. Resident and installer shall be protected by insurance.
5. Town permits are needed – Manchester Electric and Manchester Building permits – and town inspection of final installation is required.
6. Driveway portable solar panels may be used for additional battery charging during power outages. These portable solar charges cannot be permanently mounted and must be stored within your unit or garage when not in use.
7. **FUEL FIRED GENERATORS ARE PROHIBITED.**

Trustee Approved: pending



**LEISURE VILLAGE WEST ASSOCIATION  
SWIMMING POOL RULES  
2022 SEASON**

The official opening is Friday, May 27<sup>th</sup> for the Willow and Encore pools. Both the Willow and Encore pools will remain open until Monday, September 5<sup>th</sup>. The Willow Pool will remain open for residents only from September 6<sup>th</sup> through September 30<sup>th</sup>.

**Signs will be posted not less than three feet by four feet, which shall be prominently displayed at the entrance to each swimming area, stating: No lifeguard will be on duty. Residents must accompany guests at all times. Persons under the age of 15 must be accompanied by an adult while in the water. No swimming alone.**

<b>POOL HOURS:</b>	<b>Willow Pool</b>	11 am to 7 pm Monday – Friday 10 am to 7 pm weekends & holidays
	<b>Encore Pool</b>	10 am to 8 pm daily <b><u>From July 1<sup>st</sup> through August 21<sup>st</sup> the Encore pool will remain open until 9 pm.</u></b>
	<b>Aquacisers</b>	10 am to 11 am Monday through Friday and Monday and Wednesday 7 pm to 8 pm at Willow Pool only. (NO CLASSES on Holidays or Weekends). Only Aquaciser class members will be admitted during these hours.
	<b>Lap Lanes</b>	Residents must yield to lap lane swimmers
	<b>Adult Guests</b>	15 Years and Older <b>(Accompanied by a resident)</b> Regular pool hours as listed above.
	<b>Youth Guests</b>	Under the age of 15 years old and no diapers* <b>(Accompanied by a resident)</b> 10 am to 1 pm at Encore Pool & Pool Area 4 pm to 7 pm at Willow Pool & Pool Area

**Youth guests under 4 years of age are not permitted in either pool.** Children in strollers under the age of four will be allowed in the pool area only during children's swim hours.

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. Children must be supervised by a parent or grandparent at all times when in the pool and pool area.

**Unsupervised children will be asked to leave the pool. Roughhousing and horseplay will not be tolerated.**

**POOL ENTRY:**

Members must swipe their photo ID badge for verification of member status at the pool gate in order to obtain admittance to the pool area.

- GUESTS:** Up to (4) adult or youth guests are permitted and **MUST** be accompanied by a **RESIDENT** who must **REMAIN** with guests at all times.
- ATTIRE:** Proper swim attire must be worn from home to pool since the changing area is limited. Cut-off jeans are not allowed in the pool. A cover-up wrap is needed when entering the clubhouses. The Association is not responsible for any damage to bathing suits due to pool chemicals. Street shoes are not allowed in the pool. **DO NOT LEAVE SHOES OR SLIPPERS AT THE POOL STEPS.**
- DIAPERS:** \*Only diapers specially designed for immersion in water are permitted.
- SAFETY:** **NO DIVING OR JUMPING IS ALLOWED AT EITHER POOL AND WILL BE STRICTLY ENFORCED.** **NO SITTING OR STANDING ON POOL STEPS UNLESS WHERE INDICATED AT THE *ENCORE POOL*.** *Weather-related closures are at the discretion of the CPO or LVW management. The CPO or LVW management will determine when to reopen the pool. CPO does 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 along with swimmies are allowed. Residents are permitted to use therapeutic aquatic belts or Coast Guard approved life vests.
- HEALTH:** **PERSONS WITH OPEN WOUNDS ARE NOT PERMITTED IN EITHER POOL OR JACUZZI AT ANY TIME.**
- 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,** Lounges, chairs or tables are not to be reserved.
- CHAIRS, TABLES:** **When leaving the pool area chairs and lounges are to be returned to their proper places.**
- 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 AND ARE SUBJECT TO CHANGE.**

# 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 9, 2022

Re: Encore Pool - Pool Pump Replacement

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The Encore pool pump is in need of replacement. The existing pump is no longer made by the manufacturer. It is a cast iron pump and rusts every season requiring extensive rebuilding each year. The new pump designs are of rust-free housings and stainless-steel impellers.

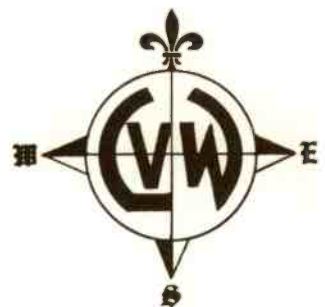
(Prices include tax)

Vendor	Equipment	Price
Carmona Pool Services	Install Pentair 10 HP EQ series pump	\$ 10,822.44
American Pools	Install 10 HP pump	\$ 12,261.88
Millennial Pools	Install Pentair 10 HP EQ series pump	\$ 9,702.88

Electrician and permits

Curry Electric	Motor starter and wiring	\$ 650.00
Manchester Township	Electrical Permits	\$ 200.00

We recommend contracting with Millennial Pools for \$9,702.88 to install a Pentair 10 HP EQ series pool pump. Curry Electric would install new motor starter and wiring for \$650.00 and permits from Manchester township\* will cost \$200.00. The total expense will be \$10,552.88, charged to account GL # 3230 Capital Replacement –Common Buildings.



## COMMUNITY SERVICES COMMITTEE

### CHARTER STATEMENT

~~The Community Services Committee has been established by the Board of Trustees and rescinds any and all prior charters for activities or resident services. This committee is comprised of three (3) standing subcommittees: The Committee's responsibilities include the following:~~

~~The Board of Trustees has established the Community Services Committee to advise, assist and review matters regarding recreational activities and facilities. The Committee will make recommendations through the Recreation Director to the Board of Trustees for the operation and use of recreational facilities by residents and clubs within Leisure Village West.~~

~~Additional projects of the Committee may be accomplished through appropriate Ad Hoc committees.~~

#### ~~1. ACTIVITIES SUBCOMMITTEE~~

~~The Community Services Committee:~~

- ~~• Works with the Recreation Department to provide interesting events and activities that will appeal to a broad spectrum of residents.~~
- ~~• Works with clubs and groups to assign event times and venues to not conflict with Recreation sponsored events.~~

#### ~~2. SERVICES SUBCOMMITTEE~~

- ~~• Works with the Recreation Department to provide services to individual residents.~~
- ~~• Coordinates reporting of Association services to Recreation Director and the membership.~~

#### ~~3. CLUB SUBCOMMITTEE~~

- ~~• Works with the Recreation Director to assign times and venues for club or group activities and assists with conflicts.~~
- ~~• Reviews requirements for club and group status.~~

### **CONFIDENTIALITY**

**Members shall keep the Committee's confidential information in strictest confidence. Members shall not disclose or discuss such information to anyone outside of the Committee unless authorized to do so. The member shall not make use of any confidential information for their own purpose or the benefit of anyone.**

**Members are obligated to maintain the confidentiality of such matters and information even after the member leaves the Committee.**

Committee members understand that failure to comply with the above paragraphs could lead to claims by the Association or other persons or entity, and that such disclosure may cause such claims to not be covered by the Association's insurance.

### **ORGANIZATION**

The selection of the Chairperson shall be recommended by the members of the committee. These recommendations will be forwarded to the Board of Trustees by the Trustee Liaison for confirmation. ~~As part of the assignment to this post, the Chairperson shall be a member of the Advisory Council and be computer literate, and report to the Board at the Board workshop.~~ The Chairperson and the committee shall assist the Recreation Director with fulfilling the duties of this charter. In addition, Committee members will be asked to volunteer to provide hands on assistance with Recreation Department sponsored events.

The membership size of the Committee shall be limited to a workable odd number determined by the Chairperson in concert with the Community Services members, and approved by the Board of Trustees.

~~Members of the committee must be approved by the Board.~~ The approved volunteers must have the necessary experience or expertise, based upon their resume, to carry out the work of the committee.

If a member cannot attend a regularly scheduled meeting, he/she must get-notify the Chairperson's approval. Three ~~unapproved~~ absences per calendar year may be grounds for dismissal from the Committee.

The Board of Trustees will review the position of Chairperson on an annual basis.

### **OPERATION OF THE COMMITTEE**

Written reports and monthly minutes shall be submitted to the Administration Office on the Friday prior to the BOT Workshop meeting.

The Community Services Committee oversees the following components:

#### **Bingo**

Club President will submit a financial report to the Recreation Director after each Bingo with a copy forwarded to the Accounting Department.

#### **Blood Pressure/Glucose Screening**

#### **Bus**

Review monthly ridership. Suggested alternate routes will be reviewed periodically.

#### **Clubs**

Review requests for club status

Review requests for club bylaw changes

The Committee will intervene when a conflict between clubs cannot be resolved by mutual agreement. If unable to resolve it will be referred to the Board of Trustees for final disposition.

**Helping Hands**

Oversee procedures and practices when requested.

**KLVW**

Assist with programming when requested.

Monthly Movie

Print Shop

Recycling

Pool

Review policies for the use of pools and Jacuzzi

**Viston**

Review monthly reports of services provided to residents.

**Welcome**

Representative from Welcome Committee to submit quarterly reports and

Assist with Newcomers Socials.

Approved: September 20, 2018

Amended: February 3, 2021

Amended: PENDING