

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, DECEMBER 2, 2020 at 1:00 PM ZOOM VIDEO CONFERENCE

### CALL TO ORDER

### ROLL CALL

### ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the November 4, 2020 minutes.
3. Motion to approve the transfer of forgiven funds from the Small Business Administration Paycheck Protection Program in the amount of \$483,011.10 from the Operating Fund to the Emergency Reserve Fund.

### PRESENTATION OF REPORTS:

#### I. COMMITTEE REPORTS

Architectural Committee	(Ed Traeger)
Community Services Committee	(Eleanor Berardis)
Finance Committee	(Mary Lou Doner)
Administration Committee	(Judith Langreich)

#### II. RECREATION REPORT

#### III. COMMUNITY MANAGER'S REPORT:

**Projects:** Encore Greenery Project, Pergola Refurbishment at Pools, Encore Floor Replacement

### UNFINISHED BUSINESS

1. Bylaws Amendment - Quorum
2. Resident ID & Facility Access Policy
3. Gym Status

### NEW BUSINESS

1. Ballot Adjudication and Election Software
2. Revisions to Specification 1\_7, "Specification for Replacement Patio-Countryside Models"
3. Revisions to Specification 1\_8, "Specification for Installation or Replacement of Patios in Condos 1-22"
4. Revisions to Policy regarding Governing Clubs and Groups

The next open Board meeting will be held on Wednesday, January 6, 2020 at 7:00 PM via Zoom Video Conference.

### ADJOURN OPEN MEETING

POSTED: November 25, 2020

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, DECEMBER 2, 2020 at 1:00 PM ZOOM VIDEO CONFERENCE

**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, Louis Maiocco.

PRESENT: Trustees: Board President - Louis Maiocco, Vice President - Fay Weinstein, Treasurer - Al DAmato, Secretary - Joyce Carmody, Trustee - Eugene Murphy, Trustee - Thomas Hardman and Trustee - Wayne Steinman.

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

ITEMS VOTED ON: *(continued in New Business)*

W. Steinman moved to waive the reading of the October 7, 2020 minutes. A.DAmato seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

W. Steinman moved to approve the October 7, 2020 minutes. E. Murphy seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

J. Carmody moved to approve the amendments for Resolution regarding the Emergency Reserve Fund. W. Steinman seconded. There was a question from a resident. A vote was called and all were in favor. Motion carried.

F. Weinstein moved to ratify approval of the October 19, 2020 settlement agreement with Verizon pursuant to the terms discussed. T. Hardman seconded. A vote was called and all were in favor. Motion carried. J. Schultz gave a report on the agreement.

A.DAmato moved to approve revisions for Specification 1\_2, "Specification for Flag Pole and Installation for the Common and Five-Foot Areas". J. Carmody seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

E. Murphy moved to approve revisions for Specification 2\_2, "Vinyl Replacement Windows". A.DAmato seconded. There was a question from a resident. A vote was called.

E. Murphy – No  
J. Carmody – No  
A.DAmato – Yes  
W. Steinman – Yes  
T. Hardman – Yes  
F. Weinstein – Yes  
L. Maiocco – Yes

Motion carried.

A.DAmato moved to amend the purchase of a Ford F350 Stake/Rack body truck equipped with a Hiniker snow plow from All-American Ford at a cost of \$66,313.94 to a purchase of a Ford F350 Stake/Rack body truck equipped with a Hiniker snow plow from Huntington Ford at a cost of \$66,674.47 which is a cost difference of \$360.47. The funds to meet this expense will be provided by account # 3150 – Property Fund/Equipment. W. Steinman seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

E. Murphy moved to approve the contract with Straight Edge Striping for the application of thermo-plastic line striping on all of the commercial building parking lots along with Liverpool Circle and a crosswalk on Huntington Drive at a cost of \$25,451.39. The funds to meet this expense will be provided by account #3290 – Capital Replacement/Roads. W. Steinman seconded. There was no discussion and a vote was called.

T. Hardman – Yes  
F. Weinstein – No  
E. Murphy – Yes  
J. Carmody – Yes  
A.DAmato – Yes  
W. Steinman – Yes  
L. Maiocco – Yes

Motion carried.

W. Steinman moved to approve the contract with Moderno Construction to complete the paving (7,650 sq. ft) of 7 through 25 Buckingham Drive for a cost of \$14,450.00. The funds to meet this expense will be provided by account #3290 – Capital Replacement/Roads. A.DAmato seconded. J. Snyder mentioned that on October 20, 2020 he noticed Moderno Construction measuring out the road at 7 through 25 Buckingham Drive. He was told they were hired by NJ Natural Gas to mill and pave a 10-foot-wide path down the length of the road where the gas lines were recently installed. NJ Natural Gas was asked to give a price for the remaining 7,650 sq. ft. of roadway in Condo's 75 & 76. After this explanation, a vote was called and all were in favor. Motion carried.

PRESENTATION OF REPORTS:

COMMITTEE REPORTS:

E. Traeger, Chairperson gave a report for the Architectural Committee.

E. Berardis, Chairperson gave a report for the Community Services Committee.

M. L. Doner, Chairperson gave a report for the Finance Committee

J. Langreich, Chairperson gave a report for the Administration Committee.

The Recreation report was given by the Recreation Director, M. Lighthipe.

COMMUNITY MANAGER REPORT:

J. Schultz stated that the Resident's Directory will be printed in January and residents are asked to update their phone numbers at the Association office. The contracts/leasing agreements have been signed for the Solar at Willow Hall and Leisure Fair. There is no set date yet for installation.

J. Snyder stated that line striping will be taking place and residents will be asked via a on-call to move their vehicles, temporarily out of the Common Building parking lots. Residents are asked to disconnect their outside hoses before freezing temperatures arrive. The DEP stickers were picked up for the trash collection. Arrangements are being made for training the employees regarding trash collection and this will be recorded by KLVW staff. The Governor developed an executive order (#192) requiring employees to wear a mask and fill out a daily checklist. All LVW offices are following these procedures.

J. Schultz addressed some resident's comments received via email to the Board regarding opening the amenities. He spoke about the pending Legislation Immunity Bill S2695 & A4390. All residents are encouraged to contact their Congressman to help fight for this to pass.

THERE IS NO UNFINISHED BUSINESS.

NEW BUSINESS:

1. The Bylaws amendments regarding Quorum was presented as attached to the Agenda. This will be published in the LVW magazine for all residents to view.
2. The policy for Resident I.D and Facility Access was presented as attached to the Agenda. This will be further discussed and presented again at the next open Board meeting on December 2, 2020.
3. The Board had asked Management to research costs to replace the barrier gate operators at the Route 70 & 37 and Colonial Drive entrances. These are the wooden arm gates. The replacement gates will be Door-King model 1601 traffic management operators with LED lighted aluminum breakaway arms. An emergency replacement using one of these style gates at the Route 70 Residents gate was used. Management is now requesting the replacement of the remaining four (4) gates. One (1) more at Route 70, two (2) at Route 37 and one at Colonial Drive. The following quotes were received.

All quotes include tax and installation.

Vendor	Gate	Price
Control Systems	Door-King 1601 w/ LED lighted breakaway arms	\$28,242.82
RCS	Door-King 1601 w/ LED lighted breakaway arms	\$29,735.58
NJ Door Works	Door-King 1601 w/ LED lighted breakaway arms	\$33,495.95

With the recommendation from management, *E. Murphy moved to contract with Control Systems to replace four (4) wooden arm gates with Door-King Model 1601 traffic management operators with LED lighted aluminum breakaway arms at a cost of \$28,242.82. This expense will be provided by account #3150 – Property Fund/Replacements. F. Weinstein seconded. A vote was called and all were in favor. Motion carried.*

The next open Board meeting is scheduled for Wednesday, December 2, 2020 at 1:00 PM via Zoom.

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

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Samantha Bowker  
Administrative Assistant

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Joyce Carmody  
Board Secretary

Approved: PENDING

DRAFT

**AMENDMENT TO THE BYLAWS OF  
LEISURE VILLAGE WEST ASSOCIATION, INC.  
RELATING TO QUORUM**

This Amendment to the By-Laws for Leisure Village West Association, Inc., (the "Association") is made on this \_\_\_ day of \_\_\_\_\_, 2020, 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 Special Meeting on \_\_\_\_\_, 2020, 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 \_\_\_\_\_, 2020; 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 8 is hereby amended to state the following:**

**SECTION 8. QUORUM AND ADJOURNED MEETINGS.** Except as otherwise provided in these bylaws, the presence in person or by special ballot of one-third (1/3) of the Association's members in good standing shall constitute a quorum at any annual or special meeting of members. If a quorum has not been attained, the members present, either in person or by special ballot, may adjourn the meeting until a quorum shall be present or represented. At any such adjourned meeting at which a quorum may be present, any business may be transacted which might have been transacted at the meeting originally called. Notice of a rescheduled or adjourned meeting shall be announced by means of all Leisure Village West media.

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



NOW THEREFORE, \_\_\_\_\_, the President of Leisure Village West Association, Inc., based on the authority granted by the Association's By-Laws, State Law and the Board vote reflected above, hereby submits these amendments for recordation in the Ocean County Clerk's Office.

LEISURE VILLAGE WEST ASSOCIATION, INC.

\_\_\_\_\_  
, President

**ACKNOWLEDGMENT**

STATE OF NEW JERSEY            )  
  ) ss.  
COUNTY OF OCEAN            )

On the \_\_\_\_\_ day of \_\_\_\_\_, 2020, \_\_\_\_\_  
personally appeared before me and this person acknowledged under oath, to my satisfaction, that:

(a) this person signed and delivered the foregoing document as the President of Leisure Village West Association, Inc., (the "Association"), named in this document; and

(b) this document was signed and delivered by the Association as its voluntary act and deed by virtue of authority from its Board of Trustees.

Signed and sworn to before me on  
\_\_\_\_\_, 2020

\_\_\_\_\_  
NOTARY PUBLIC OF  
NEW JERSEY

**RECORD AND RETURN TO:**  
**MCGOVERN LEGAL SERVICES, LLC**  
**850 CAROLIER LANE**  
**NORTH BRUNSWICK, NEW JERSEY 08902**

**PURPOSE**

The Association has implemented the use of access cards to our community buildings, for the safety and security of members and their guests and for the protection of the community assets, the clubhouses, pools, and other facilities that may be added over time. The Board expects that the system will provide not only a deterrent to inappropriate behavior but can be used as a means of identification in the event of damage or the remote possibility of criminal activity.

**ACCESS CARDS (RESIDENT BADGES)**

All members or their tenants receive their first access cards, more commonly known as a resident badge, at no cost to the member. A member may purchase an additional key fob at their own expense for convenient access to facilities. In order to maintain security and to reduce non-unit member's use of our facilities, access cards and fobs are limited to the number of registered residents, (1) card for each authorized occupant of a unit. Each occupant may purchase (1) key fob if desired. Only one ID card or key fob may be activated at one time. All members assume responsibility for the safekeeping of their access card (or key fob) and its use. In an effort to minimize loss or misuse, members are strongly encouraged to keep their cards in a secure location. Replacements cards and fobs are available at the Association office for a charge; see the chargeable items lists available on [lvwcreeper.com](http://lvwcreeper.com).

For clarity, the technology used for your resident ID access cards is a proximity smart card which can be read without inserting or swiping it into a reader device. Cards with this technology must not be bent or hole punched as it will permanently damage the card.

Card(s) and Fob(s) are expressly intended for the member it was issued to, and no member shall lend or otherwise share their access card(s) or fob(s) with anyone. See enforcement section.

**FACILITY ACCESS**

All Facilities require access cards or fobs to gain entry. All inner vestibule doors have been fitted with proper equipment to promote easy access to community buildings, including all handicapped accessible doors where applicable. From within the vestibule to gain entry into the building simply hold the access card or fob next to the reader device. Exiting community buildings do not require access cards to activate exterior doors in accordance with building codes. Doors will automatically unlock when exiting for safety.

All access doors will function during the posted hours of operation for each building. Before and after posted building hours of operation, your access cards and fobs will not activate the unlocking mechanism.

To maintain security and to reduce non-unit member's use of our facilities, members should not prop doors open and should avoid holding doors for other individuals without that member presenting their card or fob for access to the reader for verification purposes.

### **ROOM AND ACTIVITY ACCESS**

Individual rooms or activities may have a higher level of security to gain access. The Woodshop, Gym, and KLVW studios are good examples of where a particular requirement must be met to have permission to access those rooms. If and when you meet those requirements, your access card and or fob can be upgraded at any time to allow access.

### **GUEST ACCESS**

All guests must be accompanied, at all times, by an authorized member of the Association. Guest entry is one of the only times whereby resident members may hold an access door to allow entry for their guest(s).

### **VISITOR ACCESS**

Visitors may gain entry by use of a handy video entry system device located at each of the three recreational facilities' main entrances during regular operating hours. The system will allow one-way video and two-way audio communication with staff to allow or deny entry, particularly useful for deliveries.

### **EMERGENCY ACCESS DOORS**

In securing the buildings for card access, some doors were required to be converted to emergency access doors. These doors were never typically used by residents, and now they have been fitted with an alarm that will sound if opened. These doors are clearly identified for emergency use. As such, these doors should only be used in emergency situations.

### **ASSOCIATION SECURITY CAMERAS**

All community buildings have security cameras to complement and strengthen the security of its members and assets and are an integral part of this Access Policy. The Association's security cameras are regulated by the Policy Resolution Relating to Privacy available on [lvwcreeper.com](http://lvwcreeper.com).

**ENFORCEMENT**

Members who fail to adhere to the use and guidelines contained herein or are not in good standing are subject to having their cards and fobs deactivated and their access to facilities suspended.

Notwithstanding any of the above, the Association may exercise all rights and remedies available to it at law, in equity, and/or pursuant to the Master Deed and/or By-Laws.

Should any provision hereof be determined to be invalid, the remaining provisions hereof shall remain in full force and effect.

DRAFT

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**INTEROFFICE MEMORANDUM**

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**TO:** THE BOARD OF TRUSTEES  
**FROM:** JOE SCHULTZ  
**SUBJECT:** BALLOT ADJUDICATION AND ELECTION SOFTWARE  
**DATE:** NOVEMBER 16, 2020  
**CC:** S. BOWKER, M. O'CONNOR

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As the Board is aware, the Election Committee has been exploring ballot adjudication software, similar to what M. K. Election Service used to tabulate our last Trustee Election.

Their research has focused on two companies, Gravic, Inc., Remark Products Group, and Hart Interactive. Gravic, Inc., Remark Products Group, and their Remark Office OMR software, was patently the winning proposal as the most cost-effective solution for our elections. Hart Interactive solution was forged on a much grander scale, proving to be excessive for our relatively small community.

The Committee would like the Board to approve this software now, to be ready for next year's elections after having the necessary training in place well in advance.

Therefore we propose the Board purchases the Remark Office OMR software from Gravic, Inc., Remark Products Group, for the total cost of \$1,695.00, which includes maintenance and technical support for one year. This also includes the additional quote for a two-hour, one-on-one, train-the-trainer session with up to three attendees. This purchase will be funded by account number 8315 Licenses/Dues/Education of the Operating Fund.

**LEISURE VILLAGE WEST ASSOCIATION**  
**MANCHESTER, NEW JERSEY 08759**

Know what's below.  
Call before you dig.   
**1-800-272-1000**

**SPECIFICATION NO. 1\_7**

**NANTUCKET MODEL**

**PERMIT REQUIRED**

Page 1 of 2

Trustee Approved

Date: JULY 18, 2007

**IV. SPECIFICATION FOR REPLACEMENT PATIO – Concord, Falmouth, and Nantucket**  
**Condo 23, Countryside models.**

**MATERIAL**

Existing patio slab may be replaced using one of the following: poured concrete, or patio blocks or bricks which must be set in a base of sand.

**COLOR**

Natural or uncolored poured concrete. Only grey or earth-tones are acceptable colors for patio blocks or bricks.

**DIMENSION & DESIGN**

Patio offered by the Developer was installed adjacent to the dining room sliding door and patio is limited to 32 square feet (8.0' x 4.5'). (Footnote 4) Replacement patio should be level with existing lawn elevation and should not encroach within ten (10) feet of any roadway. Patios must have direct surface run-off away from walkways and unit.

Patio alteration where digging is involved requires a call to New Jersey One Call. Whether you are planning to do it yourself or hire a contractor, one call to 811 (or 1-800-272-1000) gets your underground utility lines, which includes gas lines, marked for FREE.

Unit owner shall notify the Physical Plant Division Inspector (name and phone number show on the face of the PERMIT) when work has been completed.

**STORAGE**

Patios shall not be used for storage of household or garden implements.

**INSTALLER**

Patio installation must be made by a qualified contractor who is registered with the Division of Consumer Affairs or qualified resident. Such contractor must furnish the Leisure Village West Association office with a **certificate of insurance – before unit owner, or subsequent owner, can apply for a permit, and before any work can begin.**

**TERMS & CONDITIONS**

A copy of the TERMS & CONDITIONS, as attached to the resident's permit, applies to all of the above.

Approved: July 18, 2007  
Amended: PENDING

**LEISURE VILLAGE WEST ASSOCIATION**  
**MANCHESTER, NEW JERSEY 08759**

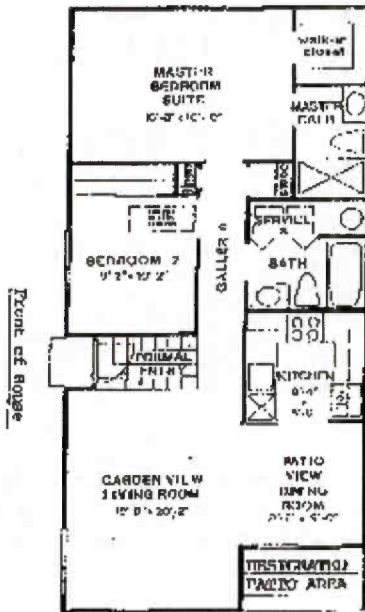
**LEISURE VILLAGE WEST ASSOCIATION**  
**MANCHESTER, NEW JERSEY**

**SPECIFICATION NO.** [REDACTED]

**PERMIT REQUIRED**  
**Page 2 of 2**  
**TRUSTEE APPROVED**  
**DATE: JULY 18, 2007**

**NANTUCKET MODEL ONLY**

**FOOTNOTE 4**



**Note:**  
A Nantucket Model is part of the  
Countryside series of homes in  
Condo 23. Floor plan is  
approximate.

Approved: July 18, 2007  
Amended: PENDING

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEWJERSEY

**SPECIFICATION NO. 1 8**

**ORIGINAL MODELS**

**PERMIT REQUIRED**

Page 1 of 1

Trustee Approved

Date: March 4, 2009

**SPECIFICATION FOR INSTALLATION OR REPLACEMENT OF PATIOS IN CONDOMINIUMS 1 – 22**

Applies to Original Models: Cambridge, Baronet, Winfield and Regency.  
Eton and Greenbriar are permitted (50) fifty square feet patios because of space limitations.

**A Diagram for a patio must be submitted before an Application is issued.**

(October 2011) NOTE: *The short grass strip on garage side should be used only as a five-foot area (stone, pavers, brick, and mulch with low growing plants or shrubs). It is a hazard to be used as a patio or store barbecue grills.*

**MATERIALS**

The patio must be constructed using only patio blocks, pavers or bricks, and must be set in a base of sand. Poured concrete is prohibited.

**COLOR**

Only grey or earth-tones are acceptable. Multiple units must be uniform in color and material.

**DIMENSIONS, LOCATION & INSTALLATION**

(October 2011) The patio is limited to ~~100-120~~ square feet and must be level with existing lawn elevation. There shall be no more than one patio site per unit. **No patio is permitted at the side or front of a unit. Eton and Greenbriar models are only permitted to have a (50) square feet patio in the front of the unit.**

Patio must have direct surface run-off away from walkway and unit. No elevation changes, raised edgings or railings are permitted. The patio must not interfere with the operation of any mowing or sprinkler heads.

Patio alteration where digging is involved requires a call to New Jersey One Call. Whether you are planning to do it yourself or hire a contractor, one call to 811 (or 1-800-272-1000) gets your underground utility lines, which includes gas lines, marked for FREE.

The unit owner shall notify the Architectural Volunteer (name and phone number shown on the face of PERMIT) when work has been completed.

**STORAGE/PATIO FURNITURE**

Patios shall not be used for open storage of household or garden implements.

**INSTALLER**

Patio replacement must be made by a qualified contractor who is registered with the Division of Consumer Affairs or qualified resident. Such contractor must furnish the Leisure Village West Association office with a **current certificate of insurance before unit owner can apply for a permit, and before any work can begin.**

**TERMS & CONDITIONS**

A copy of the TERMS & CONDITIONS, as attached to the resident's permit, applies to all of the above.

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

Revised 3/6/2009 \_\_\_\_\_ Revised: Pending

Revised October 2011

Revised: January 4, 2017

Revised:- November 20, 2019



# LEISURE VILLAGE WEST RULES GOVERNING CLUBS AND GROUPS

## Section 1, Application:

1. Applications for recognition shall be submitted to the Recreation Director.
2. Each application must state purpose, value and type of the organization and affirmation that no other organization of the same kind presently exists. Upon review and recommendation by the Community Services Committee, the Recreation Director will grant or deny the application.
3. Only residents of Leisure Village West shall be entitled to be members of any organization.

## Section 2, General:

1. Advertising flyers and posters for display in lobbies shall be limited to 8 1/2" x 11." Posters used at ticket sales conducted in lobbies shall not exceed 16" x 20." Approval of the Recreation Department shall be obtained prior to posting. Ticket sales in lobby must be preapproved by the Recreation Director and any club in session on the day of the sale.
2. All LVW audio/visual equipment must be operated by a person certified as qualified by the Recreation Department, Annual training will be provided. If an organization cannot provide a certified operator, the equipment will not be made available. All equipment must be returned in the condition it was received. The organization shall be responsible for the cost of repairs. The above shall be strictly adhered to or future use will be denied.
3. Meetings and social activities shall be conducted in the following manner unless otherwise posted in Section 3, 1, "Clubs" of this document. Each organization shall be entitled one scheduled primary meeting date per month. Organizations with a stated goal of conducting weekly social activities may conduct up to three additional social activities per month following the rules governing their organization defined in Section 3. The number of weekly events may be reduced if and when demand exceeds available space.
4. Each organization shall submit to the Recreation Director a list of current officers/contact persons and the calendar of regularly scheduled primary meetings, board meetings, social activities and special events for the calendar year, where applicable. Requests must be approved by the Recreation Director based on availability of facilities. -This information should be submitted no later than December 1, to be included on the calendar for the following year. (Forms are available at the Recreation office and on [lvwcreeper.com](http://lvwcreeper.com)).
5. The Recreation Director will be responsible for scheduling the use of buildings, rooms, patios and equipment. **All schedules are subject to change based on space availability and are at the sole discretion of the Recreation Director.** Kitchen use will be limited to meeting dates and scheduled special events. It is the responsibility of the organization to ensure the facilities are left clean and in good condition following their meeting/event. If a private caterer is used, a certificate of insurance for the vendor must be received by the Recreation Director no later than 7 days prior to the event.

6. Association and Recreation sponsored events shall have priority for all room reservations and dates. Organization approvals shall then be subject to the following hierarchy: Clubs shall always have priority, followed by Groups as defined under Section 3.
7. Non-Residents of any organization are only permitted to attend a Special Event or Fund Raiser when an admission fee is charged or a donation is requested.
8. Organization articles in the LVW News magazine will be based on available space and first come status in accordance with the previously stated hierarchy. Creeper Channel notices are subject to the existing rules in accordance with the Department's established procedures. All organizations are encouraged to advertise on [lvwcreeper.com](http://lvwcreeper.com). **No organization is to place articles in outside publications that reference any upcoming or future events.**
9. In the event there is a conflict between organizations with no mutual resolution, the matter shall then be referred to the Recreation Director-and the Community Services Committee to review the matter. The Director and the Community Services Committee shall conduct a hearing with the disputants to resolve the dispute. In the event of an impasse, the Recreation Director shall communicate final disposition.
10. If an organization does not comply with these rules, the organization will forfeit their right to function in Leisure Village West and all privileges shall be revoked.
11. If there is a conflict between these rules and any organization's governing documents, these rules shall prevail.

**DISCLAIMER: The Leisure Village West Association, Inc. does not review, oversee, maintain, manage, insure, protect or guarantee the finances of any organization. Full responsibility for the management of all club and/or group funds lies with the individual club or group and its officers.**

**Furthermore, Leisure Village West Association, Inc. does not plan, supervise or endorse any club activities or events and is not responsible for any damage or injury of any kind that occurs at or results from any club activities or events. Any person who participates in any club activity or event does so at his or her own risk.**

## Section 3, Organizations:

### 1. Clubs:

- a. Varied in size with stated goals including financials.
  - i. Bylaws are required that constitute rules to be followed by its members.
  - ii. Include four or more officers, including a Treasurer.
  - iii. May run traditional fundraisers; organize dances and out-of-village trips.
  - iv. May conduct open and closed meetings.
    1. Non-members may be excluded from business meetings at the discretion of the club.
    2. May exclude non-members from special events or fee-for- attendance programs.
    3. Special training sessions may be limited to club members only at the discretion of the club.
    4. May invite guest speakers/entertainers subject to LVW's general rules and policies (for example LVW's restriction on partisan political presentations).
  - v. With the exception of the Dance Club, clubs wishing to use the facilities for Special Events, Dances, Dinners or Fund Raisers other than those held on their scheduled meeting date will be limited to Four (-4) events per year. A Special Event or Fund Raiser is one in which an admission is charged or a donation is requested. These would include but are not limited to: picnics, card parties, fashion shows, musical venues, concerts, out-of-Village luncheons, etc. Requests must be approved by the Recreation Director based on availability of facilities and the venues of previously scheduled events. Clubs are encouraged to hold their special events on the day of their regularly scheduled monthly meeting.
  - vi. Out-Of-Village Bus Trips must be scheduled with the Recreation Department prior to a firm commitment being made with the bus company. The bus company must, prior to the trip, give the Recreation Department a certificate of insurance indicating that the type and amount of coverage satisfies LVW requirements. Trips will be limited to Four (4) day trips and Two (2) overnight trips per calendar year. Dates will be approved at the discretion of the Recreation Director. Clubs wishing to sponsor Atlantic City bus trips need prior approval from the Recreation Director and are subject to a monthly rotation as deemed acceptable. The Travel Club is exempt from this rule and is permitted to conduct a reasonable number of multi-day trips as approved by the Recreation Director.
  - vii. Each club is required to be aware of the applicable legal, tax and community-specific requirements that the club is in compliance with such requirements. Each club should consult with legal and tax counsel, as it deems appropriate.

- viii. The club's bylaws will include provisions for the distribution of the treasury should the club disband. The provision must include that fifty percent (50%) of the distribution be appropriated back to the Association.
- ix. Clubs must obtain a Social Affair Permit whenever alcohol is to be served at a club function. This includes beer and wine. Permits are obtained from the Township and then forwarded to the State for approval. The approval process often takes several months. B.Y.O.B is permitted at club functions and may be advertised as such.
- x. All clubs are required to have a State Registration Certificate ID and Township License when holding a 50/50 or gift raffle. Raffles of lottery tickets are allowed by the Legalized Games of Chance Control Commission. The State will issue a Registration Certificate ID# at no cost to the Club. The Registration Certificate# is valid for two years. Once the Registration Certificate ID# is received, the Club should apply for an annual license through Manchester Township. The township requires Clubs to list the dates of all 50/50 raffles. Clubs may apply separately for any special raffle event.

## 2. **Groups:**

- a. Must declare specific goals and may not collect dues or have any other financial transactions.
  - i. Provide simple Bylaws or document that constitute rules to be followed by its participants.
  - ii. One or more contact person is required.
  - iii. Meeting space shall be provided based upon size of participants and availability.
  - iv. Fund-raising and/or raffle events are not permitted.
  - v. May invite guest speakers/entertainers subject to LVW's general rules and policies (for example, LVW's restriction on partisan political presentations).
  - vi. May organize no-cost events limited to once monthly on their primary scheduled date.

Adopted by BOT: July 5, 2000  
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Revised: PENDING