

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, JANUARY 3, 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 December 20, 2017 **minutes**.

COMMUNITY MANAGER'S REPORT

RECREATION REPORT

### **UNFINISHED BUSINESS**

1. Proposed Bylaws/Master Deed Amendment - Capital Expenditures

### **NEW BUSINESS**

1. Revised Specification 2\_9, "Installation of New Construction Replacement Windows"

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.

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 7:04p.m with the Pledge of Allegiance.

Robert Sase, an engineer from Verizon was present to inform residents on the infrastructure and build process for fiber optic cable in the Village.

ITEMS VOTED ON:

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

S. F. Zitelli moved to approve the December 6, 2017 minutes. C. Lupo seconded. All present were in favor. Motion carried.

C. Lupo moved to memorialize one pump and motor purchased from Ferguson Enterprises, Inc. on June 22, 2017 for a cost of \$1,554.98 and to purchase three pumps and motors also from Ferguson Enterprises, Inc. for \$4,945.99 for a total cost of \$6,500.97. These expenses will be charged to account #3260 - Capital Replacement Fund-Irrigation/Well Motors. The unaudited balance for account #3260 - Capital Replacement Fund-Irrigation/Well Motors as of November 30, 2017 is \$118,241.14. F. Weinstein seconded. All present were in favor. Motion carried.

DIVISION REPORTS

T. Hardman gave a report for the Architectural Division.

M. Doner gave a report for the Finance Division.

B. Craft gave a report for Resident Services.

F. Siddons, member of the Division gave a report for the Administration Division.

J. Schultz gave a report for the Recreation Department.

J. Schultz, Community Manager asked for the Board's decision to either place a roof on the original Club Encore entrance structure to the pool, eliminate the structure, place a pergola or regular roof on it. It was the consensus of the Board to remove the remaining parts of the structure which sit outside the pool area and continue to use this area as just a walkway. Management is still working on quotes for the individual doors at the Recreation Halls regarding controlled entry as well as quotes for the replacement of the Willow Hall lobby carpet. He also gave an update for the clean-up in the kitchen at Club Encore.

J. Snyder stated that the holiday trash pick-up schedule will be announced on LWW media.

UNFINISHED BUSINESS

1. S. Falk-Zitelli, Board Secretary again notified residents that a special meeting will be held on February 21, 2018 at 1:00PM in Willow Hall Auditorium regarding the referendum for the Master Deed and Bylaws on Capital Expenditures. Members may wish to attend the meeting for any questions, vote change or cast a vote. This will be the last opportunity for unit owners who wish to revoke their voter-eligible tenant proxy. Co-Owners split ballots will be available at the Association office upon request. A final call for votes will be held at 1:30PM and a final count will be reported.

There was no new business.

There was no Board report for this meeting.

There being no further business, the Board meeting adjourned at approximately 8:13p.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 8:54p.m.

The next Board of Trustee meeting is scheduled for Wednesday, January 3, 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: Pending

**PERMIT REQUIRED**

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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.

**SPECIFICATION NO. 2\_9**  
**NEW CONSTRUCTION REPLACEMENT WINDOWS**

**PERMIT REQUIRED**

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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.