

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, AUGUST 15, 2018 WILLOW HALL

7:00PM

Pledge of Allegiance

Appearance by the Manchester Township Mayor, Kenneth Palmer

ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the August 1, 2018 minutes.

COMMITTEE REPORTS:

Architectural Committee	(Tom Hardman)
Community Services Committee	(To Be Determined)
Finance Committee	(Mary Lou Doner)
Administration Committee	(Judith Langreich)

RECREATION REPORT

COMMUNITY MANAGER'S REPORT

UNFINISHED BUSINESS:

1. Phone System
2. Stage Lighting Console - Willow Hall
3. Roof Engineering results

NEW BUSINESS:

1. Charters

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

AUGUST 1, 2018
WILLOW HALL

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

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

Manchester Township Police Chief Lisa Parker, Captain Todd Mallon and Traffic Safety Officer Antonio Ellis, made an appearance to explain to residents different areas of Emergency Services. Chief Parker discussed how calls to 911 get routed, and if available, the Volunteer First Aid is dispatched first but if they have no one available, the paid service ambulances are then dispatched. Other topics discussed were: The Safety Equipment and Training policy all volunteers need to go through, the opiate epidemic in Ocean County and what is being done to intervene in the epidemic such as #notevenonce and the Blue Heart Program, which allows an individual to walk in to a Police station on a certain day and receive the drug treatment they need with no cost. It is every Wednesday in Manchester. She informed residents that the "Night Out" Community Reach program will be held on Friday, August 24, 2018 at the Assembly of God Church. Resources will be available to people who need help. Manchester Township currently has two (2) canine dogs. There is also a new mapping system in place to help Officers locate residences. Traffic Safety Officer Antonio Ellis discussed speeding in the Village and suggested possibly using a message board to make people aware to slow down.

ITEMS VOTED ON:

1. S. Falk-Zitelli moved to waive the reading of the minutes. S. Kaufman seconded. All present were in favor. Motion carried.
2. S. Kaufman moved to approve the July 18, 2018 corrected minutes. S. Falk-Zitelli seconded. All present were in favor. Motion carried.
3. C. Lupo made a motion to purchase, for Willow Hall, a Generac 130KW, 3 Phase, 277/408 Volt generator, model #QT13068KNAC and Transfer Switch, model #RTSN600K3, including installation and permits, for a total cost not to exceed \$55,000.00. This expense will be charged to GL#3230-Capital Replacement-Common Buildings. The unaudited balance for GL#3230 as of 6/30/18 is \$1,307,396.98. S. Tozzi seconded. All present were in favor. Motion carried.
4. F. Weinstein made a motion to adopt the Operating Budget, Reserve Funding and Maintenance Fee Schedules for FYE 9/30/19, as presented at the Open Meeting on July 25, 2018. C. Lupo seconded. All present were in favor. Motion carried.

COMMUNITY MANAGERS REPORT

J. Schultz, Community Manager, informed residents that the Community Services Committee was resolved by the BOT today in the closed meeting and will be presented at the next meeting.

J. Schultz, Community Manager, updated residents on the Verizon install. He stated there have been 359 units completed since they began around the second week of July. We will be putting pressure on to ramp up the installs so everyone is enabled by October. He also reminded residents again not to call Verizon unless they have already received the door hanger, as this is slowing down the install.

**LEISURE VILLAGE WEST
BOARD OF TRUSTEE MEETING**

**AUGUST 1, 2018
WILLOW HALL**

J. Snyder, Service Manager, discussed the stage lighting in Willow Hall. Currently, it's a complicated computer based system and it is hard to get volunteers to operate it. The BOT has asked Howard to research a not so complicated system. An Ad Hoc Committee researched and Howard has recommended purchasing the ETC CS40 lighting console from Hayden Production Services for a total purchase price of \$2,302.53. This expense will be charged to GL#3150-PropertyFund-Replacements. This is the first read and will be part of the next agenda.

J. Schultz, Community Manager, discussed the bids on the new company wide phone system and some of the features. He stated the recommendation is to contract with Voixis Communications for a premise based company-wide phone system. The cost is \$13,054.00. This expense will be charged to GL#3150-Property Fund-Replacements. The information will be provided at the next meeting.

RECREATION REPORT

Mary Lighthipe gave the Recreation report.

UNFINISHED BUSINESS

1. Suspend pool monitors for a trial period-the BOT has decided to suspend the pool monitors for the remainder of the season.

NEW BUSINESS

None

The business meeting was adjourned at 2:07 pm.

Michele Schoenig, Acting Administrative Assistant

Sara Falk-Zitelli
Board Secretary

Approved: August 15, 2018

Leisure Village West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Howard Height

Date: July 30, 2018

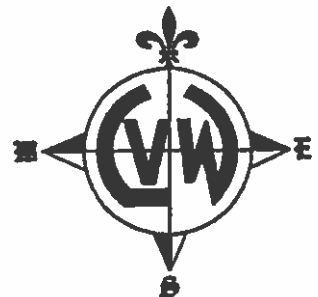
Re: Stage Lighting Console – Willow Hall

I have been asked by the Board of Trustees to research the replacement of the Stage Lighting Console at Willow Hall. The current system is computer based only. It is difficult for the resident volunteers to learn and operate, and within the past year has had several glitches. An ad-hoc lighting committee and staff met at the hall recently to demo a new ETC ColorSource lighting console. The committee found the ETC CS40 easy to operate and feel it will facilitate getting more volunteer operators as well as ease of operation for current resident volunteers. The console is 100% compatible with the existing LED stage lights system in Willow Hall.

Vendor	Equipment	Price
Hayden Production Services	ETC CS 40 console, Set-up and training incl.	\$2,302.53
B&H Audio Video	ETC CS40 console , NO set-up or Training	\$2,877.81
Full Compass	ETC CS40 console , NO set-up or Training	\$2,877.81
Stage Lighting Store.com	ETC CS40 console , NO set-up or Training	\$2,877.81

(Prices include tax and shipping)

We recommend purchasing the ETC CS40 lighting console from Hayen Production Services for a total purchase price of \$2,302.53. This expense will be charged to GL# 3150 – Property Fund – Replacements.



Leisure Village West Association

AT MANCHESTER, NEW JERSEY

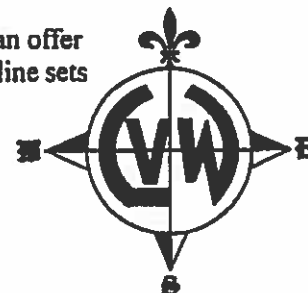
Interoffice Memorandum

To: Board of Trustees
From: Howard Height
Date: July 30, 2018
Re: Company-wide Phone system

Company	System Type	Upfront Costs	Monthly Costs
Voixis	Premise	\$13,054.00	\$496.00
Vonage	Cloud	\$3,130.70	\$757.88
Extreme Technology	Premise	\$8,703.77	\$242.50
Telephone Technology	Premise	\$17,905.23	\$399.00
Telex	Premise	\$7,975.00	\$473.00
Ameritel	Cloud	\$4,283.75	\$788.55
Extreme Technology	Cloud	\$12,455.06	\$614.30
R19	Cloud	\$4,347.00	\$588.16
Tele-Dynamics	Cloud	\$2,250.00	\$907.36
Verizon	Cloud	\$106.69	\$882.66

After review by the Technology Committee and Staff, we had narrowed the selection from 10 bids received to 2 potential solutions. Those solutions were Vonage, a National Corporation with a cloud based solution, and Voixis, a New Jersey based company that is an affiliate of our current Verizon phone-line reseller, Cooperative Communications. Voixis is proposing a Premise based system, where we would own the equipment, but the system management would still be cloud based with redundancy built in. The Technology committee is recommending Voixis based on the following criteria:

- **PRICE** – While Voixis has a higher up-front cost (than Vonage), the monthly cost is \$261.88 less. The pay back on the initial investment is 3.15 years after which LVWA will be saving \$3,142.56 per year.
- **QUALITY OF PHONES** – Voixis has their own line of phones custom built for them. The “feel” is much more substantial than the Yealink IP Phones provided by Vonage (and most of the other bidders). The features of the phones are equal or better.
- **COURTESY PHONES and EMERGENCY PHONES at GATES.** – Voixis can offer basic-styled hand-sets and auto-dialers. Vonage cannot. They only offer multiline sets and the auto-dialing feature is not available.

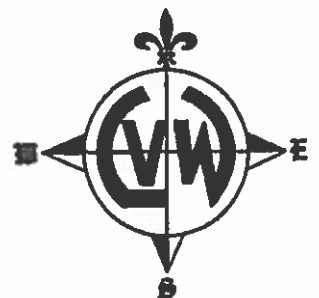


Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

- **CUSTOMIZATION** - Voixis has the ability to send technicians onsite to aid with the initial set-up and ongoing support for each Office, Gate House, Lobby courtesy phone, Pool courtesy phones, and Gate emergency phones. They offer more customization to include using many of our existing phone numbers and setting up individual E-911 for each location. Vonage is web- based only with no onsite support.
- **FAMILARITY** – We already have a successful long-time relationship with Cooperative Communications (Voixis parent company). They have saved LVWA a great deal of money over the years and the support has always been outstanding.

We recommend contracting with Voixis Communications for a premise-base company- wide phone system. The cost is \$13,054.00. This expense will be charged to GL# 3150 – Property Fund – Replacements.



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:

1. ACTIVITIES SUBCOMMITTEE

- 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 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 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.

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.

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
- Blood Pressure/Glucose Screening
- Bus
- Clubs
- Helping Hands
- KLWW
- Monthly Movie
- Print Shop
- Recycling
- Viston
- Welcome

Approved:

ADMINISTRATION DIVISIONCOMMITTEE

CHARTER STATEMENT

The Administration DivisionCommittee, comprised of resident-approved volunteers, was established by the Board of Trustees to advise, assist and recommend to the Board the updating, revision and additions to Association Bylaws, Master Deed and other pertinent documents of the Association. The Division-Committee is also responsible for reporting on proposed or passed public laws which may affect the Association. The Division's-Committee's responsibilities also include the recommendations regarding development of policies, rules and procedures. The Division-Committee performs other tasks and projects as requested by the Board as communicated through Division-the Trustee Liaison.

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/Division 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/Division.

Committee/Division 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 Associations insurance.

ORGANIZATION

1. The selection of the Chairperson shall be recommended by the members of the DivisionCommittee. 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 report to the Board at the Board Workshop.
2. The membership size of the Division-Committee shall be limited to a workable odd number determined by the Chairperson in concert with Administration members, and approved by the Board of Trustees.
3. If a member cannot attend a regularly scheduled meeting, he/she must get the Chairperson's approval. Three unapproved absences may be grounds for dismissal from the DivisionCommittee.
4. The Administration Division-Committee will accept applications from residents on an "as needed basis" for participation in the volunteer program as outlined herein:

Individuals seeking to become members of the Administration Division-Committee prepare a written request, along with a resume or detailed information on their

experience, and submit it to the Division-Committee Chairperson, who distributes copies to the Division-Committee members for their information, input, and approval.

Then if appropriate, the candidate is asked to attend an interview session to determine the candidate's suitability to the division and the needs of the division. If found to be an acceptable addition, the Chairperson will recommend to the Board of Trustees that they appoint the individual as a new member of the Division.

5. Subject matter or proposals must be submitted in writing one-month prior to the Division Committee meeting.
6. The Board of Trustees will review the position of Chairperson on an annual basis. In the event the position is vacated for any reason, the members of the Division Committee will recommend a successor to the position. This shall be submitted to the Trustee Liaison for submittal to the Board of Trustees who will confirm or reject the appointment.

MEETINGS

Meetings of the Division-Committee are usually held the second Monday of the month. The Chairperson shall establish the dates for all regular meetings and/or Special meetings.

OPERATION OF THE DIVISION

The work of the Division-Committee shall be carried out by the total membership of the Division-Committee or by committees and/or Ad Hoc committees as determined by the Chairperson and shall consider the following but not limited to:

1. Review and recommend modifications to the Association's governing documents such as the Master Deed, Bylaws, Rules and Regulations, Resident Handbook and other matters assigned by the Board of Trustees.
2. The Division-Committee shall furnish status reports on all projects requested by the Board of Trustees and Community Manager.
3. Written reports and minutes of the meetings of the Division-Committee shall be submitted to the Association Administration office by the Friday prior to a Board workshop meeting.
4. The Administration Division-Committee will coordinate with other divisions as appropriate.

The Division-Committee will operate under established Parliamentary Rules and Robert's Rules of Order or the governing documents of the Association.

Approved: April 1, 2009

Amended & Approved: March 6, 2013

Amended & Approved: September 3, 2014

Amended & Approved: March 9, 2016.

Amended & Approved: May 4, 2016

Amended & Approved: January 4, 2017

Amended & Approved:

ALTERNATE DISPUTE RESOLUTION (ADR) COUNCIL

CHARTER STATEMENT

The New Jersey Condominium Act, N.J.S.A. 46:8b-14(k) requires the Association to provide a fair and efficient procedure for the resolution of disputes between unit owners and the Association, and between unit owners, and between clubs as an alternative to litigation.

An Appeals Board (ADR) was established in 1993 by the Board of Trustees of Leisure Village West Association. The purpose of the Appeals Board is to provide a fair and efficient procedure for the resolution of disputes that arise within Leisure Village West.

CONFIDENTIALITY

Members shall keep the Council's confidential information in strictest confidence. Members shall not disclose or discuss such information to anyone outside of the council 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 Council.

Council 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 insurance.

~~Because of the sensitive confidential nature of issues reviewed and discussed at meetings, it is imperative that the activities of the meetings not be discussed outside the meetings, except for discussions with individuals or entities who are directly affiliated with the Council. Council members and guests will be required to sign a Non-Disclosure Agreement. Failure to comply with the "Special Note Regarding Confidentiality" may result in removal from the Council and/or expulsion from the meeting.~~

ORGANIZATION

1. An Alternative Dispute Resolution Council is hereby established.
2. The Chair shall be a non-trustee ~~resident~~ approved volunteer selected by the Board of Trustees. The Chair shall have a two (2) year term of office and may be reappointed by the Board of Trustees. Any vacancy in the office shall be filled by appointment of the Board of Trustees.

3. The Chair shall recommend to the Board of Trustees, non-trustee ~~residents~~approved volunteers to serve and/or be reappointed as Hearing Officers (Mediators) for a two (2) year term, whose function will be to participate in the established appeals process and render recommendations or non-binding decisions.
4. The ADR process shall be formal and shall not be electronically recorded. A party may be represented by counsel.
5. Participation in the ADR process is entirely voluntary.
6. Hearing Officers/Mediators may not provide legal advice nor will they prepare any written agreements between the parties.

COMMITTEE OPERATION

Members of the ADR Council shall adhere to a dress code established by the ADR.

Any dispute relating to acts or omissions which may violate the L.V.W. Articles of Incorporation, the Master Deed, the Bylaws and the Rules and Regulations of the Association (collectively called "the Governing Documents") or any other housing or Association related issues may be resolved by appeal to the ADR Council.

An appeal procedure will be considered after all avenues of resolution have been explored.

Within ten days after receipt of the letter of appeal from the appellant, the Community Manager shall forward such request along with all applicable documentation to the Chair of the ADR Council.

The Chair of the ADR Council will contact all parties to the dispute to establish a date and time for the Hearing.

The Chair of the ADR Council shall designate no more than three (3) members of the ADR Council to conduct the mediation, one of whom will be designated as Presiding Chair. An alternate, non-voting member will also be designated. (The alternate will serve in the event any of the regular designees cannot complete his assignment.)

The appeal shall be conducted in an orderly fashion. All parties to the dispute shall have the opportunity to present facts and argument(s) both orally and/or in writing, and may present and examine witnesses.

Appeals before the Hearing Officers/Mediators shall be private. Attendance shall be limited to the parties involved and secretary of the Association.

There shall be no fee for the cost of an appeal to the ADR Council.

There is no further administrative appeal from the recommendation or non-binding decision of the Council.

TRUSTEE AND PUBLIC NOTIFICATION

When Association funds are involved, the Chair of the ADR Council shall announce any recommendation or non-binding decision made by the Council at a subsequent Board of Trustees meeting.

Amended & Approved	November 1, 2006
Amended & Approved:	December 1, 2010
Amended & Approved:	May 4, 2016
Amended & Approved:	

**ADVISORY COUNCIL
CHARTER STATEMENT**

The Advisory Council's purpose is to advise and assist the Board with wide-ranging issues and problems, when requested.

CONFIDENTIALITY

Members shall keep the Council's confidential information in strictest confidence. Members shall not disclose or discuss such information to anyone outside of the Council 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 Council.

Council 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 insurance.

~~Because of the sensitive confidential nature of issues reviewed and discussed at meetings, it is imperative that the activities of the meetings not be discussed outside the meetings, except for discussions with individuals or entities who are directly affiliated with the Council. Council members and guests will be required to sign a Non-Disclosure Agreement. Failure to comply with the "Special Note Regarding Confidentiality" may result in removal from the Council and/or expulsion from the meeting.~~

ORGANIZATION

The Advisory Council is comprised of the Chairs of the Divisions—Finance, Architectural, Administration and Community Services Committees. and the Chair of the Election Committee.

Approved: February 21, 1996
Amended & Approved: May 4, 2016
Amended & Approved:

ARCHITECTURAL ~~DIVISION~~COMMITTEE

CHARTER STATEMENT

The Architectural ~~Division~~Committee is a standing ~~division~~committee mandated by the LVW Bylaws to advise and assist the Board of Trustees. The ~~Division's~~Committee's charge is to provide advice and recommendations in those areas concerned with maintaining the esthetics and market value of the community. The ~~Division~~Committee assistance will include recommendations pertaining to the maintenance of the common facilities and other elements of Leisure Village West including the residential units, limited common areas and the architectural aspects to promote and sustain a harmonious atmosphere amongst residents.

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/Division~~ 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/Division~~.

~~Committee/Division~~ 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 Associations insurance.

ORGANIZATION

The date of the monthly meeting shall be established by the Chairperson. The members of the ~~Division~~Committee shall be ~~resident~~approved volunteers. The ~~resident~~approved volunteers shall have experience and/or expertise related to carry out the routine work of the ~~Division~~Committee and the special projects and tasks assigned by the Board of Trustees, as communicated through the Trustee Liaison. The Chairperson shall appoint a co-chairperson to support ~~Division~~Committee activities. As part of the assignment to this post, the Chairperson shall be a member of the Advisory Council and report to the Board at the Board workshop.

Individuals seeking to become members of the Architectural ~~Division~~Committee prepare a written request, along with a resume or detailed information on their experience, and submit it to the ~~Division~~Committee Chairperson, who distributes copies to the ~~Division~~Committee members for their information, input, and approval.

Then, if appropriate, the candidate is asked to attend an interview session to determine the candidate's suitability to the ~~division~~Committee and the needs of the ~~division~~Committee. If found to be an acceptable addition, the Chairperson will recommend to the Board of Trustees that they appoint the individual as a new member of the ~~Division~~Committee.

The Board of Trustees will review the position of Chairperson on an annual basis. In the event the position is vacated for any reason, the members of the Division-Committee will recommend a successor to the position. This shall be submitted to the Trustee Liaison for submittal to the Board of Trustees who will confirm or reject the appointment.

The membership size shall be limited to working members. If a member does not attend three consecutive meetings of the Division-Committee for reasons other than health, away for a period of time, or conflict with other activities, and does not notify the Chairperson of their absence, that person will no longer be considered a member. Their name will be submitted to the Board of Trustees and shall be notified in writing they are no longer considered a member of the Division-Committee.

OPERATION OF THE DIVISION COMMITTEE

The work of the Division-Committee as assigned by the Board of Trustees shall be carried out by the appropriate standing and Ad Hoc Committees, as assigned by the Division-Committee Chairperson. The Division-Committee and its subcommittees will operate under "Roberts Rules of Order." ~~The roster of members shall be submitted to the Board of Trustees.~~

The Division-Committee shall give monthly status reports on all projects requested by the Board of Trustees and staff. Written reports and the monthly minutes of the Division-Committee shall be submitted to the Administration Office on the Friday prior to the BOT Workshop Meeting.

STANDING SUBCOMMITTEES

The standing subcommittees of the Division-Committee are:

- Architectural Specifications
- Permits
- Environmental & Energy
- Inspections

DIVISION COMMITTEE AND TRUSTEE NOTIFICATIONS

The Division-Committee will acknowledge ~~the~~ a Board of Trustees special request following their first meeting after receipt of the request. The acknowledgement will be made to the Board at the following Trustee workshop and must include the estimated time and date when a report will be submitted to the Board of Trustees for review and action.

STANDING SUBCOMMITTEE

ARCHITECTURAL SPECIFICATION SUBCOMMITTEE

RESPONSIBILITIES

This subcommittee shall:

Provide and maintain an Architectural Advisory manual containing specifications covering additions and alterations to residential units and surrounding common and limited common areas while preserving the harmony and esthetics of the community. All specifications shall be in accordance with the governing documents of Leisure Village West Association and approved by the Board of Trustees, and in compliance with Federal, State and local government regulations that apply.

The Architectural Advisory manual shall be reviewed and the subcommittee shall provide updated recommendations to the Board on an as needed basis. This manual shall be made available to all Association Members at the Leisure Village West Association Office.

STANDING SUBCOMMITTEE

PERMITS

RESPONSIBILITIES

This ~~Committee~~ subcommittee shall:

Review specific requests for changes in residential elements and adjacent common areas to determine if they conform to all the governing documents of the Association.

Make certain that the work to be performed is in accordance with the specification covering the type of work requested by the unit owner. Assure that the unit owner requesting a permit receives the applicable specifications to prevent misunderstanding.

Recommend any changes to the unit owner which will make the request conform to the Association's approved specifications.

Advise the unit owner that it is his/her responsibility to obtain all permits, Association and Township, which are necessary to accomplish the work requested.

Refer special, questionable or unusual requests from unit owners to the Architectural Specifications Subcommittee Chairperson for his/her review. Any changes to or additional specifications required will be recommended to Board of Trustees for review and appropriated action.

Inspect the completed work to determine if it is in accordance with the permit request and specifications.

Related correspondence by staff to the unit owner will be copied to the Chairperson of the Committee.

STANDING SUBCOMMITTEE
ENERGY & ENVIRONMENTAL SUBCOMMITTEE
RESPONSIBILITIES

This Committee-subcommittee shall:

Review any lighting request(s) that may affect village safety.

Recommend energy changes which will be cost effective to the Association, without impairing the members enjoyment of the community. This includes any item in the common areas, common buildings, street and walkway lighting, etc.

Recommend any corrective measure that will limit accident exposure to the Association and its members.

Recommend changes to the general common areas, which will improve the appearance of the Village.

STANDING SUBCOMMITTEE
INSPECTIONS
(Exterior Units, Adjacent Common, and Limited Common Areas)
RESPONSIBILITIES

This subcommittee shall:

Establish and maintain an inspection program of the residential units' exterior and adjacent common and limited common areas. Priorities and coordination will be established with the village staff to expedite on-going maintenance programs. Violations observed during survey process will be written up and turned in to the Association office. The staff in turn will review the unit owner's file, advise the unit owner of the violation, and take the corrective actions necessary to enforce compliance. Related correspondence by staff to the unit owner will be copied to the Chairperson of the Division Committee.

Amended & Approved: April 6, 2005
Amended & Approved: August 15, 2012
Amended & Approved: October 2, 2013
Amended & Approved: May 4, 2016
Amended & Approved: January 4, 2017
Amended & Approved:

ELECTION COMMITTEE

CHARTER STATEMENT

The Election Committee is established as a standing committee of the Board of Trustees of Leisure Village West Association.

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 insurance.

~~Because of the sensitive confidential nature of issues reviewed and discussed at meetings, it is imperative that the activities of the meetings not be discussed outside the meetings, except for discussions with individuals or entities who are directly affiliated with the Committee. Committee members and guests will be required to sign a Non-Disclosure Agreement. Failure to comply with the "Special Note Regarding Confidentiality" may result in removal from the Committee and/or expulsion from the meeting.~~

ORGANIZATION

~~Each year, in accordance with the Chronology established for the annual election, the Board of Trustees shall appoint an Election Committee composed of not no less than eight (8) nor more than sixteen twenty (1620), resident members in good standing approved volunteers. The Board of Trustees, at its discretion, shall appoint a Chairperson to the Election Committee.~~

~~Membership on the Election Committee shall be composed of Association members in good standing. The Chairperson of this Committee shall be a resident volunteer appointed by the Board of Trustees. As part of the assignment to this post, the Chairperson shall be a member of the Advisory Council.~~

~~Volunteers for the committee shall submit a letter of intent and resume to the chairman Chairperson of the Committee in care of the Association Secretary.~~

Each year, the Board of Trustees shall have the opportunity of approving the selection of the members of the Election Committee.

The Board of Trustees will review the position of Chairperson on an annual basis. In the event the position is vacated for any reason, the members of the ~~Division Committee~~ will recommend a successor to the position. This shall be submitted to the Trustee Liaison for submittal to the Board of Trustees who will confirm or reject the appointment.

If a member misses three (3) unexcused consecutive meetings of the Election Committee for reasons other than health, that person will no longer be considered a member.

The functions of the Committee, as determined by the Board of Trustees, are as follows:

- a. Oversee, manage and conduct the various events associated with and required during elections for:
 1. The position of member of the Board of Trustees
 2. Referendum votes for Master Deed changes
 3. Referendum votes for Bylaw changes
- b. Conduct the actual voting process, the counting of the votes cast, and certify the results to the Board of Trustees.

Within the above broad guidelines, the Election Committee shall:

- a. Conduct the election, count the votes cast, certify the results to the Board of Trustees, and prepare and place on the "Creepers" and ~~www.lvwcreeper.com~~ LVWA media the appropriate announcement to the membership.
- b. In the event a specific election vote is challenged, be prepared to provide an Investigative Subcommittee to the Board of Trustees, so as to assist in the equitable and impartial disposition of the challenge.

DEFINITIONS

~~Association: Leisure Village West Association~~

~~Association Secretary: Administrative Secretary of the Association; may be the Administrative Assistant referenced in the Leisure Village West Association Bylaws, Article VII, Section 5 to assist the Board Secretary.~~

~~Board Secretary: An Officer of the Board of Trustees, Secretary of the Board; position referenced in Leisure Village West Association bylaws, Article VII, Section 5 as Trustee Secretary.~~

~~Election: An occasion where the Leisure Village West Association requires resident member balloting such as, but not~~

~~limited to, Election of trustees, Bylaws amendments or referendum.~~

~~Owner or Unit Owner: Owner of Record as shown in the records of Ocean County Clerk. See Bylaws, Article 1, Section i.~~

~~Member: The owner or co-owners of a unit. Article 1, Section 4. Also, for purposes of voting, an Associate Member who has been given voting rights by the Member. See Bylaws, Article 1, Section 5.~~

~~Member in Good Standing: In good standing only if he has paid all installments due for assessment. See Bylaws, Article 3, Section 3, Paragraph (p).~~

Amended & Approved: May 4, 2016

Amended & Approved:

FINANCE DIVISION COMMITTEE

CHARTER STATEMENT

The Finance ~~Division-Committee~~ is established by and reports to the Board of Trustees of Leisure Village West Association. It is charged with advising and assisting the Board in their financial control and governance processes so that they can uphold the highest standards of business conduct in the financial management of the Association.

The ~~Division's-Committee's~~ responsibilities include recommendations and assistance as requested to the Board of Trustees, such as:

1. Recommending budgets and maintenance fees.
2. Monthly and annual reviews of operation results compared to budget
3. Evaluating the reliability and integrity of accounts, financial records and related statements and reports.
4. The reviewing of adequate control systems in place to protect the Association against loss caused by waste, negligence or fraud.
5. Performing internal audits and/or studies when and if requested.
6. Periodically reviewing current investment practices and recommending strategies to optimize income.

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/Division~~ 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/Division~~.

~~Committee/Division~~ 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 Associations insurance.

ORGANIZATION

The members are Leisure Village West Association ~~members-approved volunteers~~ selected by the Finance ~~Division-Committee~~ and appointed to the ~~Division-Committee~~ by the Board of Trustees. The Finance ~~Division-Committee~~ shall select people who have work or other experience that indicates they can contribute to the work of the ~~Division-Committee~~.

Individuals seeking to become members of the Finance ~~Division-Committee~~ prepare a written request, along with a resume or detailed information on their experience, and submit it to the ~~Division-Committee~~ Chairperson, who distributes copies to the ~~Division-Committee~~ members for their information, input, and approval.

Then if appropriate, the candidate is asked to attend an interview session to determine the candidate's suitability to the ~~division-Committee~~ and the needs of the ~~division-Committee~~. If found to be an acceptable addition, the Chairperson will recommend to the Board of Trustees that they appoint the individual as a new member of the ~~Division-Committee~~.

In addition, if a former Division-Committee member who left the Division-Committee in good standing wishes to again become a member of the Division-Committee and there is an opening, the former member should submit a written request to the Division's-Committee's Chairperson.

The Chairperson is selected by the Finance Division-Committee for approval by the Board of Trustees. (The Chairperson then selects another member, to serve as Co-Chairperson, to assist in performing the various requirements and responsibilities of the Division-Committee). As part of the assignment to this post, the Chairperson shall be a member of the Advisory Council and report to the Board at the Board workshop.

The Board of Trustees will review the position of Chairperson on an annual basis. In the event the position is vacated for any reason, the members of the Division-Committee will recommend a successor to the position. This shall be submitted to the Trustee Liaison for submittal to the Board of Trustees who will confirm or reject the appointment.

The membership size of the Division-Committee shall be limited to no more than 9 members with the concurrence of the Trustee Liaison, and approved by the Board of Trustees.

The Trustee Liaison is the Treasurer of the Association.

MEETINGS

Regular monthly Division-Committee meetings will be held on the fourth Tuesday of each month unless they are rescheduled because of holidays or for other reasons. Robert's Rules of Order will govern the meetings. The Board will be informed of any scheduled changes or special meetings.

"Confidential Information" defined-asincludes but is not limited to:

- A. Information concerning Association Member's Association financial account and payment history;
- B. Communications between the Association's attorneys and Association management, board members and/or Committee members;
- C. Contract bids and contract negotiation information;
- D. Information involving threatened, pending or actual litigation;
- E. Information regarding Association employees', potential Association employees' and former Association employees' personal identification information (such as social security number), their hiring, firing, evaluation or discipline;
- F. Information regarding an Association member's personal identification information (such as social security number) and an Association member's medical information;
- G. Information related to an Association member's alleged violation of an Association rule, regulation or restriction including, but not limited to, all information submitted to ADR Council;
- H. Information expressly designated in writing by the Association's Board of Trustees or Manager as confidential.

Amended & Approved: February 5, 2003
Amended & Approved: August 1, 2012
Amended & Approved: November 6, 2013
Amended & Approved: August 1, 2014
Amended & Approved: November 4, 2015
Amended & Approved: May 4, 2016
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Amended & Approved: