

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, FEBRUARY 1, 2017 WILLOW HALL

**1:00 PM**

Pledge of Allegiance

### First Order of Business:

1. Motion for re-organization of officers.
2. Motion to approve the January 4, 2017 and January 18, 2017 minutes.
3. Motion to accept the **Audited Financial Statements** for FYE 9/30/2016 as presented by the auditors.
4. Motion to approve the policy **resolution** for Excess Income Applied to the Following Year's Assessment.
5. Motion to approve the purchase of the Graphtec CE6000 48" **Vinyl Cutter/ Plotter**, software and vinyl supplies from Sign Warehouse for a cost of \$4,882.61. This expense will be charged to account# 3150 – Property Replacement Fund.
6. Motion to approve the purchase of a completed **pressure washing system** from Atlantic Coast at a cost of \$20,082.56. This expense will be charged to account# 3151 – Equipment Additions.
7. Motion to memorialize the payment of \$15,651.00 to First Choice Heating and Air Conditioning for the replacement of two **HVAC units at the Association office**. This expense was charged to account# 3230- Capital Replacement – Common Buildings.
8. Motion to memorialize the purchase of a new Lennox Standard Efficiency Rooftop package unit Model# KGA\*\*\*S4BH\*\*\* from First Choice Heating and Air Conditioning for **Willow Hall** at a cost of \$14,900.00. This expense is charged to account# 3230 – Capital Replacement – Common Buildings.

PRESIDENT'S COMMENTS

COMMUNITY MANAGER'S REPORT

FINANCIAL REPORT – (M. Lampard)

RECREATION REPORT – (M. Lighthipe)

### UNFINISHED BUSINESS

1. Hotwire Services
2. Willow Gazebo/Pier Engineering

### NEW BUSINESS

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 Manager of Resident Services and, if necessary, the Community Manager.

# Leisure Village West Association

AT MANCHESTER, NEW JERSEY

## RESOLUTION

### EXCESS INCOME APPLIED TO THE FOLLOWING YEAR'S ASSESSMENT

**WHEREAS**, Leisure Village West Association, Inc. is a New Jersey corporation duly organized and existing under the laws of the State of New Jersey; and

**WHEREAS**, the members desire that the corporation shall act in full accordance with the rulings and regulations of the Internal Revenue Service;

**NOW THEREFORE**, the members hereby adopt the following resolution by and on behalf of the Leisure Village West Association.

**BE IT RESOLVED**, that any excess of membership income over membership expenses for the year ended September 30, 2016 shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.

This resolution is adopted and made part of the minutes of meeting of February 1, 2017.

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Elaine Baumeister,  
Board Secretary

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# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees  
From: Howard Height  
Date: December 13, 2016  
Re: Vinyl Cutter / Plotter sign machine

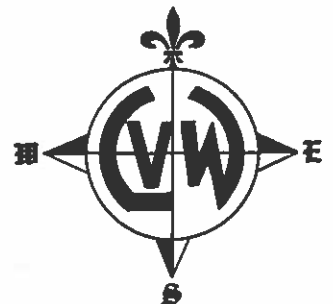
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I have been asked to research the costs to replace our Vinyl Cutter/ Plotter. Our current vinyl cutter (sign machine) is housed in the maintenance office and is used for making signage used throughout the village. It is a Bren model 924, which is 17 years old and is no longer supported by the manufacturer. Sub-sequentially it is also no longer functioning properly. I have gone out to bid for a new Graphtec CE-6000 Vinyl Cutter / Plotter with a supply of Vinyl sign material in various colors. Below are the quotes received:

All quotes include tax and shipping

Vendor		Price
Sign Warehouse	Graphtec CE6000 48"/ software / vinyl supplies	\$ 4,882.61
U.S. Cutter	Graphtec CE6000 48"/ software / vinyl supplies	\$ 5,102.28
Beacon Graphics	Graphtec CE6000 48"/ software / vinyl supplies	\$ 5,384.66

It is my recommendation to purchase the Graphtec CE6000 48" Vinyl Cutter/ Plotter, software and vinyl supplies from Sign Warehouse for \$4,882.61. This expense will be charged to GL# 3150 – Property Replacement Fund.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## Interoffice Memorandum

To: Board of Trustees

From: Gene Caravella / Jim Snyder

Date: January 11, 2017

Re: Hot Water Pressure Washer with Trailer

We have been tasked with increasing our pressure washing operations and capabilities. We have investigated many options and have found equipment we feel will help achieve our goals. We have sent out an RFP for a hot water, self-contained unit with the specifications and bids received outlined below. This system will enable us to pressure wash without the need to hook up to the resident's water source.

- 24 HP electric start Honda engine with a belt driven pump.
- Minimum 12 gallon fuel tank.
- 7000lbs. Dual axle 18' heavy duty trailer.
- Minimum 725 Gallon water tank
- Twin gun system with 350' electric hose reel w/ two 250' 4000 PSI hoses.
- 50 gallon chemical tank.
- Full equipment training.

Vendor Name	Equipment Cost	Meets Specs	Shipping Costs	Tax	Total Cost
Atlantic Coast	\$ 18,768.75	yes	\$ -	\$ 0.07	\$ 20,082.56
American Pressure Systems	\$ 18,275.00	yes	included	\$ 1,279.25	\$ 19,554.25
Power Line	\$ 22,548.00	Partial	\$ 1,842.00	\$ 1,707.30	\$ 26,097.30
Ser-Us	\$ 27,825.00	yes	\$ 300.00	\$ 1,968.75	\$ 30,093.75
Rjp Hotsy	\$ 33,216.77	yes	\$ -	\$ 2,325.17	\$ 35,541.94

It is our recommendation to purchase a completed pressure washing system from Atlantic Coast at a cost of \$20,082.56. This expense will be charged to GL # 3151 Equipment Additions.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees

From: Thomas Hasko

Date: December 30, 2016

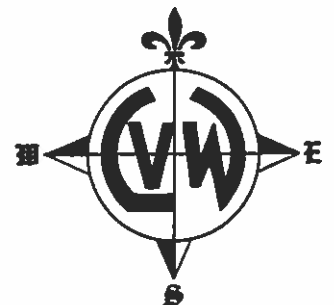
Re: Replacement of Association HVAC (two units)

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Listed below is a breakdown of the HVAC contractors that bid on replacing the two HVAC units at the Association Office. All contractors were instructed to bid on two systems. One system is currently beyond repair. Both systems are dated 1984. Bidding guidelines were a 95% Efficient two stage, Variable Speed furnace with a 16 Seer Condenser.

HVAC CONTRACTOR	PROPOSAL	TOTAL
Air Experts	\$19,016.00	\$19,016.00
BC Express	\$17,400.00	\$17,400.00
Mid-State	\$15,800.00	\$15,800.00
1 <sup>st</sup> Choice	\$15,651.00	\$15,651.00

I am requesting that the Board memorialize the payment of \$15,651.00 to 1<sup>st</sup> Choice Heating and Air Conditioning for the replacement of two HVAC units at the Association Office. This expense is charged to GL # 3230 - Capital Replacement - Common Buildings.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees

From: Howard Height

Date: January 18, 2017

Re: Heating / Cooling Rooftop Packaged Unit – Willow Hall

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The Heating / Cooling Rooftop Packaged Unit at Willow Hall has failed and needs to be replaced. This existing unit services the A/B rooms, KLVW studio and the lobby area. The unit is over 24 years old. It has a cracked heat exchanger and is currently not operable. I went out to bid for both standard efficiency units and high efficiency units. Due to the roof top design of these commercial units the marginal improvement in the cooling efficiency does not warrant the expense of a high efficiency unit. The heating efficiency is the same for both standard and high efficiency. On the following page are all specs and quotes. Below are quotes for Standard Efficiency units.

All quotes include installation

Contractor	Standard Efficiency Packaged Unit	Price
First Choice	Lennox 12.5 ton rooftop packaged unit	\$14,900.00
State Wide	Lennox 12.5 ton rooftop packaged unit	\$14,900.00
BC Express	Lennox 12.5 ton rooftop packaged unit	\$16,800.00

I am asking the board to memorialize the purchase of a new Lennox Standard Efficiency Rooftop package unit Model # KGA\*\*\*S4BH\*\*\* from First Choice Heating and Air Conditioning for Willow Hall at a cost of \$14,900.00. This expense is charged to GL# 3230 – Capital Replacement Common Buildings.

