

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, AUGUST 3, 2022 at 1:00 PM WILLOW HALL

- PLEDGE OF ALLEGIANCE
- CALL TO ORDER
- ROLL CALL

APPEARANCES: Mayor, Robert Hudak from Manchester Township

ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the July 6, 2022 minutes.
3. Motion to adopt the Operating Budget, Reserve Funding and Maintenance Fee Schedules for FYE 9/30/23, as presented at the Open Meeting on July 27, 2022.
4. Motion to approve phase two of the Club Encore patio renovation project which includes the purchase of a pavilion to be installed by Oak Tree Sheds for a total cost not to exceed \$75,000.00. This expense will be provided by account #3230 - Capital Replacement/Common Buildings. The unaudited balance for this account as of 6/30/22 is \$1,029,334.86.

PRESENTATION OF REPORTS:

I. COMMITTEE REPORTS

- Architectural Committee (Ed Traeger)
- Community Services Committee (Mary Lou Doner)
 - *Approve New Member for Welcome Committee*
- Finance Committee (Charles Corvo)
 - *Approve New Member*
- Administration Committee (Mary Rose McCarthy)
- Election Committee (Carolyn Thompson)

II. RECREATION REPORT

(Mary Lighthipe)

III. COMMUNITY MANAGER'S REPORT

(Joseph Schultz/Jim Snyder)

UNFINISHED BUSINESS

NEW BUSINESS

1. Welcome Committee Charter
2. Irrigation Pump and Motors Replacements
3. Irrigation Well Replacements
4. Thermoplastic Line Striping

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, AUGUST 3, 2022 at 1:00 PM WILLOW HALL

The Annual Meeting of Members will be held on Wednesday, August 31, 2022 at 1:00 PM in the auditorium at Willow Hall. The next open Board meeting will be held on Wednesday, September 7, 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 1:00 PM by Board President, Charles Lupo with the Pledge of Allegiance.

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.

ITEMS VOTED ON:

T. Hardman moved to waive the reading of the minutes. J. Carmody seconded. All were in favor. Motion carried.

T. Hardman moved to approve the June 1, 2022 minutes. F. Weinstein seconded. There was no discussion and a vote was taken. All were in favor. Motion carried.

J. Carmody moved to approve the revisions to committee charters for the Administration, Finance – as amended, and Architectural Committee. There was no discussion and a vote was taken. All were in favor. Motion carried.

T. Hardman moved to approve the revisions to Architectural Specification 1_5, "Specification for Patios – Greenery Models". L. Maiocco seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

A.DAmato moved to approve the revisions to Architectural Specification 3_4A, "Specification to Change the Color of an Exterior of the Porch and Sunroom – Condos 1 thru 22". F. Weinstein seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

E. Murphy moved to approve Architectural Specification 1_1A, "Specification to Install a Walkway in the Five-Foot Area for the Greenery Models". T. Hardman seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

F. Weinstein moved to approve the revisions to Architectural Specification 3_6, "Specification to Replace Front or Rear Doors". J. Carmody seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

A.DAmato moved to rescind the motion from January 5, 2022 to contract with Johnson Baron for the Road Paving Project which consists of all roads and driveways in Condos #1 through #5 along with Condo #52, including the parking areas and three additional areas on Buckingham Drive for a cost of \$526,666.40. F. Weinstein seconded. J. Snyder gave a brief explanation and a vote was called. All were in favor. Motion carried.

A.DAmato moved to contract with Landmark Excavation for the Road Paving Project which consists of all roads and driveways in Condos #1 through #5 along with Condo #52, including the parking areas, three additional areas on Buckingham Drive and two areas near the Route 37 entrance for a cost of \$552,036.68. The funds to meet this expense will be provided by account #3290 – Capital Replacement/Roads. J. Carmody seconded. There was no further discussion and a vote was called. All were in favor. Motion carried.

PRESENTATION OF REPORTS:

COMMITTEE REPORTS:

There was no report for the Architectural Committee.

M L. Doner, committee member, gave a report for the Community Services Committee.
The Board approved Phyllis Brown and Andreana DeStefano as members for the Welcome Committee.

Charles Corvo, Chairperson, gave a report for the Finance Committee.

M R. McCarthy, Chairperson, gave a report for the Administration Committee.

Carolyn Thompson, Chairperson, gave a report for the Election Committee which included information regarding the upcoming Trustee election and the recent Bylaws Amendment.
The recent rejection ballot Relating to Seasoning Period for Rentals and Transfer Fees; 78 ballot envelopes were received, which passes the amendment. The amendment to the LVW Bylaws will be filed with the Ocean County Clerk.

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

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

J. Snyder spoke about the recent changes made by the USPS regarding the positions of the mailboxes. Residents are reminded to assist in watering the common areas at the units. An update for the Club Encore kitchen was provided. A sub-committee made up of Trustees, E. Murphy, A.DAmato and T. Hardman, Managers, - J. Schultz and J. Snyder to develop a concept for the renovation of the Club Encore patio. The first phase of the concept which included a covered outdoor cooking area was approved at the June 1, 2022 open Board meeting. The second proposed phase will include a 20' x 30' pavilion along with the installation of patio fencing in order to secure the patio with a swiped entry. This phase will also include new seating and site preparation and renovations. The majority of the project will be handled by outside contractors. In-house labor will be used to pour the required footings and to do the site preparation and restorations.

Item	Vendor	Cost
Pavilion	Oak Sheds	\$45,300
	Amish Country Gazebos	\$55,820
	Awing Design	\$77,168.28

It is the committee's recommendation to move forward with phase two of the renovation project and to set a cost not to exceed \$75,000.00. The pavilion will be purchased and installed by Oak Tree Sheds. This expense will be provided by account #3230 – Capital Replacement/Common Buildings. The Board discussed this project and there were audience comments. The pathway lighting has been completed at Club Encore. The next phase will be at Willow Hall.

UNFINISHED BUSINESS:

1. J. Schultz gave an update regarding the new LVW resident portal, Frontsteps. This will be fully operational after Labor Day. A Frontsteps session will be held on Wednesday, July 13th from 1:00 PM to 3:00 PM.

2. J. Snyder reminded residents as a point of information that the price of (R22) Freon is still increasing and that it may be time to look into replacing, you're A/C unit, if possible. Maintenance is not allowed to continue to refill the R-22 Freon.

NO NEW BUSINESS.

The Budget meeting will be held on Wednesday, July 27, 2022 at 1:00 PM in the auditorium at Willow Hall. The next open Board meeting will be held on Wednesday, August 3, 2022 at 1:00 PM in the auditorium at Willow Hall.

There being no further business, the Board meeting adjourned at approximately 2:45 PM.

Samantha Bowker
Administrative Assistant

Tom Hardman
Board Secretary

Approved: PENDING

Leisure Village West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees
From: Jim Snyder
Date: June 10, 2022 (Revised)
Re: Encore Patio renovation

A sub-committee made up of Trustees, Murphy, Damato, and Hardman along with Community Manager Joe Schultz and myself came up with a concept for the renovation of the Encore Patio. The idea was to create an outdoor patio area for residents to gather and enjoy. The first phase of the concept which includes a covered outdoor cooking area was approved at the June 1, 2022 Board meeting. The second proposed phase will include a 20' x 30' pavilion along with the installation of patio fencing in order to secure the patio with a swiped entry. This phase will also include new seating and site preparation and renovations. The majority of the project will be handled by outside contractors. In-house labor will be used to pour the required footings and to do the site preparation and restorations.

- 20' x 30' Pavilion equipped with lighting, ceiling fans, and heaters.
- Fencing in order to obtain a swipe entry point to the patio area.
- Electrician for the purposed electrical installations.
- Footings.
- Site preparations and renovations.
- Seating.
- Required Manchester Township Permits.

Item	Vendor	Cost
Pavilion	Oak Sheds	\$ 45,300.00
	Amish Country Gazebos	\$ 55,820.00
	Awjng Design	\$ 77,167.28

It is the committee's recommendation to move forward with phase two of the renovation project and to set a cost not to exceed \$75,000.00. The pavilion will be purchased and installed by Oak Tree Sheds. This expense will be charged to GL # 3230 Capital Replacement fund / Common Building.



WELCOME COMMITTEE

CHARTER STATEMENT

The Welcome Committee is a **LVW Board of Trustees** appointed committee and is a **subdivision** of the Community Services Committee.

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

1. The selection of the Chairperson shall be recommended by the members of the committee. These recommendations will be forwarded to the Community Services Committee for review and to the Board of Trustees by the Trustee Liaison for confirmation. As part of the assignment to this post, the Chairperson shall **be** computer literate and report quarterly to the Community Services Committee.
2. 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 Committee will recommend a successor to the position. This shall be submitted to the Community Services Committee and to the Trustee Liaison for submittal to the Board of Trustees who will confirm or reject the appointment.
3. The members of the Committee shall be approved volunteers. The membership size shall be limited to working members.
4. Individuals seeking to become members of the Welcome Committee must prepare a written request, along with a resume or detailed information on their experience, **and submit it to the LVW Administrative Assistant who will then submit it to the Committee Chairperson.** The Chairperson will then distribute copies to the Committee members for their information, input, and approval.
5. Then, if appropriate, the candidate is asked to attend an interview session to determine the candidate's suitability to the Committee and the needs of the Committee. If found to

be an acceptable addition, the Chairperson will recommend the individual to the Community Services Committee for approval. Application will then be submitted to the LVW Board of Trustees for final approval and appointment of the individual as a new member of the Welcome Committee.

MEETINGS

The Welcome Committee will meet on a quarterly basis to review its policies and procedures. Feedback from resident visits will be discussed and modifications and/or additions to the program will be made on an as needed basis.

OPERATION OF THE COMMITTEE

1. The LVW Association office will inform the Chairperson of new residents and of residents that move within the village at the beginning of each month.
2. Study, review and make recommendations to the Community Services Committee concerning the welcoming of new residents to the village.
3. Meet with new residents via a group session to welcome and explain the operation of the village including rules and regulations, Association procedures, and provide information relative to the individual home to include but not limited to:
 - Provide Welcome Booklet explaining a wealth of information.
 - Review LVW bus schedule with new resident.
 - Provide up-to-date information relative to the Manchester-Lakehurst area.
 - Answer questions concerning maintenance, appliances, recreational activities and local information.

NOTE: Should a resident request or require an at home visit, the Welcome Committee Chairperson or Co-chairperson will do their best to accommodate the request.

Approved: PENDING

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Gene Caravella

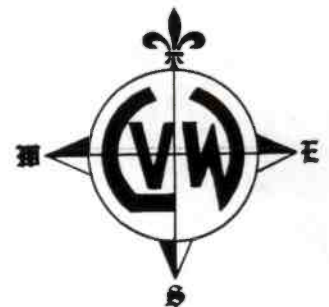
Date: July 10, 2022

Re: Irrigation Pump and motors Replacements

We have used the three pumps and motors that we had in stock and need to purchase three more for stock. These pumps and motors were installed at Well # 17 which services Cambridge sections condos 19 and 20, well # 40 which services Yorkshire Court condos 6,7,8, and the last pump and motor were used at Well # 34 for Sherwood court which services Colonial Gate and condo #47. We currently are out of stock on pumps and motors and need a supply for emergency replacement. We have received bids from the following companies.

Vendor	Qty	Description	Price Ea.	Sub Total	Total
WB Drilling Co.	3	Well Motor	\$1,617.50	\$4,852.50	\$9,409.77
WB Drilling Co.	3	Well Pump head 5 HP	\$1,519.09	\$4,557.27	
Zoro	3	Well Motor and Pump	\$3,465.76	\$10,397.28	\$10,397.28
R.C. Worst Co.	3	Well Motor and pump	\$3,390.40	\$10,171.20	\$10,171.40

We are requesting the purchase of three pumps and motors from WB Drilling Co. for a cost of \$9,409.77 charged to account # 3260 Capital Replacement Fund –Irrigation / Well Motors.



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Gene Caravella

Date: July 12, 2022

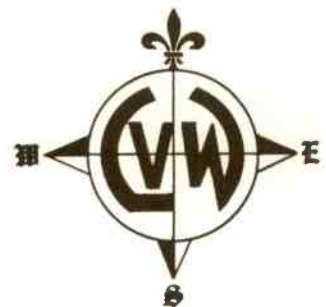
Re: Irrigation Well Replacements

We have been experiencing troubles with well # 13 located at Willow Hall, servicing Willow Hall, Leisure Fair, and Condo #75 and #76. We have also been having serious problems with well # 10 located at 717 Wooton Court which services condos # 54 and 55. The well is an original well with a 4-inch casing. This is the last well that has a 4-inch casing all of the wells in the Village have been changed to 6-inch casings. These wells have been pulled numerous times this year and are continuing to pull sand. We have lowered the well and also placed sand filters at these wells and we continue to have issues. Willow Hall well is pumping at 40 gallons per minute when it should be operating at 65 gallons per minute. We would like to start the process of getting the permits and DEP approvals. In an effort to get the required new wells installed and irrigation restored we recommend W.B. Drilling to complete the job as they are the lowest bid and can drill within two weeks.

Listed below are four quotes.

Well Drilling Contractor	Seal to DEP Reg.	Permits State & local	6 Inch Well	Cost per well	# Wells	Grand Total
WB Drilling	yes	yes	yes	\$7,623.00	2	\$15,246.00
Millstone Water Treatment	yes	yes	yes	\$8,400.00	2	\$16,800.00
Michael Gunther Well and Pump Service	yes	yes	yes	\$8,643.00	2	\$17,286.00

We are requesting the approval to contract with W.B. Drilling Company Inc. to replace wells # 10 and 13 for a cost of \$15,246.00 The expense will be charged to GL # 3260 Capital Replacement Fund Irrigation / Well & Motors.



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees
From: Gene Caravella
Date: July 12, 2022
Re: Thermoplastic Line Striping

The 2021 Road Paving Project was completed along with the required thermoplastic line striping. We had gone out to bid to three Thermoplastic line striping companies.

Below are the bids received:

Company Name	Total Bid
Traffic Lines inc.	\$3,795.00
Straight Edge Striping	\$4,483.60
Zone Striping	\$6,199.00

At this time, we request the Board approve the release of funds for the Thermoplastic Line Striping. It was our recommendation to award the contract to Traffic Lines Inc. For a total cost of \$3,975.00. Funds for this project will be allocated from Account #3290 – Capital Replacement Roads.

