

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, AUGUST 2, 2017 WILLOW HALL

1:00PM

Pledge of Allegiance

Items to be voted on:

1. Motion to waive the reading of the **minutes**.
2. Motion to approve the July 19, 2017 **minutes**.
3. Motion to adopt the **Operating Budget, Reserve Funding and Maintenance Fee Schedule** for FYE September 30, 2018, as presented at the Open meeting on July 26, 2017.

COMMUNITY MANAGER'S REPORT

RECREATION REPORT

UNFINISHED BUSINESS

1. Electrical Panel Replacements
2. Proposed Bylaws/Master Deed Amendment - Capital Expenditures

NEW BUSINESS

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.

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

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

Pledge of Allegiance

Leisure Village West Customer Support representative, the Area Manager, a Reliability representative, a Customer Support Lead representative and a Forestry representative from JCP&L were present to give a report on the work performed and pending work by JCP&L. Ashley Fahoury, LVW's Customer Support representative reported that JCP&L has replaced seven transformers, installed six additional lighting arresters and replaced 3,500 feet of underground cable in Leisure Village West. She also reported the pending improvement work for Leisure Village West which includes replacing additional 5,000 feet of wire on Cambridge Circle, Huntington Drive and Buckingham Drive. JCP&L will also be performing tree removal prior to the replacement of two transformers on Cambridge Circle. Carl Peck from the Forestry Department of JCP&L spoke about the chemicals that were used on the overgrown aggregation near the Right of Way. He also reported they will be back in late fall/early winter to cut the remaining overgrowth.

J. Snyder, LVW Service Manager asked if a program is in place within JCP&L to replace the remaining wooden light poles that were rated poor by the Village. JCP&L will contact the Association.

JCP&L representatives left the meeting at approximately 1:12p.m.

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

E. Baumeister moved to approve the July 5, 2017 minutes. S. Kaufman seconded. All in favor. Motion carried.

C. Lupo moved to memorialize the purchase of a Jandy JKI400N 400K BTU heater for the Encore Spa from Carlton Pools in the amount of \$2,350.18. The funds to meet this expense were provided by account# 3150 – Equipment Replacement Fund. S. Kaufman seconded. All in favor. Motion carried.

S. Nordell moved to approve the Association to contract with First Choice Heating and Cooling to install 2 new Lennox Standard Efficiency Rooftop package units for Willow Hall Auditorium and Stage for a cost of \$51,164.07. This expense will be charged to account# 3230 – Capital Replacement/ Common Buildings. C. Lupo seconded. All in favor. Motion carried.

S. Kaufman moved to approve the Rules for Governing Clubs and Groups. S. Nordell seconded. All in favor. Motion carried.

DIVISION REPORTS

T. Hardman gave a report for the Architectural Division.

S. Zitelli gave a report for Resident Services.

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

J. Langreich reported that there was no meeting held in July for the Administration Division. The next meeting will take place on Monday, August 14, 2017 at 1:00PM in the Association office.

M. Lighthipe gave a report for the Recreation Department.

J. Schultz gave his Community Managers Report where he reminded residents to check their Water Heaters and think about replacement if it's over ten years old. He mentioned that the Board is continuing to explore the commercial part with Verizon and spoke about the build of the infrastructure. He reported that an engineer was exploring a solution to replace the HVAC units at Club Encore and reported two quotes that were received to replace the HVAC units with Chillers; this will be given to the Architectural Division to look at further solutions due to the high costs. He also reported that the Board is looking to renovate the Club Encore kitchen to a catering style and reported that the quoted costs for the renovations are roughly \$83,000.00; this will be given to the Finance Division for cost evaluation. He stated that the Board is looking for approval to change the land-use for the vacant professional offices in the Village; a Zoning meeting with Manchester Township is scheduled for July 27, 2017 at 7:00p.m. He also stated a meeting is scheduled for July 20, 2017 to set up the SREC's and monitoring for the Solar on the Maintenance buildings. He spoke about the Board exploring future expansion of card access to other areas in the Village. He gave a report on the pool usage. He also stated that the Board agreed if cedar shakes need replacement that it would be replaced with composite material and same style to keep that same appearance; this will also be sent to the Finance Division for their review and to evaluate the costs for all future replacements. He mentioned the Board discussed to allow privacy fences for those units that have adjoining patios or wooden decks in the Encore section of the Village; this has been given to the Architectural Division for their review. He stated that the Union negotiations have begun. He also stated that the Manchester Township Mayor, Kenneth Palmer will be attending the August 16, 2017 open Board meeting. He reminded residents that the open Budget meeting will take place on July 26, 2017 at 7:00p.m in Willow Hall.

The Board President, R. Steenweg reported on the variety of ways that the Board receives and responds to resident communications. He mentioned that an awards luncheon is being held to honor those residents for their outstanding services. He stated that due to a conflict the open budget meeting that is scheduled for July 26, 2017 will be chaired by the Board Vice President. He spoke about the Board developing a long range plan for the Village with specific goals and objectives. He also addressed the issue of clarity for audience comments.

UNFINISHED BUSINESS

1. J. Schultz reported that the Sub-Committee of the Architectural Division and the Sub-Committee of the Finance Division will meet together on July 25, 2017 to evaluate costs and develop ideas for future replacements.
2. J. Schultz spoke about the proposal to amend the Bylaws and Master Deed for Capital Expenditures.

There was no new business.

L. Maiocco mentioned that residents should call the Maintenance Department for safety checks on their dryer vents.

There being no further business, the Board meeting adjourned at approximately 2:16p.m.

A brief recess period occurred at 2:16p.m to 2:22p.m.

An audience comments period followed with residents raising questions and concerns or seeking clarification about a variety of issues. This 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.

The meeting ended at approximately 3:12p.m.

The next Board of Trustee meeting is scheduled for Wednesday, July 26, 2017 at 7:00PM in Willow Hall regarding the Budget for FYE 2018

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

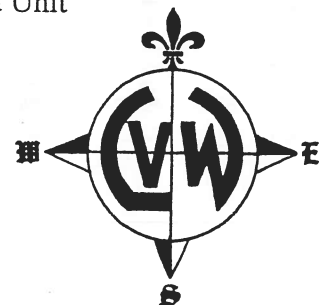
Date: July 26, 2017

Re: Electrical Panel replacements

As the Board is aware we had hired Engineer GPI Greenman-Pedersen to perform an electrical panel inspection at 100 random units. This gave us a snap shot of the condition of the electrical panels in our residential units. During the inspection 24 of the 100 panels were found to be in poor condition. We created an RFP and sent it out to 38 Monmouth and Ocean county electrical contractors. The 11 bids received are listed below. This information will be forwarded to the AdHoc committee for their future planning of replacing the remaining panels over time.

Electrical Contractor	Panel Type	Permits inspection	Upgrade grounding	Price Each	Qty #	Total Cost	Meets Specs
Curry Electric	Cutler Hammer	Included	Extra if required	\$725.00	24	\$17,400.00	Yes
Kingdom Electric	Square D QO or Cutler Hammer	Included	Extra if required	\$750.00	24	\$18,000.00	Yes
3 Brothers	Square D QO	Included	Extra if required	\$800.00	24	\$19,200.00	Yes
Curry Electric	Seimens	Included	Extra if required	\$826.00	24	\$19,824.00	no
Bahr & Sons Electrical	Seimens	Included	Extra if required	\$1,150.00	24	\$27,600.00	no
Ambient Electrical	Square D QO	Included	Extra if required	\$1,209.72	24	\$29,033.28	Yes
National Electric	Cutler Hammer	Included	Extra if required	\$1,240.00	24	\$29,760.00	Yes
Bahr & Sons Electrical	Cutler Hammer	Included	Extra if required	\$1,345.00	24	\$32,280.00	Yes
Semper Fi Electric	Eaton	Included	Included	\$1,450.00	24	\$34,800.00	No
Gregg Reick Electric	Square D QO or Cutler Hammer	Included	Extra if required	\$1,850.00	24	\$44,400.00	Yes
Advanced Designs Electrical.	Square D QO	Included	Extra if required	\$2,175.00	24	\$52,200.00	Yes

It is our recommendation to hire Curry Electric to replace 24 electrical panels at a cost of \$17,400.00. This expense will be charged to GL # 3295 Exterior Restoration and Unit Infrastructure.



LEISURE VILLAGE WEST PROPOSED BYLAWS & MASTER DEED AMENDMENT

Amend the LVW "Bylaws", Article III, Section 10:

Original:

"All decisions of the members including capital expenditures, other than the expenditure of the Association funds the purposes set forth in Schedule A annexed hereto, shall require for passage, affirmative vote of the members representing at least 80 percent in interest of the undivided ownership of the Condominiums as a whole. The Trustees shall be governed in the making of capital expenditures, other than expenditures made for the purposes set forth in Schedule A annexed hereto, and in other actions by decision made by the members as provided in this section. All other decisions shall require for passage, the affirmative vote of at least a majority of the members in good standing and entitled to vote.

Change to:

"All decisions of the members including capital expenditures, other than the expenditure of the Association funds the purposes set forth in Schedule A annexed hereto, shall require for passage, affirmative vote of the members representing at least 55 percent in interest of the undivided ownership of the Condominiums as a whole. The Trustees shall be governed in the making of capital expenditures, other than expenditures made for the purposes set forth in Schedule A annexed hereto, and in other actions by decision made by the members as provided in this section. All other decisions shall require for passage, the affirmative vote of at least a majority of the members in good standing and entitled to vote.

Amend the "Amended and Consolidated Master Deed and Declaration of Restrictive and Protective Covenants", Section 17:

Original:

LEISURE VILLAGE WEST ASSOCIATION may acquire recreational facilities whether or not contiguous to the Condominium property for the enjoyment, recreation and benefit of Unit owners. Such recreational facilities may consist of a community hall or auditorium, arts and crafts rooms, card rooms, meeting rooms, woodworking shop, swimming pool, pool building, lakes or ponds, golf courses, shuffleboards, etc., and the fees, costs and expenses of acquiring, maintaining, operating, repairing or replacing any of such facilities and the personal property used in the operation of enjoyment of the same, shall be common expenses. The purchase or acquisition for value of additional recreational facilities with funds of LEISURE VILLAGE WEST ASSOCIATION shall be deemed to be a capital expense and thus require authorization by an affirmative vote of 80 percent of the interest of the members representative of the undivided ownership of the Condominium as a whole, notwithstanding anything to the contrary in the Bylaws.

Change to:

LEISURE VILLAGE WEST ASSOCIATION may acquire recreational facilities whether or not contiguous to the Condominium property for the enjoyment, recreation and benefit of Unit owners. Such recreational facilities may consist of a community hall or auditorium, arts and crafts rooms, card rooms, meeting rooms, woodworking shop, swimming pool, pool building, lakes or ponds, golf courses, shuffleboards, etc., and the fees, costs and expenses of acquiring, maintaining, operating, repairing or replacing any of such facilities and the personal property used in the operation of enjoyment of the same, shall be common expenses. The purchase or acquisition for value of additional recreational facilities with funds of LEISURE VILLAGE WEST ASSOCIATION shall be deemed to be a capital expense and thus require authorization by an affirmative vote of 55 percent of the interest of the members representative of the undivided ownership of the Condominium as a whole, notwithstanding anything to the contrary in the Bylaws.