

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, JANUARY 17, 2018 WILLOW HALL

**1:00PM**

Pledge of Allegiance

Items to be voted on:

1. Motion to waive the reading of the **minutes**.
2. Motion to approve the January 3, 2018 **minutes**.
3. Motion to approve the revised specification 2\_9, "Installation of New Construction Replacement Windows."

**DIVISION REPORTS:**

Architectural Division (Tom Hardman)  
Resident Services (Beverly Craft)  
Finance Division (Mary Lou Doner)  
Administration Division (Judith Langreich)

**COMMUNITY MANAGER'S REPORT:**

**RECREATION REPORT:**

**UNFINISHED BUSINESS**

1. Proposed Bylaws/Master Deed Amendment - Capital Expenditures

**NEW BUSINESS**

1. Request for memorialization of the repair of the Huntington Drive storm drain pipe from Earle Residential-Commercial Construction LLC., at a cost of \$5,000.00 with the funds from account #3290, Capital Replacement Fund – Roads / Buckingham Bridge.

**BOARD REPORT**

**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

January 3, 2018  
WILLOW HALL

Present were E. Baumeister, C. Lupo, S. Falk-Zitelli, L. Maiocco and F. Weinstein. Also present were Community Manager – J. Schultz, Service Manager – J. Snyder and Accounting Administrator - M. O'Connor. S. Tozzi and S. Kaufman were absent.

This meeting commenced at approximately 1:03p.m with the Pledge of Allegiance.

ITEMS VOTED ON:

F. Weinstein moved to waive the reading of the minutes. S. F. Zitelli seconded. All present were in favor. Motion carried.

S. F. Zitelli moved to approve the December 20, 2017 minutes. C. Lupo seconded. All present were in favor. Motion carried.

MANAGER'S REPORT:

J. Schultz, Community Manager, updated residents that we'll have the final bid to propose the Willow lobby carpet with a wood-look tile by the next meeting of the Board. He mentioned that the Board is still in discussion on the topic of swipe card access for community buildings, but said it might be delayed as the pool committee is currently evaluating card and gate access. Joe also reminded and cautioned residents about a pending snow storm with greater accumulations and extreme windy and cold conditions, to expect the process to take longer and not to go out unless it's extremely important. Jim Snyder asked residents to open cabinets and run water in sinks with the extreme cold to prevent pipe freeze ups. Joe also explained that last two snow storms and decision to start snow operations was a difficult, due to the accumulation just barely meeting criteria, but was necessary. Jim Snyder reported that all permits for the Salon were expected to be approved by the end of the day, furthermore he was hopeful that the salon could open as early as tomorrow. Joe reminded everyone that the next telephone directory would be printing soon, and residents should update their information quickly to make the deadline. He also reminded residents that the online directory is always available and is updated monthly. He explained that the initial review of the election policy was being readied to present to the Board for their review and input with the anticipation to bring it to the Election Committee and ultimately the public sometime in March, in time for the next election. Joe also reminded residents to attend the annual audit meeting January 24<sup>th</sup> at 7:00 pm in Willow Hall.

RECREATION REPORT:

Joe Schultz read Mary's report in her absence. Mary wanted to remind residents that events are on sale now and are listed in the January LVW News issue. There will be an afternoon bingo Friday, January 12<sup>th</sup> 11:00 am, games begin at noon. Lunch and snacks will be available. Tickets on sale for the band Reminisce for \$15 per person.

Sara reported that the New Years Eve event was very successful and was well attended; she went on to say Mary did a good job and deserves credit.

UNFINISHED BUSINESS:

Joe affirmed that the ballots for the referendum were sent out and that some residents reported receiving them already. He went on to remind residents, as an encouragement to get out and vote, a \$200 door prize will be given out. The method to pick the door prize was addressed, informing residents that we will use the ballot return envelope as your ticket for the door prize. Residents could write their address on the envelope, if not, the committee would. Elaine emphasized that it's not the Association funding the \$200 door prize and that's it's actually Joe Ecolino and the Recycling Club that has donated that as a gift. She also confirmed that Joe Schultz will make note of that in the next LVW News article.

NEW BUSINESS:

Joe explained the Revised Specification 2\_9, "Installation of New Construction Replacement Windows." He clarified to say that this change would allow Encore units that may now or over time have PVC trim, to once again choose regular replacement windows as opposed to new construction windows.

There was no Board report for this meeting; Elaine said the report would be delayed until the next meeting after the full board reconvenes. She also clarified residents can submit audit questions in advance to the bot@lvwa.net

There being no further business, the Board meeting adjourned at approximately 1:17 p.m.

An audience comments period followed with residents raising questions and concerns or seeking clarification about a variety of issues. This will be considered in combination with all communication received from residents. Issues of the village with significance will be put on the agenda for future Board of Trustee meetings.

The meeting ended at approximately 1:35p.m.

The next Board of Trustee meeting is scheduled for Wednesday, January 17, 2018 at 1:00PM in Willow Hall.

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Samantha Bowker  
Administrative Assistant

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Sara Falk-Zitelli  
Board Secretary

Approved: January 17, 2018

PERMIT REQUIRED

Page 1 of 2

Trustee Approved:

Date: March 6, 2013

**REPLACEMENT WINDOWS**  
For ENCORE MODELS  
Victoria, Pickford, Waldorf, Ritz, Savoy, Roxy

**SPECIFICATION FOR INSTALLATION OF NEW CONSTRUCTION REPLACEMENT WINDOWS**

**\*All Contractors Must Contact The Maintenance Manager Before Any Work Is Started.**

**General**

Replacements must be new construction style window with an exterior nailing flange and nailed directly to sheathing and sealed with a rubber membrane. All trim to be removed and then replaced. Standard replacement windows may be installed if PVC trim has replaced wood trim.

**Color and Style**

The specification is planned to preserve uniformity of color and style for units under one roof and for individual models within different sections of the Village. As a general rule new construction must match the windows being replaced and maintain the exterior trim color. Windows with embedded grids must be replaced by windows with grids. A relatively few exceptions are permitted, as follows:

**Kitchen and Bathroom Windows**

Where smaller size windows are located above sinks and counters the replacements may be installed without grids. Sash windows may be replaced with sliders or casements. Note that the decision to install casement windows overlooking walkways must take account of safety considerations.

**Garden Windows**

These windows were installed in some Encore models. They may be replaced by single or double hung sash new construction windows with grids to match the existing windows of the unit in color and style.

**DIMENSION & INSTALLATION**

The following installation guidelines must be observed:

- 1) All sills and heads are to be level, with jambs plumb, and shims used where necessary.
- 2) Squareness of the window unit is to be checked before final anchoring into the wall.
- 3) All voids between jams and framing are to be filled with loose insulation.
- 4) An allowance of 1/4 inch caulking is to be used between the perimeter of the window unit and exterior finish. Caulking application is to be neat and clean.
- 5) Protection of the window opening during construction is required. Also, protect and finish-paint exposed wood trim members promptly.
- 6) Installation and operation of the window should be checked before application of interior trim.

LEISURE VILLAGE WEST ASSOCIATION  
Manchester, NJ 08759

SPECIFICATION NO. 2\_9  
NEW CONSTRUCTION REPLACEMENT WINDOWS

PERMIT REQUIRED

Page 2 of 2

Trustee Approved:

Date: March 6, 2013

The unit owner shall notify the Permits & Inspection Division Volunteer (name and phone number show on face of PERMIT) when work has been completed.

**INSTALLER**

Window installation must be made by a contractor who is registered with the Division of Consumer Affairs. 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.

~~This building improvement Permit will be filed with the Ocean County Clerk's Office.~~

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.

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## Interoffice Memorandum

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To: Board of Trustees

From: Jim Snyder

Date: January 12, 2018

Re: Repair of underground storm drain

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It was discovered that a large sinkhole was developing in the grass area on Huntington Drive. An 18" storm drain pipe was crushed causing the washout and sinkhole. Since this was an area that JCP&L had replaced a large transformer, some months earlier, it was speculated that their heavy equipment may have caused the collapse. We submitted a claim to JCP&L which was ultimately denied after their review. Due to the urgency of the repairs needed we contacted Earle Residential-Commercial LLC to make the repairs. It was initially quoted to replace the entire drain pipe for a cost of \$7,900.00. Earle was able to replace only the crushed section for a reduced total cost of \$5,000.00.

We are requesting the memorialization of the repair of the Huntington Drive Storm Drain pipe from Earle Residential-Commercial LLC. at a cost of \$5,000.00 charged to account # 3290 Capital Replacement Fund – Road / Buckingham Bridge.

**Progress Billing Invoice**

**From:** EARLE RESIDENTIAL-COMMERCIAL CONSTRUCTION LLC  
 P.O. Box 146  
 Farmingdale, NJ 07727  
 Telephone: (732) 308-1113  
 Fax: (732) 462-9626

**Invoice #:** 880  
**Date:** 12/21/17  
**Application #:** 3

**To:** Leisure Village West Maintenance  
 1200 Route 70  
 Manchester, NJ 08759

**Invoice Due Date:** 01/20/18  
**Payment Terms:** Net 30 Days

**Contract:** ERC17.26 Leisure Village West - Drainage Repair2017

Cont Item	Description	Contract		Unit Price	Contract Amount	Quantity This Period	Quantity JTD	Amount This Period	Amount To-Date	% Cmpl
		Quantity	U/M							
02	Remove/Replace 18" RCP Storm Drainage 11/28/17	0.00	LS	0.00	5,000.00	0.00	0.00	5,000.00	5,000.00	100.00%

PO # 40770  
 3285  
 3290

**Total Billed To Date:** 5,000.00  
**Less Retainage:** 0.00  
**Less Previous Applications:** 0.00  
**Total Due This Invoice:** 5,000.00

**EARLE RESIDENTIAL-COMMERCIAL CONSTRUCTION**

*General Contractors*

P. O. DRAWER 146  
FARMINGDALE, NJ 07727  
Phone (732) 308-1113  
Fax (732) 308-1034

ESTIMATE  
EST. NO. Z1700LVW01  
DATE: October 30, 2017

To: Leisure Village West Maintenance  
1200 Route 70  
Manchester Twp, NJ 08759

BID: We hereby proposed to furnish material  
and labor to complete the work outlined herein  
for the sum of:  
**\$7,900.00**

Attn: Gene Calavella Phone: 732-657-7633 email:

It is our pleasure to submit for your acceptance and approval the following pricing for the project described below. All work to be performed to the highest of industry standards and includes all labor, material and equipment to construct:

**Leisure Village West - Storm Drainage Repair**

**Storm Drainage Repair (Located in grass area near the Intersection of Sheffield Drive and Huntington Drive)**

Remove and Replace Damaged 18" RCP Storm Drainage 1 LS \$7,900.00 \$7,900.00  
(Starting at inlet and tie back into existing pipe run. Includes up to 32 lf of 18" RCP)

**Work Includes:**

- 1. Mobilization.
- 2. Pipe Crew for 1 Day (Men and Equipment).
- 3. Remove and Dispose of Existing RCP
- 4. Install 18" RCP Class 3 (Up to 32 lf of pipe)
- 5. Backfill with Existing Trench Material

**Estimate Total: \$7,900.00**

General Notes:

- G 1. Estimate is based on open shop labor and non-prevailing wage rates.
- G 2. Estimate is based on all work performed during normal work hours Monday to Friday.
- G 3. Estimate does not include overtime, weekend, holiday or night work.
- G 4. Applicable sales tax is included.
- G 5. Estimate does not include any work in pavement.
- G 6. All work to be performed behind curb in grass area.

40770

Not Included. To Be Agreed Upon

- N 1. Undercut to remove unsuitable material below subgrade.
- N 2. Mitigation or removal of any hazardous or contaminated material.
- N 3. Video inspection of storm drainage system. Cleaning and maintenance of storm drainage system.
- N 4. Dewatering
- N 5. Import material for trench backfill and removal of unsuitable material from pipe trench.  
Note: Estimate is based on using excavated trench material for trench backfill).
- N 6. Police Traffic Directors, Flaggers, Traffic Control Devices.
- N 7. Any repairs or reconstruction of existing inlet.
- N 8. Additional pipe removal and replacement above the 32 lf. (Estimate includes remove/replace up to 32 lf of 18" RCP CI 3)

ACC  
3295

Not Included. To Be Performed By Others

- N 9. Bonds, permits, fees, engineering, stakeout, layout and as-builts.
- N 10. Soil testing, compaction testing, all material testing and all analytical testing.
- N 11. Holding or relocating existing utilities. Pole holding.
- N 12. Street sweeping.
- N 13. Trench restoration. (Topsoil return, seeding, landscape restoration, irrigation repairs).



**PURCHASE ORDER COPY**

**LEISURE VILLAGE WEST  
ASSOCIATION**

1/3/2018

EARLE RESIDENTIAL-COMERCIAL  
PO BOX 146  
FARMINGDALE, NJ  
O 732-308-1113

Purchase Order 40770

SHIP TO: Leisure Village West Association  
1200 Route 70  
Manchester, NJ 08759

07727

BILL TO: Leisure Village West Association  
959 Buckingham Dr.  
Manchester, NJ 08759

*3290*  
~~3285~~

VEND-ID 1601 ACCT#

QTY	PART #	VENDOR#	DESCRIPTION	U/Price	Valu	Ordered for Job #
1	STORM DRAINS		REMOVE/REPLACE 18" RCP STOR	\$5,000.00	\$5,000.00	
					\$5,000.00	

DISCOUNT	\$0.00	NET	\$5,000.00
		TAX	\$0.00
		SUB-TOTAL	\$5,000.00
		SHIPPING	\$0.00
		TOTAL	\$5,000.00
		DEPOSIT	\$0.00
		NET DUE	\$5,000.00

Approved by

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

October 31, 2017

JCP&L

Attention: Claims Department.

Claim # 339140012

101 Crawford Corner Rd.

Building # 1 Suite 1-511

Holmdel NJ, 07733

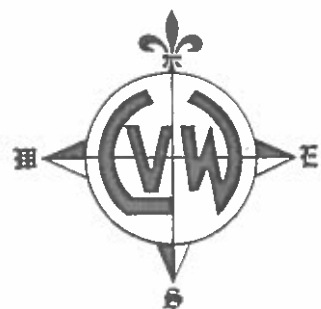
Within the last year or so JCP&L replaced a large transformer on Huntington Dr, within Leisure Village West Manchester NJ. The new Transformer # is 210771A42864. Last week, a resident fell in what has become a very large sink hole adjacent to where the large transformer was replaced. Note as your records will show, when this transformer was replaced large heavy equipment was used to set the new transformer. This is what caused the crushing of an underground 18" storm drain pipe. It has taken some time for the soil to wash away and run down the 18" crushed storm drain pipe creating the large sink hole. I have attached photos of the area and an estimate we received for repairs. We are asking for compensation for the damages caused to the storm drain pipe during the transformer replacement and installation. We feel this is a dangerous safety issue as this area is frequented by our residents who walk their dogs in this area. Please contact us as soon as possible so we may resolve this safety issue.

Respectfully,

Jim Snyder

  
Leisure Village West Association.

Main Account # 200000056107



959 BUCKINGHAM DRIVE, MANCHESTER, NEW JERSEY 08759







**EARLE RESIDENTIAL-COMMERCIAL CONSTRUCTION**  
*General Contractors*

P. O. DRAWER 146  
FARMINGDALE, NJ 07727  
Phone (732) 308-1113  
Fax (732) 308-1034

ESTIMATE  
EST. NO.           Z1700LVW01  
DATE:               October 30, 2017

To:           Leisure Village West Maintenance  
              1200 Route 70  
              Manchester Twp, NJ 08759

BID: We hereby proposed to furnish material and labor to complete the work outlined herein for the sum of:  <p style="text-align: right;">\$7,900.00</p>
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Attn:       Gene Calavella                               Phone:                               732-657-7633                               email:

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**Work Includes:**

1. Mobilization.
2. Pipe Crew for 1 Day (Men and Equipment).
3. Remove and Dispose of Existing RCP
4. Install 18" RCP Class 3 (Up to 32 lf of pipe)
5. Backfill with Existing Trench Material

<b>Estimate Total:</b>	<b>\$7,900.00</b>
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**EARLE RESIDENTIAL-COMMERCIAL CONSTRUCTION**  
*General Contractors*

P. O. DRAWER 146  
 FARMINGDALE, NJ 07727  
 Phone (732) 308-1113  
 Fax (732) 308-1034

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 EST. NO.           21700LVW01  
 DATE:               October 30, 2017

To:           Leisure Village West Maintenance  
 1200 Route 70  
 Manchester Twp, NJ 08759

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--

Attn:       Gene Calavella                               Phone:                       732-657-7633                               email:

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It is our pleasure to submit for your acceptance and approval the following pricing for the project described below. All work to be performed to the highest of industry standards and includes all labor, material and equipment to construct:

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**Leisure Village West - Storm Drainage Repair**

Terms and Conditions:

- T 1. Estimate consists of total number of pages as described below. An incomplete Estimate is invalid.
- T 2. 0% Retainage shall be held on all Periodic Estimates.
- T 3. Price Quotation will remain in effect for 30 days from date of Estimate.
- T 4. Contract will not be valid until approval of Credit Application.
- T 5. The parties acknowledge and agree that any failure by the Contractor to comply with the Payment Terms herein shall be deemed a material breach of this Agreement. In the event of a material breach of any provision of this Agreement, the parties hereby acknowledge and agree that the Subcontractor (Earle) shall retain all legal remedies available to it under law, including the right to terminate this Agreement if the Contractor does not cure said default within five days of the receipt of notice of the breach by Earle. In the event that the Subcontractor terminates this Agreement pursuant to the Terms and Conditions herein, the parties hereby acknowledge and agree that Earle shall be compensated for all materials and services provided under the Contract as of the date of termination of the subject Agreement.
- T 6. If it is necessary for Earle to initiate a suit with respect to any term or provision of the subject Agreement and Earle is successful in receiving a Judgment there from, the Contractor shall reimburse Earle for all costs and expenses of litigation including reasonable attorney's fees.
- T 7. Work to be performed under Earle's current workforce agreements as of the date of the Estimate.
- T 8. No Work other than that described above is included in the pricing.
- T 9. Estimate including scope of work, notes, terms and conditions shall be included and made part of any contract documents.

EARLE RESIDENTIAL - COMMERCIAL CONSTRUCTION		ACCEPTANCE OF BID	
We guarantee all material used in this contract to be as specified above and the entire job to be done in a neat, workman like manner. Any variation from plan or alterations requiring extra labor, material or equipment will be performed only upon written order and billed in addition to the sum covered by this contract. Agreements made with our workmen are not recognized.		The above specifications, terms, conditions and contract are satisfactory and I (we) hereby authorize them performance of this work.	
		DATE:	
DATE:	SIGNED:	SIGNED:	

**WE COMPLY WITH ALL WORKMEN'S COMPENSATION & PROPERTY DAMAGE LIABILITY INSURANCE LAWS**

In the event payment is not made in accordance with the terms, conditions and on this agreement and the same is turned over to an attorney for collection, the buyer agrees to pay in the addition to the amount due under this agreement, the attorney's fees in a sum equal to 25% of the amount due together with all costs.	A FINANCE CHARGE computed at a "periodic rate" of 2% per month, which is an ANNUAL PERCENTAGE RATE of 24% will be added to all balances not paid within 30 days of billing date.
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