

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, FEBRUARY 2, 2022 at 1:00 PM ZOOM VIDEO CONFERENCE

- CALL TO ORDER
- ROLL CALL

APPEARANCES: Mayor Robert Hudak

ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the January 5, 2022 minutes.
3. Motion to approve the Policy Resolution for Excess Income Applied to the Following Year's Assessment.
4. Motion to approve the release of year two funds for the cedar shake project, cost not to exceed \$55,800.00. This expense will be provided by account #3292 - Capital Replacement/ER-Cedar Shakes. The unaudited balance for this account as of 12/31/21 is \$151,664.53.

PRESENTATION OF REPORTS:

I. COMMITTEE REPORTS

Architectural Committee	(Ed Traeger)
Community Services Committee	(Mary Lou Doner)
Finance Committee	(Charles Corvo)
Administration Committee	(Judith Langreich)

II. RECREATION REPORT

(Mary Lighthipe)

III. COMMUNITY MANAGER'S REPORT

(Joseph Schultz/Jim Snyder)

UNFINISHED BUSINESS

1. Club Encore Rénovation

NEW BUSINESS

1. Pets, Service Animals and Assistance Animal Policy
2. Parking Lease Agreement
3. Recreation Vehicle parking Agreement
4. Leisure Fair Restoration; Window and Siding

The next open Board meeting will be held on Wednesday, March 2, 2022 at 1:00 PM, place TBD.

- 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 1:05 PM by Board President, Charles Lupo.

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 O'Connor and Recreation Director – Mary Lighthipe.

ITEMS VOTED ON: (*Continued in Community Manager's Report*)

T. Hardman moved to waive the reading of the minutes. J. Carmody seconded. A vote was called and all were in favor. Motion carried.

T. Hardman moved to approve the December 1, 2021 minutes. L. Maiocco seconded. A vote was called and all were in favor. Motion carried.

J. Carmody moved 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. The funds to meet this expense will be provided by account #3290 – Capital Replacement/Roads. A. DAmato seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

PRESENTATION OF REPORTS:

COMMITTEE REPORTS:

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

There was no report for the Community Services Committee.

There was no report for the Finance Committee

J. Snyder, Service Manager gave a brief report for the Administration Committee.

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

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

The Board of Trustees has agreed to place all Clubs, Groups and Activities on hiatus until the next open Board meeting in February due to the rise in Covid cases. The Recreation buildings will remain open for individual use. Masks are required while in the buildings. Mayor Robert Hudak will be attending the February open Board meeting which will be held via Zoom Video Conference. The Audit meeting scheduled for Wednesday, January 26, 2022, will also be held via Zoom Video Conference., Management presented the concept of the Cedar Shake Project during the presentation of the 2021 Budget. The Board approved the concept and agreed to initiate funding for the project. Management is

now seeking the Board's authorization to release the funds needed to begin the second year of the project. This will be voted on at the next open Board meeting on February 2, 2022. At the Board of Trustees meeting on December 1, 2021, the Board approved the replacement of a full funded loader from Jersey Rents for a total cost of \$85,246.68. Due to supply chain issues, Jersey Rents is still waiting to receive this piece of equipment and is unable to confirm a date of expected delivery. They originally informed Management of a December delivery. Doing our due diligence, we have stayed in contact with other loader dealers and have recently received a call back from our Case distributor stating that a client had defaulted on the purchase of a 2022 Case SV280B loader as part of a package deal with a 96" snow bucket and a Stump Ex attachment. This loader would also be able to run the current stump grinder. The total was \$89,000.00 plus tax. After some negotiation, we came to an agreement of \$85,246.68 which was the board approved amount for loader replacement. This piece of equipment is set for delivery the first week of January at their facility. At this time, we are informing the Board of Trustees that we have a need to switch vendors and loaders from Jersey Rents, ASV 2021 RT75 MS to a Groff Tractors Mid-Atlantic, LLC, Case 2022 SV280B loader package deal with a 96" snow bucket and a Stump Ex attachment. The new expense is \$85,245.68 and will be provided by account # 3150 - Equipment Replacement. *A. DAmato moved to rescind the December 1, 2021 Board of Trustees approval for the purchase of the ASV RT75MS Track Loader from Jersey Rents at a total cost of \$85,246.68, expense provided by account #3150 – Equipment Replacement. E. Murphy seconded. There was no discussion and a vote was called. All were in favor. Motion carried. A.DAmato moved to approve the purchase of Case 2022 SV280B Loader package deal with a 96" snow bucket and a Stump EX attachment from Groff Tractors Mid-Atlantic, LLC for a total cost of \$85,245.68. This expense will be provided by account #3150 – Equipment Replacement. J. Carmody seconded. There was no discussion and a vote was called. All were in favor. Motion carried.* Management has hired a company, Black Lagoon to control invasive plants around the three ponds. They will perform two treatments this Spring. The Paper Trailer that was previously located at Club Encore has now been moved to the Maintenance yard. This can be accessed during the business hours of 8:00 AM to 4:00 PM. With the anticipated snow arrival in the next few days, residents are reminded to move their vehicles to the overflow parking areas, if the vehicle cannot be parked in the garage. Residents are also reminded not to park in front of the commercial properties such as Pinnacle Federal Credit Union, Ridge Realty and the Village Salon West.

UNFINISHED BUSINESS:

1. The Board of Trustees have agreed to table the Master Deed amendment regarding Capital Expenditures. This will be sent to the Advisory Council to discuss to see if this is achievable. They will also be reviewing a possible Bylaws revision for electronic voting in which the DCA currently permits as long as it is incorporated into the Community's Bylaws.

THERE WAS NO NEW BUSINESS.

Residents are reminded to wear their masks when entering the LVW buildings and are asked to wipe the Fitness equipment down before and after each use.

The Audit meeting will be held on January 26, 2022 at 7:00 PM via Zoom Video Conference. The next open Board meeting will be held on Wednesday, February 2, 2022 via Zoom Video Conference.

There being no further business, the Board meeting adjourned at approximately 1:37 PM.

Samantha Bowker
Administrative Assistant

Tom Hardman
Board Secretary

Approved: PENDING

DRAFT

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, 2021 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 2, 2022.

Thomas Hardman
Board Secretary

:sb



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Victor Demeski

Date: December 28, 2021

Re: Cedar Shake Project

During the presentation of the 2021 Budget, we presented the concept of the Cedar Shake Project. The Board approved of the concept and agreed to initiated funding the project. At this point we are asking the Board's authorize the release of the funds needed to begin the second year of the project.

Year 2: Upgrading 12units.

We are asking the Board to approve the release of the funds for year two. This expense is not to exceed \$55,800.00. The expense will be charged to GL # 3292 Capital Replacement ER Cedar Shakes.



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

Date: January 13, 2022

Re: Club Encore Renovation

At the August 7, 2021 Trustee meeting the board approved the renovation of Club Encore. During the renovation, we were asked to purchase the fully funded replacement furniture for the Lobby, Greenery Room and other furniture in several areas of the building. We also were asked to move forward with the creation of a patio area behind the Coffee lounge along with various other upgrades. The spreadsheet below outlines these expenses.

Vendor	Item	Amount	GL #
The wickery	Patio Furniture	\$7,142.81	3150
Raymore and Flanagan	Dining sets	\$7,619.45	3150
Raymore and Flanagan	Accent Chairs	\$1,230.34	3150
Emfurn	Sofas and chairs	\$4,013.10	3150
The Home Depot	Tables and chairs	\$2,254.22	3150
Crest	Fire pit and Pavers	\$15,099.90	3230
Ati	Project Additions & Encore Kitchen	\$25,520.25	3230
Favia	Glass table tops and Partition	\$6,420.00	3230
Amazon	Patio heaters	\$2,704.99	3230
Amazon	Bar and Patio Lighting	\$467.11	3230
Ati	Added wall tile, sinks & hardware	\$2,407.43	3230
It's All Good Construction	Cabinets and Counter tops.	\$12,600.00	3230
Elias' Finishing Touch	Queen Mary Bar refurbish	\$10,000.00	3230

\$97,479.60

We are asking the Board to authorize these above requested expenses. These expenses will be charged to the following accounts; GL 3150 Property Fund - Equipment Replacement \$22,259.92, GL 3230 Capital Replacement - Common Buildings \$75,219.68 for a total of \$97,479.60.



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

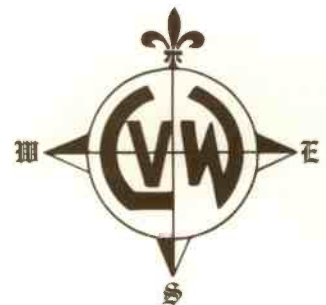
Pets, Service Animals and Assistance Animal Policy

For the purpose of this policy: Definitions;

- **Service Animals:** are defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. A service animal is NOT a pet. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability.
- **Assistance Animals:** are defined as animals that do work, perform tasks, provide assistance, or provide emotional support for a person with a physical or mental impairment that substantially limits at least one major life activity or bodily function. An Assistance animal is NOT a pet. Animals that are "assistance animals" providing a non-service-related medical benefit to a resident and "service animals" incorporated under the "Fair Housing Act" (FHAct) as "assistance animals" shall be permitted within the Community upon the following conditions. The resident seeking to maintain the assistance animal shall submit an application to the Association's Community Manager along with documentation from a health care professional that confirms my disability, describes the requested accommodation, and shows the relationship between the disability and the need for the accommodation.

Included with the application, the resident must provide the following documentation that;

- (A) Verification that the resident meets the Fair Housing Act's definition of disability.
 - (B) Describes the needed accommodation.
 - (C) Shows the relationship between the resident's disability and the need for the requested accommodations.
- **Pets:** are defined as a domesticated animal, such as a dog, cat, bird, rodent (including a rabbit), fish, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes. Common household pet does not include reptiles (except turtles).



Service and or Assistance animals only:

1. All Service and Assistance animals must be registered with the Association before admittance to community buildings or pet restricted common elements.
2. Upon the death or removal of a Service or Assistance animal, the reasonable accommodation request for the animal shall be deemed canceled and/or withdrawn. Prior to obtaining a new service or assistance animal, the resident must re-apply pursuant to the procedures outlined above.
3. The unit owner or resident must notify the Association in writing if the Service or Assistance animal is no longer required or if it is no longer in residence. The unit owner or resident must file a new reasonable accommodation request to replace a Service or Assistance animal.
4. The Association may place other reasonable conditions or restrictions on Service or Assistance animals depending on the nature and characteristics of the animal.
5. Every animal whether it is a Service animal, Assistance animal or a pet brought within the Association must be licensed by the Manchester municipality, and every animal must wear a collar at all times that displays a tag containing the animal's license information.
6. In accordance with local ordinances and regulations, the animal must be immunized against diseases common to that type of animal. Dogs and cats must have current vaccination against rabies. Unit owners or residents shall produce documentation and provide a copy to the Association on an annual basis.
7. Just as all unit owners are responsible for any damage, they, their tenants, or guests cause to the common elements or to other units, unit owners shall also be responsible for any damage caused by any animal being kept within their unit or on the common property, regardless of whether the animal is theirs, their tenant's or otherwise. Any damage caused to the common elements by any animal will be the responsibility of the unit owner of the unit in which the animal resides. The Association may choose to repair the damage and charge the responsible unit owner for the costs incurred in repairing the damage. If payment is not received, any amounts due and owing will be collected in the same manner provided in the Master Deed and Bylaws for the collection of delinquent assessments.
8. A maximum of two pets; no farm or exotic pets may be kept and maintained in a unit, provided such pets, are not kept or maintained for commercial purposes.
9. Animal owners must maintain full control of the animal at all times. The animal must be leashed at all times while outside of the unit unless the person's disability and the nature of the animal's service does not allow the animal to be leashed. Leashes used to control an animal on the Association's common elements must be fixed and must not be longer than 6 feet (and may not be retractable). If a person cannot control the leashed animal, that person shall not take the animal outside the unit.
10. All animals are not allowed to jump on, bite, or in any way harm or behave aggressively toward any person or any other animal. The Association may require muzzling of the animal or other means to ensure compliance, including removal of the animal.
11. If fleas, ticks, or other pests are detected, the infected unit and common elements will be treated using approved fumigation methods by a licensed pest control service. The unit owner will be billed for the expense of any pest treatment above and beyond standard pest management of the Association. Further, the unit owner will be financially responsible for any costs incurred by any other residents displaced by the clean-up or remediation of any pest infestation, including temporary lodging costs.

12. All feces must be removed and properly disposed of immediately. Owners are responsible for removing their pet's wastes from the common elements and units and are to place the wastes in their own garbage receptacle, not in any public receptacle or storm drain. Droppings must be picked up immediately and put into the owners' own receptacle containers abiding by Manchester Township Ordinance #93-183 - any resident who does not immediately remove all droppings deposited by his dog will face a fine of as much as \$500 and up to 90 days in jail.
 13. When outside of the unit, including the patio area, an animal must be carried or be on a leash not to exceed six feet and attended by a responsible person unless the person's disability and the nature of the animal's service does not allow the animal to be leashed.
 14. No animal may be leashed to any stationary object on the common or limited common areas.
 15. Pets must be walked in the streets (at the curb) and in such open or wooded areas not used for recreational purposes or parking facilities, or in common areas.
 16. No pets shall be permitted to bark, howl, or make other loud noises for such an unreasonable time as disturbs neighbors' rest or peaceful enjoyment of their unit or the common elements.
 17. Any violation of this Resolution, the Master Deed, or Bylaws shall result in legal action being taken to enforce these governing documents, including the levying of fines or a review/revocation of the grant of the reasonable accommodation request. The costs of any such action shall be billed back to the unit owner's account.
 18. This Resolution is subject to the Association's existing Alternative Dispute Resolution policy.
- **Notice: Feeding of waterfowl is absolutely forbidden per the Manchester Township ordinance. Feeding other wildlife is strongly discouraged.**

Leisure Village West

Application for public accommodation of a
Service Animal or Assistance Animal (ESA).

Name _____ Phone # _____

Address _____ Email _____

Under the Americans with Disabilities Act (ADA), Fair Housing Act (FHA) and N.J. State law, I request the right to use my Service / Assistance animal in areas and amenities that are open to the population within Leisure Village West.

Assistance Animals. are defined as animals that do work, perform tasks, provide assistance, or provide emotional support for a person with a physical or mental impairment that substantially limits at least one major life activity or bodily function. An Assistance animal is NOT a pet.

Service Animals: are defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. A service animal is NOT a pet.

I am a person with a disability who uses a dog as a Service Animal

For Service Animals, stop here and sign and date below:

Assistance animals:

Yes I have provided the documentation that supports that my animal does work, performs tasks, provides assistance, and/or provides therapeutic emotional support with respect to my disability from a health care professional that confirms my disability, describes the requested accommodation, and shows the relationship between the disability and the need for the accommodation.

Yes No Is the animal commonly kept in households? i.e., a dog, cat, small bird, rabbit, hamster, gerbil, other rodent, fish, turtle, or other small, domesticated animal that is traditionally kept in the home for pleasure. I have read the Pet Policy and will adhere to its regulations.

Signature _____ Date _____

For the Association _____

**LEISURE VILLAGE WEST ASSOCIATION
Parking Lease Agreement**

This Parking Lease agreement made and entered on _____ between Leisure Village West Association
and _____ of _____ ("Vehicle Owner")
Date Name Unit

For the purpose of this agreement "Vehicle" may consist of Boats, Trailers, RV's, Trucks, Motorcycles and Cars.

The Association maintains and administers thirty-three (33) paid parking spaces designated for vehicle parking located in back of the Encore Overflow lot. Vehicle Owner shall pay Leisure Village West Association \$35.00 per month for use of the Parking Space. The Fee shall be payable in advance on the first day of each month or annually during the Term of this Agreement.

The space granted in this agreement is exclusively for the use of residents upon the availability of the space and proof of ownership. Only one (1) space per unit may be assigned. The Association reserves the right, at all times, to assign or reassign spaces in this agreement. The Vehicle Owner is not permitted to sublease the assigned parking space.

Term: LVW Association agrees to permit the Vehicle Owner use of the assigned parking space for \$35.00 a month as designated by the Association. The Association may also lease the parking space for a term of a minimum of one month and a maximum of a twelve-month term commencing on _____ expiring on _____. Vehicle Owner may renew monthly or annually with proof of use, demonstrating that the vehicle is roadworthy and in good condition. In the event that the Unit Owner or Vehicle Owner sells or otherwise conveys title to the Unit or no longer resides in the Association, then the Vehicle Owner's rights to use the parking space shall cease upon such conveyance and said rights are not assignable by the Vehicle Owner.

Type of Vehicle _____ Plate #: _____ Space # _____

Documentation: Upon entering into this agreement the Vehicle Owner must supply to the Association a copy of a valid vehicle registration and insurance card. LVW reserves the right to place an identification sticker or symbol on the vehicle windshield or other location to indicate the space provided.

Indemnification: It is understood and agreed by the parties that the designated parking space is intended solely for the Vehicle Owner's use. It is further understood and agreed by the Vehicle Owner that any damages to the vehicle kept in the Paid Parking Lot, which is a Common Area amenity of the Association, including but not limited to losses related to fire, flood, earthquake, burglary, theft, damage, stains, accident or any other reason will be the sole responsibility of the Vehicle Owner and will not be the responsibility of the Association. The Vehicle Owner shall indemnify and hold the Association harmless in the event that any claims relating to the vehicle are brought against the Association.

Termination: In the event of a breach of this agreement or if the Vehicle Owner relinquishes the space designated above, this agreement shall be terminated and the vehicle must be removed within 10 days, or is subject to towing at the Vehicle Owner's expense. This Parking Lease is subject to Unit Owner and Vehicle Owner's compliance with the rules and regulations enacted by the Board of Trustees of the Association, the Master Deed and By-laws.

Paid Parking Vehicle rules:

- The space provided is not for long-term storage.
- No vehicle shall be occupied in any capacity as a place of abode, dwelling, or business; sleeping in or any other forms of human or animal habitation is strictly prohibited.
- Vehicles are not to be left unattended to or abandoned. A vehicle is considered unattended to or abandoned if it has not been moved during the duration of this term.
- All vehicles must prove proof of use, demonstrating the vehicle is roadworthy and in good condition.
- The vehicle and space must be monitored monthly and kept in "good condition."
- Vehicles may only be parked in the designated space or be subject to removal at the owner's expense.
- Residents may make minor maintenance repairs such as caulking and sealing, flat tires, dead batteries, etc.
- Extensive maintenance or repairs is strictly prohibited.

- Vehicles must be maintained leak-free of contaminants, oils, coolants, waste products, etc.
- No miscellaneous storage is allowed around or under any vehicle or anywhere within the Lot.
- The Association may determine a schedule of when vehicles must be moved and the length of time, they must be moved out of the lot in order to; prove road worthiness, prove the vehicle is in good condition, and/or to allow the Association to perform any necessary maintenance of the area.

Vehicle Owner's Signature: _____ Unit Owner's Signature _____

For the Association _____ Amount Paid _____

DRAFT

**LEISURE VILLAGE WEST ASSOCIATION
Recreation Vehicle Parking Agreement**

This Recreation Vehicle Parking Agreement made and entered on _____ between Leisure Village West Association
and _____ of _____ ("RV Owner")
Date
Name Unit

For the purpose of this agreement, "Vehicle" consists of RV's, Boats, or Trailers that function for RV use.

The Association maintains and administers thirty-five (35) fee-free spaces designated for recreational vehicles. Thirty (30) spaces are reserved exclusively for RVs, numbered 1-30 and 5 spaces reserved for boats marked A -E and located in the Encore Overflow lot. The space granted in this agreement is exclusively for the use of **residents** upon the availability of the space and proof of ownership. Only one (1) space per unit may be assigned. Recreational vehicles cannot exceed 40 feet in length and must fit within the parking space width. The Association reserves the right, at all times, to assign or reassign spaces in this agreement. Tow vehicles (toads or dinghies) may be stowed with the RV providing it does not exceed the space provided. RV Owners may store a substitute owned vehicle in the space provided, only when away on trips or when RV is out for maintenance. At its sole discretion, the Association may temporarily assign spaces to other standard vehicles when demand falls below the thirty (30) spaces allotted. The Association, in its sole discretion, shall determine whether a Vehicle is an acceptable recreational vehicle that may be designated a parking space.

Term: LVW Association agrees to permit the RV Owner use of the assigned parking space as designated by the Community Manager or designate for a one-year term commencing on _____ and renewing annually with proof of use, demonstrating the Vehicle is roadworthy and in good condition. In the event that the Unit Owner or RV Owner sells or otherwise conveys title to the Unit or no longer resides in the Association, then the RV Owner's right to use the parking space shall cease upon such conveyance and said rights are not assignable by the RV Owner.

Type of Vehicle _____ Plate #: _____ Space # _____

Documentation: The RV Owner must supply the Association with a copy of a valid vehicle registration and insurance card. LVW reserves the right to place an identification sticker or symbol on the Vehicle windshield or other location to indicate space provided.

Indemnification: It is understood and agreed by the parties that the Parking Space is solely for the RV Owner's use. It is further understood and agreed by the RV Owner that any damages to the Vehicle kept in the RV Lot, which is a Common Area amenity of the Association, including but not limited to losses related to fire, flood, earthquake, burglary, theft, damage, stains, accident or any other reason will be the sole responsibility of the RV Owner and will not be the responsibility of the Association. The RV Owner agrees to indemnify and hold the Association harmless in the event that any claims relating to the Vehicle are brought against the Association.

Termination: In the event of a breach of this agreement or if the RV Owner relinquishes the space designated above, this agreement shall be terminated and within 10 days, and the Vehicle must be removed or is subject to towing at the RV Owner's expense. This Agreement is subject to Unit Owner and RV Owner's compliance with the rules and regulations enacted by the Board of Trustees of the Association, the Master Deed and By-laws.

Recreational Vehicle rules:

- The space provided is not for long-term storage.
- No recreational vehicle shall be occupied in any capacity as a place of abode, dwelling, or business; sleeping in or any other forms of human or animal habitation is strictly prohibited.
- Vehicles are not to be left unattended to or abandoned. A vehicle is considered abandoned or unattended if it has not been moved during the duration of this term.

- Your vehicle and space must be monitored monthly and kept in "good condition."
- Park only in your designated space or be subject the vehicle to removal at the owner's expense.
- Residents may make minor RV maintenance repairs such as caulking, sealing, flat tires, dead batteries, etc.
- Extensive maintenance or repairs is strictly prohibited.
- Vehicles must be maintained leak-free of contaminants, oils, coolants, waste products, etc.
- No miscellaneous storage is allowed around or under any vehicle, trailer, or other items within the RV Lot.
- Must clear space if and when requested by the Association to perform any necessary maintenance.

RV Owner: _____ Unit Owner _____

For the Association _____

DRAFT

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees
From: Victor Demeski
Date: January 18, 2022
Re: The Leisure Fair Restoration; Window and Siding

We are tasked with the restoration and repair of The Leisure Fair Windows and Siding. The Leisure Fair refresh includes 27 new picture windows. Remove and replace rotted plywood outside of building. Install Cedar impressions on exterior of building. We have been searching and contacting many area contractors and after many months of trying we only received two bids received which are listed below. Attached you will find the details of the bids received. As a point of information, we have been informed that the window manufacture is forecasting a price increase on February 7,2022.

Vendor	Restoration
Remodel America	\$ 66,200.00
All County Exteriors	\$ 50,450.00

It is our recommendation to contract with All County Exteriors for our Leisure Fair Exterior Restoration for a total cost of \$50,450. All County Exteriors is the contractor that did the same work on encore. These expenses will be charged to GL #

