

AGENDA

LWWA BOARD OF TRUSTEE MEETING WEDNESDAY, FEBRUARY 20, 2019 WILLOW HALL

1:00PM

Pledge of Allegiance

APPEARANCES: Manchester Police Department regarding Scams

ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the February 6, 2019 minutes.
3. Motion to approve the LVW Bylaw Amendments: Table of Contents, Annual and Special Association Meetings - Article III, Section 2, Notice of Meetings - Article III, Section 3, Quorum and Adjourned Meetings - Article III, Section 8, Term of Office - Article V, Section 2, Election Procedure - Article V, Section 5, Attendance by Unit Owners - Article V, Section 13, Trustees' Open Forum - Article V, Section 14, Subsection (a), Trustees' Open Forum - Article V, Section 14, Subsection (b).
4. Motion to approve the Association to contract the Pool Management Services with Candlewood Management Services for the 2019 season for one lifeguard per pool for a cost of \$54,850.00 along with the unguarded option at the end of the season for \$1,748.65. This expense will be provided by account #8570 - Swimming Pool Repair and Maintenance.

COMMITTEE REPORTS:

Architectural Committee	(Tom Hardman)
Community Services Committee	(Janice Saylor)
Finance Committee	(Mary Lou Doner)
Administration Committee	(Judith Langreich)

RECREATION REPORT (M. Lighthipe)

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

UNFINISHED BUSINESS:

1. Willow Pool Renovation
2. Revised Policy, "Control Gate Entry"
3. "Vehicle Use and Vehicle Parking" Policy

NEW BUSINESS

- The next open Board meeting will be held on Wednesday, March 6, 2019 at 1:00pm in the Willow Hall Auditorium.

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

FEBRUARY 6, 2019
WILLOW HALL

Present were L. Maiocco, C. Lupo, E. Murphy, F. Weinstein, S. Falk-Zitelli, A. Damato and S. Tozzi. Also present were Community Manager – J. Schultz, Service Manager – J. Snyder, Recreation Director – M. Lighthipe and Accounting Administrator – M. O'Connor.

This meeting commenced at approximately 1:00p.m with the pledge of allegiance.

ITEMS VOTED ON: (*continued in Community Manager's Report and Unfinished Business)

F. Weinstein moved to waive the reading of the minutes. C. Lupo seconded. All were in favor. Motion carried.

F. Weinstein moved to approve the January 16, 2019 minutes. E. Murphy seconded. All were in favor. Motion carried.

E. Murphy moved to accept the audited financial statements for FYE 9/30/18 as presented by the auditors. C. Lupo seconded. All were in favor. Motion carried.

E. Murphy moved to approve the Policy Resolution for Excess Income Applied to the Following Year Assessment. S. Falk-Zitelli seconded. All were in favor. Motion carried.

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

COMMUNITY MANAGER REPORT:

J. Snyder reported that the Coffee Lounge is underway at Club Encore. He stated that there is a need to replace the two salt spreaders, which were purchased in 2011 and are fully funded. Bids were received from the following companies to purchase two Tailgate Spreaders which include shipping and taxes:

Creston Hydraulics	Saltdogg Tailgate Spreader	\$8,493.75
Ultra Equipment	Saltdogg Tailgate Spreader	\$9,756.19
County Line Power	Snow Ex Tailgate Spreader	\$11,089.00

*C. Lupo moved to approve the purchase of two (2) Saltdogg Tailgate Spreaders from Creston Hydraulics for a cost not to exceed \$8,493.75. This expense will be provided by account #3150 – Property Fund – Replacement. F. Weinstein seconded. All were in favor. Motion carried.

The Encore HVAC contract was approved, awarded and completed by Toms River Heating and Air Conditioning. Upon the final inspection by the Township of Manchester's Building Department they requested additional items to be part of the project. The Association was required to obtain engineering design sealed drawings and to have lintels installed and penetrations made in the walls for the new ductwork. There was also some unforeseen need to replace two faulty electrical shutoffs to the Auditorium and Stage A/C units.

*F. Weinstein moved to memorialize the cost for the sealed engineering design drawings from Lockatong Engineering for a cost of \$6,050.00, the installation of the lintels that were completed by Complete Masonry and Repairs Inc. for a cost of \$2,850.00 and the replacement of the faulty Auditorium and Stage electrical shut-offs that were completed by Curry Electric for a cost of \$2,410.79. These expenses totaling \$11,310.79 will be

provided by account #3230 – Capital Replacement/ Common Buildings. C. Lupo seconded. All were in favor. Motion carried.

He has sent out to eight pool management companies a “Request for Proposal” for the 2019 pool season regarding the management contract. The three bids received for pool management and lifeguards services meet the RFP and provide similar services and are as follows:

Pool Management Company	Services with one Lifeguard	Services with two Lifeguards	Un-Guarded Sept ^{9th} -Sept 30 th
Candlewood Management Services	\$54,850.00	\$85,250.00	\$1,748.65
Sparkling Pool Service	\$60,400.00	\$89,100.00	\$2,100.00
Carmona Pools	\$60,700.00	\$107,700.00	\$4,800.00

After discussion with the Board of Trustees, they have been directed to move forward with taking the exemption and use of one lifeguard per pool for the 2019 season. It is his recommendation to contract LVW’s Pool Management Services with Candlewood Management Services for the 2019 season for one lifeguard per pool for a cost of \$54,850.00 along with the un-guarded option at the end of the season for \$1,748.65. This expense of \$56,598.65 will be provided by account # 8570 – Swimming Pool Repair and Maintenance. This will be voted on at the next open Board meeting on February 20, 2019.

The options have been investigated on whether to replace or renovate the Willow pool. Two separate RFP’s were sent out to eight commercial pool renovation companies and four bids were received. After the bids were reviewed, options were discussed and facts evaluated, it was determined that the best path for LVWA is to renovate the pool in lieu of replacement.

Company	Quote
Sparkling Pools	\$68,835.35
Fortunato Pools	\$85,354.00
Blue Haven	\$94,700.00
Blue Dream Pools	\$119,550.00
Bids not received	Creative Pools, Omega Pools, Budds Pools, Cipriano Pools

(Upgrade items to include: cement decking, wood decking, lighting, electrical, plumbing and permits for an estimated cost of \$23,000.00).

After carefully, reviewing all bids and references even though they are not the low bid, Blue Haven Pool’s references were great and they best met our needs and requirements. If the Board wishes to move forward with the renovation, it is his recommendation to contract with Blue Haven Pools for a cost of \$94,700.00 and also approve the estimated upgrades for \$23,000.00 plus additional unforeseen expenses for a total not to exceed the expense of \$120,000.00. This expense will be provided by account #3230 – Capital Replacement/ Common Buildings. This will be voted on at the next open Board meeting on February 20, 2019.

J. Schultz, Community Manager announced that Willow Hall will be open on the first and third Saturday, beginning April 6th through October 19th from 8am to 2pm to accommodate working residents that may need to handle Association business such as permits, purchasing event tickets, transponders, resident badges, etc.

UNFINISHED BUSINESS

1. The drafted Ballot to reject the LVWA Bylaw Amendments was presented again and further explanation was given to the residents. The Board of Trustees will vote to reject the LVWA Bylaw Amendments on February 20, 2019.
2. C. Lupo, Trustee along with S. Tozzi, Trustee reported that the Space Ad Hoc Committee report has been finalized and was submitted to the Liaisons of the Community Services Committee and the Committee.

*A.DAmato moved to lift the temporary moratorium on new Clubs/Groups since the Space Ad hoc Committee report was submitted. S. Falk-Zitelli seconded. All were in favor. Motion carried.

NEW BUSINESS

1. S. Falk-Zitelli, Co-Liaison for Community Services Committee announced that Gloria Freem, Chairperson of VISTON has resigned. She thanked her for all her time volunteering for VISTON.
2. L. Maiocco, Board President announced that Adele Shuldman, Chairperson of the ADR Committee has step-down as Chairperson.

The next open Board meeting will be held on Wednesday, February 20, 2019 at 1:00pm in the Willow Hall Auditorium.

There being no further business, the Board meeting adjourned at approximately 2:00 PM.

Samantha Bowker
Administrative Assistant

Fay Weinstein
Board Secretary

Approved: PENDING

BALLOT to REJECT AMENDMENT

In order to cast a vote to reject the By-Law Amendments, you must return this ballot within thirty (30) days of the date of the notice, which you received with this ballot.

No action is required if you approve of the amendments.

Completed ballots must be returned to the following address by the deadline noted above:

Leisure Village West Association, Inc.
959 Buckingham Drive
Manchester, New Jersey 08759

Only one ballot may be cast per unit.

Vote below to reject any individual amendment:

TABLE OF CONTENTS	<input type="checkbox"/> I vote to REJECT the By-Law amendment which would add a table of contents.
ANNUAL AND SPECIAL ASSOCIATION MEETINGS Article III, Section 2	<input type="checkbox"/> I vote to REJECT the By-Law amendment to Article III, Section 2, which would change the annual meeting from January of each year to August of each year.
NOTICE OF MEETINGS Article III, Section 3	<input type="checkbox"/> I vote to REJECT the By-Law Amendment to Article III, Section 3, last paragraph, which would change the avenue by which notice of open Trustee meetings is delivered to the membership.
QUORUM AND ADJOURNED MEETINGS Article III, Section 8	<input type="checkbox"/> I vote to REJECT the By-Law amendment to Article III, Section 8, which would change the avenue by which notice of rescheduled or adjourned meetings are announced to the membership.
TERM OF OFFICE Article V, Section 2	<input type="checkbox"/> I vote to REJECT the By-Law amendment to Article V, Section 2, which would have Board terms begin on the date of the annual meeting.
ELECTION PROCEDURE Article V, Section 5	<input type="checkbox"/> I vote to REJECT the By-Law amendment to Article V, Section 5, which would move the annual election from September to August.
ATTENDANCE BY UNIT OWNERS Article V, Section 13	<input type="checkbox"/> I vote to REJECT the By-Law amendment to Article V, Section 13, which would change the avenue by which notice of open Board meetings is announced to the membership.

TRUSTEES' OPEN FORUM Article V, Section 14, Subsection (a)	___ I vote to REJECT the By-Law amendment to Article V, Section 14, Subsection (a), which would specify the purpose of the Board's January and July meetings.
TRUSTEES' OPEN FORUM Article V, Section 14, Subsection (b)	___ I vote to REJECT the By-Law amendment to Article V, Section 14, Subsection (b), which would lower the timeframe for posting notice of open Board meetings from seven working days to five calendar days.

Unit Owner's Name: _____

Address (of Unit in Leisure Village): _____

Home Address (if different from above): _____

Unit Owner's Signature: _____

SAMPLE

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

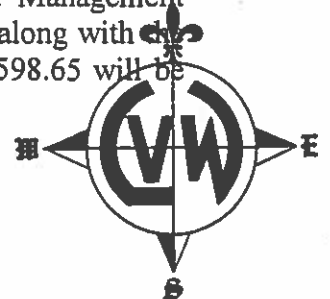
Date: January 18, 2019

Re: 2019 Pool Management Contract

We have sent out to eight pool management companies a "Request for Proposal" for the 2019 pool season. In the RFP was asked for three separate quotes which you will see below. The first would be to furnish pool management service with the use of one lifeguard at each pool and the second is for pool management service with the use of two lifeguards at each pool and the third is for unguarded service September 9th – 30th. If we choose to use one lifeguard at each pool for the upcoming season we would have to file for our permissible exemption with the Ocean County Health Department which would allow LVWA to have the choice of using no lifeguards or as many Lifeguards we prefer. Please note that these bids reflect the pools being open from May 24, 2019 – September 8, 2019.

Pool Management Company	2019 Pool Management Services With One Lifeguard	2019 Pool Management Services With Two Lifeguards	Un-Guarded Sept 9th Sept. 30
Candlewood Management Services	\$ 54,850.00	\$ 85,250.00	\$ 1,748.65
Sparkling Pool Service	\$ 60,400.00	\$ 89,100.00	\$ 2,100.00
Carmona Pools	\$ 60,700.00	\$ 107,700.00	\$ 4,800.00
American Pools RMS	Did not return bid.	Did not return bid.	N/A
Bennington Pools	Did not return bid.	Did not return bid.	N/A
Imperial Pool Management	Do not supply Guards.	Do not supply Guards.	N/A
Central Jersey Management	Did not return bid.	Did not return bid.	N/A
Pool Operation Management	Did not return bid.	Did not return bid.	N/A

All bids listed above for pool management and lifeguards services meet our RFP and provide similar services. After discussion with the Board of Trustees, we have been directed to move forward with taking the exemption and use one lifeguard per pool for the 2019 season. It is our recommendation to contract our Pool Management Services with Candlewood Management Services for the 2019 season for one lifeguard per pool for a cost of \$54,850.00 along with the Un-guarded option at the end of the season for \$1,748.65. This expense of \$56,598.65 will be charged to the Operating GL # 8570 Swimming Pool Repair and Maintenance.



POLICY RESOLUTION
CONTROL GATE ENTRY SYSTEM

AMENDED FEBRUARY 6, 2013 PENDING

WHEREAS, Leisure Village West is a common interest private gated community; with controlled access to the Village, and

WHEREAS, the Board of Trustees of Leisure Village West, under the authority of the governing documents, must develop rules and regulations to ensure the privacy of residents; and

WHEREAS, the Board of Trustees is obliged to provide the residents of the Village an appropriate system for entry and exit so as to avoid unlimited public access.

IT IS NOW THEREFORE, this ~~6TH DAY OF FEBRUARY 2013~~ TBD, declared to be the policy of Leisure Village West:

Control entry devices will be provided to the residents on the following basis:

- 1) One (1) control entry device will be issued to each unit upon presentation of a current, valid, vehicle registration, a current driver's license and a valid certificate of insurance assigned for that vehicle. Additional control entry devices will be issued as follows:
 - a) Residents of Eton, Greenbriar, Concord, Falmouth or Nantucket models ~~can purchase~~ may obtain a maximum of one (1) additional control entry device, upon the presentation of a valid Driver's License, Vehicle Registration and Insurance card ~~for \$25.00~~. This second vehicle is required to park in a 72-hour parking space in the Encore overflow parking lot.
 - b) Residents of Cambridge, Baronet, Winfield, Regency, Wheaton, Oxford, Stratford, Blair, St Tropez, Hastings, Roxy, Savoy, Ritz, Pickford, Waldorf, or Victoria models ~~can purchase~~ may obtain a maximum of two (2) additional control entry devices, upon the presentation of a valid Driver's License, Vehicle Registration and Insurance card registered to the resident ~~for \$25.00 each~~. The additional vehicle is required to park in a 72-hour parking space in the Encore overflow parking lot if driveway space is unavailable.
- 2) Gate entry devices are not transferable from vehicle to vehicle nor resident to resident. When replacement of a device is needed, when a new vehicle is purchased, windshield is replaced or any other reason, the UNIT will be assessed a Fee. Fees are set by the Board of Trustees.

- 3) No entry device will be assigned to vehicles used for commercial purposes, livery vehicles, motorcycles, scooters, mopeds, bicycles and oversized vehicles.
- 4) A resident who is provided a *company owned vehicle* may be assigned a device upon the presentation of a current registration, valid driver's license and certificate of insurance and in the case of a rental or lease a copy of the lease agreement and a letter from the company authorizing the use of the vehicle. Gate devices will not be assigned unless the information is presented.
- 5) All Gate Access Devices will be controlled by the Association office and may be disabled at the discretion of the Association without prior notice.
- 6) Emergency vehicles and Police, Fire, Emergency medical vehicles and postal vehicles will be assigned with the approval of the Community Manager.
- 7) A memorandum of agreement between the Association and the resident is to be signed at time of device issuance referring to the parking of vehicles.
- 8) Damage to Property:
 - a. Any driver causing damage and/or destruction to property will be responsible for replacement or repair of any damaged property.
 - b. Vehicles using the entry and exit gates must not proceed through gates until the gate and wooden arm is in a full maximum upright position. Vehicles must not piggyback nor bumper-hug the vehicle in front during entry or exiting the village.

Violation of these rules, regulations and policies may result in the revocation of the control gate entry device.

Board Secretary

Accepted and Approved: November 7, 2007
January 2, 2008
June 3, 2009
March 3, 2010
July 5, 2012
February 6, 2013
PENDING