

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, JANUARY 2, 2018 WILLOW HALL

7:00PM

Pledge of Allegiance

ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the December 19, 2018 minutes.
3. Motion to approve amended Policy Resolution, "Establishing and Instituting an Administrative Transfer Fee for Owners of Leisure Village West Units".
4. Motion to approve the purchase of a portable stage lift, model APFLC400P from Accessibility Professionals Inc. for a total cost of \$8,326.00. This expense will be provided by account #3151 - Equipment Additions. The unaudited balance for this account as of 11/30/18 was \$125,743.44.

RECREATION REPORT

COMMUNITY MANAGER'S REPORT

UNFINISHED BUSINESS:

1. Drafted Ballot to reject LVW Bylaw Amendments

NEW BUSINESS:

1. Amended Policy, "Vehicle Use and Vehicle Parking"

The next open Board meeting will be held on Wednesday, January 16, 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

DECEMBER 19, 2018
WILLOW HALL

Present were L. Maiocco, S. Falk-Zitelli, S. Tozzi, F. Weinstein and E. Murphy. Also present were Community Manager – J. Schultz, Service Manager – J. Snyder and Recreation Director – M. Lighthipe.

Absent were C. Lupo and A. DAmato. Also absent was Accounting Administrator – M. O'Connor.

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

ITEMS VOTED ON:

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

F. Weinstein moved to approve the December 5, 2018 minutes. E. Murphy seconded. All present were in favor. Motion carried.

COMMITTEE REPORTS:

T. Hardman, Chairperson gave a report for the Architectural Committee.

J. Saylor, 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 announced that the 2019 LVW phone directory is available at the Association office and the Recreation Halls. He also mentioned that the LVW phone directory is available on the LVWcreeper.com and updated each month. He also mentioned that the Board has discussed amending the Policy Resolution, "Establishing and Instituting an Administrative Transfer Fee for Owners of Leisure Village West Units" to increase this fee from \$1,700.00 to \$1,850.00. The Board will vote on this at the next open Board meeting on January 2, 2019. He also mentioned that there was an error printed in the LVW magazine calendar regarding the time of the Board meeting on January 2, 2019 which stated 1:00pm when it was supposed to be 7:00pm. The Board agreed that the meeting will be held at 1:00pm on January 2, 2019 in Willow Hall.

J. Snyder, Service Manager mentioned that he was previously asked by the Board to look into the costs associated with the purchase of a portable stage lift that could be transported back and forth between the Recreation Halls. He narrowed down the bids received to three quotes as follows: (All these models are portable and have a weight capacity of 750lbs)

<u>Vendor</u>	<u>Model</u>	<u>Power</u>	<u>Cost</u>
Accessibility Professionals	APFLC400P	A/C Power	\$8,326.00
AmeriGlide	Hercules II 750	A/C Power	\$8,941.00
Abby Lifts	Savaria Lift	A/C Power w/ battery backup	\$11,925.00

If the Board wishes to move forward with the purchase of a portable stage lift, it is his recommendation to purchase APFLC400P lift from Accessibility Professionals Inc. for a total cost of \$8,326.00. This expense will be provided by account #3151 – Equipment Additions. The Board will vote on this at the next open Board meeting on January 2, 2019.

J. Snyder also mentioned that at the direction of the Board he was asked to seek an arborist to perform a tree study. After he received the tree study he went out with an RFP for the possibility to remove 277 dead trees. Due to the high costs of this by a hired contractor, the Maintenance Department will begin adding these trees for removal into their schedule over the next year as phase 1. Other phases will include looking into replacing the trees. He announced that he will be reaching out to Central Jersey Waste to be sure that the garbage pickups scheduled for Tuesdays will be picked up on Wednesdays for the Christmas and New Year's Holiday.

UNFINISHED BUSINESS

1. The Board presented the drafted ballot to reject the LVW Bylaw Amendments.
2. The Board agreed to table the revised Policy presented at the previous Board meeting on December 5, 2018 regarding "Control Gate Entry Device". This will be revisited in the future.

There was no new business.

The business portion of this meeting ended at approximately 1:37PM.

The next meeting is scheduled for Wednesday, January 2, 2019 at 1:00PM in Willow Hall.

Samantha Bowker
Administrative Assistant

Fay Weinstein
Board Secretary

Approved: PENDING

**AMENDED POLICY RESOLUTION
ESTABLISHING AND INSTITUTING AN
ADMINISTRATIVE TRANSFER FEE FOR OWNERS
OF LEISURE VILLAGE WEST UNITS**

WHEREAS, the Leisure Village West Association, Inc. (the "Association") was formed by the filing of a certain Certificate of Incorporation, on May 31, 1972, with the Secretary of State of the State of New Jersey having its offices at 959 Buckingham Drive, Manchester, New Jersey 08759; and

WHEREAS, the Association was established and exists by certain **Master Deeds with attached Bylaws recorded on January 10, 1978, in the Ocean County Clerk's Office in Deed Book 3683 page 51 et. seq.**, and as amended from time to time (collectively the " Master Deed"); and

WHEREAS, the Association's Master Deeds were amended and consolidated and recorded on July 30, 2014 in the Ocean County Clerk's Office in Deed Book 15860 page 1840 et. seq.,

WHEREAS, the Bylaws, Article VI, Section 1, provides, "The Board of Trustees shall have and exercise all lawful powers and duties necessary for the proper conduct and administration of the affairs of the Association and the operation and maintenance of Leisure Village West and may do or cause to be done all such other lawful acts and things as are not by law, by these Bylaws or otherwise, directed or required to be done or exercised by members of the Association or owners of units, or by others;" and

WHEREAS, Bylaws, Article I, Section 10(A) states that "Each unit owner shall pay to the Association upon acquisition of title to his Unit a nonrefundable and non-transferable fee in the amount as determined by the Association's Board of Trustees.;" and

WHEREAS, N.J.S.A. 46:8B-15(e) provides, in pertinent part:

If authorized by the master deed or bylaws, the association may levy and collect a capital contribution, membership fee or other charge upon the initial sale or subsequent resale of a unit, which collection shall be earmarked for the purpose of maintenance of or improvements to common elements to defray common expenses or otherwise, provided that such charge shall not exceed nine times the amount of the most recent monthly common expense assessment for that unit.[:]

WHEREAS, the Board of Trustees established an Administrative Transfer Fee Policy on February 16, 1994; and

WHEREAS, on December 7, 1994, the Board of Trustees of Leisure Village West amended the Policy Establishing and Instituting an Administrative Transfer Fee for buyers of Leisure Village West units, and

WHEREAS, on August 6, 2003, June 4, 2008, August 1, 2012, and March 9, 2016 the Board of Trustees increased the administrative transfer fee to \$750.00, \$1,000.00, \$1,500.00, and \$1,700.00 respectively, and

WHEREAS, the Board has deemed it necessary to maintain a steady flow of cash to meet the increased costs and future financial obligations and desires and to lessen the financial impact on resident members of the Association,

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1. The Administrative Transfer Fee for buyers of a Leisure Village West unit shall be \$1,850.00**
- 2. This new Administrative Transfer Fee shall become effective for all sales contracts signed on or after March 1, 2019.**
- 3. The Administrative Transfer Fee funds shall be allocated as follows: \$1,000.00 into the Association's Annual Operating Account, and \$850.00 into the Association's Reserve Account.**
- 4. Should any provision of this Resolution be deemed invalid, the remaining provisions hereof shall remain in full force and effect.**
- 5. Any provision contained within any previously adopted resolution of the Association that conflicts with any provisions set forth herein shall be deemed void and this Resolution shall govern.**

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

Date: November 14, 2018

Re: Portable lift for stage

I have been asked to look into the costs associated with the purchase of a portable stage lift that could be transported back and forth between the Recreation Halls. There are many lift styles that could work for our application. I have narrowed down the bids received to the three quotes listed below. All of these models are portable and have a weight capacity of 750 LBS.

Vendor	Model	Power	Cost	Shipping	Total
Accessibility Professionals	APFLC400P	A/C Power	\$7,776.00	\$550.00	\$8,326.00
AmeriGlide	Hercules II 750	A/C Power	\$8,391.00	\$550.00	\$8,941.00
Abby Lifts	Savaria Lift	A/C Power w/ battery Back up	\$11,925.00	\$ -	\$11,925.00

If the Board wishes to move forward with the purchase of a portable stage lift, it is our recommendation to purchase APFLC400P lift from Accessibility Professionals Inc. for a cost of \$8,326.00. The expense would be charged to GL # 3151 Equipment Additions.



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: _____

**AMENDED POLICY
FOR
VEHICLE USE AND VEHICLE PARKING**

WHEREAS, the Board of Trustees is charged with the responsibility of making decisions relative to the use of all common elements within the Village,

THEREFORE BE IT RESOLVED, where a quorum being present, this policy AMENDED, TBD, that the Vehicle Use and Vehicle Parking Policy set forth below is hereby declared to be the parking policy of Leisure Village West Association and that all prior policies concerning parking are hereby rescinded and superseded.

The Community Manager will be authorized to devise a system to implement this policy.

PURPOSE: To provide New Jersey State rules and regulations and to help residents use their vehicles in a manner which will provide the greatest convenience for the vehicle owner and the least inconvenience to their fellow residents.

ALL STANDARD LICENSED MOTOR VEHICLES

Use and Operation

All drivers within Leisure Village West must observe New Jersey State rules and regulations in addition to rules set herein.

- No vehicle shall be parked where it impedes pedestrians, emergency vehicles, or service vehicles.
- No parked vehicle shall extend beyond the unit driveway.
- No vehicles should block another unit's access. Residents should be mindful not to block neighboring unit's access.
- Drivers must adhere to the 25 MPH speed limit.
- Vehicles in a non-operative condition may not be parked on any LVW road or unit driveway.
- Vehicles which have been modified to produce excessive noise are not permitted.
- Vehicle repairs are not permitted on a resident's driveway or anywhere else within LVW other than minor repairs such as flat tire, dead battery, etc.
- Drivers and/or Operators must possess a current driver's license, vehicle registration and proof of insurance.
- A current inspection sticker and license plate is required for each motor vehicle owned and/or operated within LVW.

Registry of Vehicles

Residents **must register** all their vehicles with the Association Office. In addition, residents must notify the Association Office if adding or replacing a vehicle.

PARKING

Parking at Your Unit

Residents must park in their garage, in the unit driveway (apron), or for units with no garage or driveway, in the unit's designated parking space. Under no circumstances are vehicles permitted to park on the grass or sidewalks. Side by side parking in a unit's driveway is not permitted. No overnight street parking on unit backstreets, see "Additional Parking for Residents & Guests" for more options.

Recreational, Oversized and Non-Standard vehicles are allowed only brief standing not to exceed eight (8) hours in or adjacent to the resident's driveway.

~~No parking is permitted on any LVW street during the hours of 2:00 am to 6:00 am except where 72 hours parking signs are posted. The Association will ticket vehicles parked overnight on the street between 2:00 am and 6:00 am. See Violations on page 5.~~

Special Parking

Spaces marked SP (Special Parking) are provided for the use of service vehicles and visitors. SP spaces are not for parking of resident's vehicles. Overnight parking in SP spaces requires a permit which may be valid for up to 72 hours.

Additional Parking for Residents & Guests

Daytime Parking

- **Daytime Parking** is available at Willow, Encore and Leisure Fair parking lots.
- ~~Overnight parking is permitted at the Administration building from 5PM until 7AM only.~~
- ~~On weekends and holidays at the Administration Building.~~

Overnight Parking

- Overnight parking is permitted at the Administration building from 5PM until 7AM only.
- On weekends and holidays at the Administration Building.
- Residents and their guests may park overnight on the following designated striped roadways, not intended for 72 hour or other short-term parking:

Buckingham
Cambridge
Devonshire
Edinburgh
Huntington
Liverpool
Sheffield
Sterling
Yorkshire

Thornbury Lane, (where designated by signage)

No Overnight Parking is permitted at:

Willow Hall
Club Encore

72-Hour Parking in Marked Spaces for Residents & Guests

The areas listed below have spaces designated for 72-hour parking:

- Professional Building Parking lot
- Pines Golf Course Parking Lot
- Club Encore – Overflow Lot (see below)

The Overflow Lot, located under the power line right-of-way, has specific designated parking areas as follows:

- Vehicles of residents on day trips from LVW may park in the front of the lot facing Buckingham Drive.

- Daytime parking for both residents and visitors is permitted in the un-numbered parking spaces between the first and second light poles.
- 72-hours parking for both residents and visitors is permitted between the second and third pole. (Spaces marked 31-90).
- Residents requiring parking longer than 72 hours **must** contact the Association office.
- RV and boat spaces are provided and will be assigned by the Administration office.

Paid Parking

Paid Parking is available in the unpaved gravel area at the rear of the Overflow Lot. Spaces P1 – P250 are reserved for residents who require monthly storage of a vehicle or who possess a non-standard or oversized vehicle.

A resident expecting a visitor with an RV must obtain permission from the Association Office for that RV to park in a designated area at the Encore Overflow lot.

All parking in this area requires a permit from the Association Office

Snow Parking

When snow has been forecast all cars must be removed from streets and driveways in order to enable snow removal to be accomplished as quickly as possible. With the exception of the Administration Office lot, all parking lots are available for parking until the snow has been cleared.

OTHER VEHICLE TYPES

Bicycles

Bicycle traffic is governed by traffic regulations similar to those of Motor Vehicles. Bicycles must be ridden in the direction of traffic and close to the curb. Riding is not permitted on sidewalks. Children on bicycles must be accompanied by an adult.

Handicap Motorized Vehicles

The operation of motorized wheelchairs or scooters by disabled individuals is governed by traffic regulations similar to those motor vehicles.

Recreational Vehicles and Boats

The following resident owned vehicles must be registered at the Association Office:

- Campers
- Mobile homes
- Pop-up trailers
- Bus-type campers
- Other types of recreational vehicles (hereafter called RVs)

Boats on boat trailers

The Association has designated 30 large sized spaces for RVs and spaces for boats on boat trailers. If a space is available in the RV section, a boat may be assigned that space.

Rvs, tow cars and boats may be covered by a fitted covering.

There shall be no overnight occupancy and no cooking at any time in RVs on LVW property. Discharge of gray or black water from RVs is not permitted anywhere within LVW.

Commercial Vehicles

Definition: all vehicles with commercial license plates OR with advertising or lettering on the body or windows which would identify them as commercial vehicles. Vehicles with ladder and/or equipment racks, vehicles with specialized bodies such as utility bodies, flat beds, rack bodies, etc. are considered commercial vehicles.

On a case by case basis, commercial vehicles may be allowed for a charge.

Commercial Vehicles providing service to residents of LVW Association will be allowed.

Oversized Vehicles and Non-Standard Vehicles

Definition: Oversized vehicles are those in excess of 18 feet in length, 8 feet in width and/or 7 feet in height. Non-standard vehicles include mini-buses, limousines and pick-up trucks without commercial identification but with a wheel base larger than that of a full-sized sedan.

Residents who possess a non-standard or oversized vehicle must request a permit to park in the Paid Parking Area. These vehicles are allowed only brief standing not to exceed eight (8) hours in or adjacent to the resident's driveway.

TARPAULIN COVERINGS

A permit is required from the Association office to cover a currently registered and in-use vehicle, in a driveway or in the unit's assigned parking space, with an appropriate form-fitting cover.

PERMITS

- For visitors requiring overnight and/or 72-hour parking in spaces marked SP, permit will be issued by the Gate Guard.
- Residents may obtain a permit at the Association Office for visitors parking an RV in the Overflow Lot.

- Residents requesting monthly storage in the Paid Parking lot may obtain a permit at the Association Office.
- Permits must be displayed on the vehicle dashboard.

VIOLATIONS OF THIS VEHICLE USE & VEHICLE PARKING POLICY

A warning notice (ticket and/or letter) for the first violation.

A fine of \$50.00 will be assessed for the second violation within 1-year from the first violation.

ANY INFRACTION subsequent to the second violation will result in the vehicle being towed at the resident's expense.

Secretary

Violation of LVW parking policy Amended: October 3, 2012
Amended: January 2, 2013
Amended: February 5, 2014
Amended: February 3, 2016
Amended: PENDING