

LEISURE VILLAGE WEST  
BOARD OF TRUSTEE MEETING

FEBRUARY 5, 2020  
WILLOW HALL

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

This meeting commenced at approximately 1:00 PM with the Pledge of Allegiance.

APPEARANCES:

Daniel Keane and Ashley Janson from Allied Universal Security were present to report on the visitors for 2019. The visitors processed for the Route 70 gate were 268,277 and the visitors processed for the Route 37 gate were 87,484, totaling 355,761. There has been a total of 1,359,426 visitors processed through the gates since 2016. There will be a Shredding event in September. They mentioned that they can offer robotic assistance devices at the entry of the gates if the Board agrees to unman a gate. (They left the meeting at 1:14 PM)

ITEMS VOTED ON: *(Continued in Community Managers Report)*

F. Weinstein moved to waive the reading of the minutes. E. Murphy seconded. All in favor. Motion carried.

F. Weinstein moved to approve the January 8, 2020 minutes. S. Falk-Zitelli seconded. All in favor. Motion carried.

A.DAmato moved to accept the audited financial statements for FYE 9/30/19 as presented by the Auditors. C. Lupo seconded. All in favor. Motion carried.

C. Lupo moved to approve the policy resolution for Excess Income Applied to the Following Year Assessment. F. Weinstein seconded. All in favor. Motion carried.

COMMITTEE REPORTS:

T. Hardman, 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.

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

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

J. Schultz reported that it was recently discovered that Non-Residents were invited by residents to attend activities such as Line Dance and Sticks Alive. As a reminder, Non-Residents are not permitted to attend any Club, Group or Activity and are only permitted to attend a Special Event or Fund Raiser when an admission fee is charged or a donation is requested. The gym renovation discussion started on or about October 3, 2018, an Ad Hoc Committee was formed shortly after to review expansion

possibilities. Exploring the current equipment and making any recommendations for replacement or additions was also researched. As for the expansion, the Committee contemplated several expansion possibilities within Club Encore, including expansion to the music room or the billiards room and the smaller craft court hallway. This approach offered the largest possible expansion within Club Encore. This option would return the gym to where the developer originally designated it to be, adjoining the bathrooms and lockers. After much discussion and deliberation about the relocation of the gym to other community buildings and with input from the Ad Hoc Committee through the Trustee Liaison a significant majority of the Board consented to focus the gym expansion to Club Encore. The Ad Hoc Committee then turned their focus to the equipment and after much investigation established the appropriate equipment needing replacement and the addition of equipment that was lacking for today's fitness focus act of adult. However, the Ad Hoc Committee saw the need to replace some of the equipment immediately to overcome the ever-growing list of equipment breaking down and elevate the shortage of most widely used cardio equipment, which was done. As things progressed from there, the expansion presented some structural modifications necessitating an engineering study to allow for the more open concept. The engineering study revealed a slightly more extensive structural modification needed. Currently, we are waiting the cost estimates on the structural modification to give the Board the final analysis. Residents may have heard about other concepts resurfacing including the idea of repurposing the main room of Leisure Fair to a fitness center, but none of these concepts currently have the full backing of the Board as of yet and this remains unsupported by the Ad Hoc Committee.

The ADA automatic door opener for the interior front door at Leisure Fair is in need of replacement. It was diagnosed by outside vendors as well as house staff. The motherboard and motor have failed and the gears are worn. It has been determined the cost of repair would exceed replacing the entire unit. Bids were received as follows:

Vendor		All quotes include tax and installation	Price
Control Systems		New Commercial ADA motorized door actuator installed with 2-year warranty on parts and labor	\$2,239.12
Automated Systems	Access	New Commercial ADA motorized door actuator installed with 2-year warranty on parts and labor	\$2,292.44
Stanley Door		New Commercial ADA motorized door actuator installed with 2-year warranty on parts and labor	\$3,112.95

*S. Tozzi moved to contract with Control Systems to replace the ADA motorized door actuator at the Leisure Fair main entrance/interior door for a total cost of \$2,239.12. The funds to meet this expense will be provided by account #3150 – Property Fund/Replacement. C. Lupo seconded. All in favor. Motion carried.*

J. Snyder, Service Manager reminded residents not to use plastic bags when placing their recyclables at the curb. Manchester Township will not pick up recycling unless it is in a reusable container. The 2020 siding painting season is approaching and he is requesting funding in the amount of \$25,693.54 to paint the siding in condos 91. This expense will be provided by account # 3000 – Deferred Maintenance/Siding Painting. The Board will vote on this at the next open Board meeting on March 4, 2020. He is also requesting the approval of the 2020 Driveway Replacement Schedule which consist of 27 cement driveways to be replaced in-house. The funding to complete this will be provided by account #3275 Capital Replacement/Concrete Driveways for a total cost of \$34,431.80. The Board will vote on this at the next open Board meeting on March 4, 2020. The first half of the mower fleet is due for replacement. The original plan would be to replace seven of our Ex-Mark Navigators and trade-in the old ones. This season they would like to purchase five of the 48-inch deck Ex-Mark Navigators which

will be converted to mulching mowers in the summer months. They would also like to purchase two 60-inch E-Mark mulching mowers to increase productivity. This could be utilized during leaf clean up. The following bids have been received:

Vendor	Navigator (ea)	60in Series	S 7 (ea)	Trade-Ins	Grand Total
Lakehurst Hardware & Lawnmower	\$12,400.00	\$13,852.00		(\$1,300.00)	\$85,944.01
Norm's Engine Repair	\$13,750.00	\$16,700.00		(\$1,000.00)	\$101,453.69
Hights Farm Equipment Co.	\$13,100.00	\$15,053.00		(\$900.00)	\$95,222.52

It is their recommendation to purchase (5) Ex-Mark Navigator 48-inch mowers, trade-in (7) Ex-Mark Navigator mowers and purchase (2) 60-inch Ex-Mark mulching mowers from Lakehurst Hardware & Lawnmower for a total cost of \$85,944.01. This expense will be provided by account #3150 – Property Fund/Replacement. The Board will vote on this at the next open Board meeting on March 4, 2020.

**UNFINISHED BUSINESS:**

1. The costs to install entry door access controls for Willow Hall, Leisure Fair and Club Encore have been researched. This would consist of installing card swipe readers, maglocks and security cameras at all main entry doors, required connections to our fire panels and all required connections for public and fire safety compliance. Management went out to bid for materials and installation of the maglocks and fire safety. They also received quotes for the materials only for the maglocks and fire safety disconnect which are as follows:

**Maglocks and Fire Connections (All Quotes include tax)**

Control Systems	Install maglocks & fire safety disconnect	\$41,850.31
RCS	Install maglocks & fire safety disconnect	\$33,338.00
Tops Security Locksmith	Install maglocks & fire safety disconnect	Incomplete bid
Maglocks.com (in-house)	Supply materials (in-house installation)	\$15,374.62

After reviewing the quotes on this portion, management feels it is best to install the maglocks and fire safety disconnect in-house.

In addition to the maglocks and fire safety disconnect, the installation would also require door access controllers, card readers, IP cameras, Knox boxes, dedicated electric circuits for battery backups, Manchester Township permits, alarms for emergency exit doors and video door stations. These items would be installed in-house. The costs for materials are as follows:

**Additional Items required to be installed in-house**

Jmac	17 card readers @ \$650 each	\$11,050.00
Ebay	17 IP Security Cameras @ \$150 each	\$2,550.00
Knox Box	3 Knox Boxes for Fire Officials @ \$350 each	\$1,120.00
Curry Electric	New electric hookups for battery backups	\$1,500.00
Manchester Twp.	Permits	\$2,000.00
Amazon	14 Alarms for emergency doors @ \$80 each	\$1,200.00
Aiphone	Aiphone Video Door Stations and one Main Station	\$3,679.35
<b>Total</b>		<b>\$23,099.35</b>

It is the recommendation of management to purchase the maglocks and materials from Maglocks.com for \$15,374.62 and perform the installation in-house. It is also the recommendation to purchase and install the card readers, IP cameras, emergency exit alarms, knox boxes, permits and video door stations from the listed vendors for a cost of \$23,099.35. The total cost of the project is \$38,473.97 and this expense will be provided by account #3230 – Capital Replacements/Common Buildings. The Board will vote on this at the next open Board meeting on March 4, 2020.

2. E. Murphy gave an update regarding the Townhall meeting which was held on January 29, 2020 regarding the entry system for gates. The Board is considering all resident input and will discuss at future Board meetings.
3. As previously reported, the Board asked to review maintenance costs and responsibilities on the subject of repair and maintenance of windows, in particular, glass replacement. In contradiction to the governing documents, the Association has continued to provide maintenance, including replacement of window glass. After much discussion, the Board has agreed to no longer warranty glass; however, the Association will continue to service components like springs, and other window parts, if available. The Association will honor all glass replacement service requests currently in the system but have suspended taking any new orders. The Association is still seeking a vendor who could continue to replace glass at a reasonable cost for members. The Board will vote on a policy for this at the next open Board meeting on March 4, 2020.
4. Update regarding NJ Common Interest Ownership Act Bill S2425: The Senate and Assembly could override the veto with a 2/3 approval by both houses, but there is no indication that this will happen. Apparently, the DCA had a representative tell the governor that they had concerns about the bill and, as a result, he did not sign it. The Community Association Institute (CAI) legislative action committee wants to work with the DCA to address their concerns and have the bill modified. If this were to happen, then the process would need to start over again at the beginning- both houses must approve the modified bill, and then it would need to be presented to the governor for signature. While possible, this may not happen anytime soon. So, unless something changes, this bill is dead at this time.
5. A special meeting regarding the Bylaws Amendment relating to leasing or rental of units will be held on Monday, February 10, 2020 at 10:00 AM in Willow Hall. Ballots must be mailed to 959 Buckingham Drive, Manchester, NJ 08759.

#### NEW BUSINESS:

1. The proposed revisions to Specification 1\_9, "Condo 96 Pressure Treated Wood Decks, Railings and Privacy Fences" was presented. The Board will vote on this at the next open Board meeting on March 4, 2020.
2. The proposed Swimming Pool Rules for the 2020 season was presented. The Board will vote on this at the next open Board meeting on March 4, 2020.
3. A PowerPoint presentation regarding the proposed lawn renovation program was presented. The Board is looking at implementing a lawn renovation program for management to enact. After some research, management feels this could be accomplished by creating a two-year plan, separating the Community into two sections. For the Fall of 2020, effectively the 2021 budget year, they will address the areas North of the bridge, followed by the Fall of 2021 or the 2022 budget year for areas South of the bridge. A portion of the current grounds budget will help offset some of the expense of the program, roughly \$20,000; however, the plan will necessitate the addition of approximately \$54,095, or \$1.67 per month to the 2021 budget for the first fall season. The 2022 budget will need an additional \$20,000 or .62 cents per month increase as they move into the area where the high calcium is needed for the clay soil areas. This plan will also require additional equipment such as 2 Aerators, 2 Z-Spray Seeder Spreaders and 1 Turbo Fertilizer Broadcast Spreader for a cost of \$55,593.21 which will be funded by account #3151 of

the Property Fund. After being reviewed by the Finance Committee it is the recommendation to purchase the additional equipment needed for the lawn renovation program for a total cost of \$55,593.21 and to be funded by account #3151-Property Fund. The Board will vote on this at the next open Board meeting on March 4, 2020.

4. The proposed revisions to the LVW Resolution Relating to Election Procedures was presented. The Board will vote on this at the next open Board meeting on March 4, 2020.
5. Management has researched the costs to update the desktop computers for the LVWA office staff and guard houses. Management has concluded that the Dell Precision 3431 small form factor workstation with a Core i5 processor and Windows 10 64-bit would be the best fit in both price and performance. It is there recommendation to contract with Dell Computers to purchase 23 Precision 3431 workstations for a cost of \$17,458.46. This includes tax and shipping. This expense will be provided by account #3150 – Property Fund/Replacement. The Board will vote on this at the next open Board meeting on March 4, 2020.

F. Weinstein reported that 17 residents have donated towards the current Tree Program. Anyone interested in donating a tree forms are available on [www.lvwcreeper.com](http://www.lvwcreeper.com) or at the Association office.

The next open Board meeting will be held on Wednesday, March 4, 2020 at 1:00 PM in the Willow Hall Auditorium.

There being no further business, the Board meeting adjourned at approximately 3:18 PM.



Samantha Bowker  
Administrative Assistant



Fay Weinstein  
Board Secretary

Approved: March 4, 2020