

AGENDA

LWV BOARD OF TRUSTEES MEETING WEDNESDAY, JANUARY 4, 2017 WILLOW HALL

1:00 PM

Pledge of Allegiance

Items to be voted on:

1. Motion to approve the December 7, 2016 and December 21, 2016 **minutes**.
2. Motion to approve the amended **Charter** for the Finance Division.
3. Motion to approve the amended **Charter** for the Architectural Division.
4. Motion to approve the amended **Charter** for the Administration Division.
5. Motion to approve the amended **Architectural Specification 1_8** – Patios.
6. Motion to approve the amended **Architectural Specification 1_11** – Awnings for Patios.
7. Motion to approve the amended **Policy** for Levying Penalty for Late Payments of Monthly Maintenance Assessment and Service Charges.
8. Motion to approve the amended **Bylaws** for the Italian American Social Club.
9. Motion to memorialize the Association's payment to **Curry Electrical Contracting** for replacement of electrical panels at 1A, 10A & 19C Yorkshire Court, 816B Liverpool Circle, 514B Cheshire Court, 1185B Thornbury Lane, 19B Buckingham Drive, 5B & 19C Sterling Street, 43A Edinburgh Lane and 593B Burtons Court for a total cost of \$10,805.36. The funds to meet this expense were provided by account #3295 - Capital Replacement - Exterior Restoration & Unit Infrastructure.
10. Motion to approve Arthur Weiner to the **Finance Division**.
11. Motion to approve Louise Nellegar to the **Finance Division**.

COMMUNITY MANAGER'S REPORT

RECREATION REPORT

UNFINISHED BUSINESS

1. Hotwire Services
2. Willow Gazebo/Pier Engineering

NEW BUSINESS

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 Manager of Resident Services and, if necessary, the Community Manager.

FINANCE DIVISION
CHARTER STATEMENT

The Finance Division is established by and reports to the Board of Trustees of Leisure Village West Association. It is charged with advising and assisting the Board in their financial control and governance processes so that they can uphold the highest standards of business conduct in the financial management of the Association.

The Division's responsibilities include recommendations and assistance as requested to the Board of Trustees, such as:

1. Recommending budgets and maintenance fees.
2. Monthly and annual reviews of operation results compared to budget
3. Evaluating the reliability and integrity of accounts, financial records and related statements and reports.
4. The reviewing of adequate control systems in place to protect the Association against loss caused by waste, negligence or fraud.
5. Performing internal audits and/or studies when and if requested.
6. Periodically reviewing current investment practices and recommending strategies to optimize income.

SPECIAL NOTE REGARDING CONFIDENTIALITY

Members shall keep the committee's confidential information in strictest confidence. Members shall not disclose or discuss such information to anyone outside of the Committee/Division unless authorized to do so. The member shall not make use of any confidential information for their own purpose or the benefit of anyone.

Members are obligated to maintain the confidentiality of such matters and information even after the member leaves the Committee/Division.

Committee/Division members understand that failure to comply with the above paragraphs could lead to claims by the Association or other persons or entity, and that such disclosure may cause such claims to not be covered by the Associations insurance.

ORGANIZATION

The members are Leisure Village West Association members selected by the Finance Division and appointed to the Division by the Board of Trustees. The Finance Division shall select people who have work or other experience that indicates they can contribute to the work of the Division.

Individuals seeking to become members of the Finance Division prepare a written request, along with a resume or detailed information on their experience, and submit it to the Division Chairperson, who distributes copies to the Division members for their information, input, and approval.

Then if appropriate, the candidate is asked to attend an interview session to determine the candidate's suitability to the division and the needs of the division. If found to be an acceptable addition, the Chairperson will recommend to the Board of Trustees that they appoint the individual as a new member of the Division.

In addition, if a former Division member who left the Division in good standing wishes to again become a member of the Division and there is an opening, the former member should submit a written request to the Division's Chairperson.

The Chairperson is selected by the Finance Division for approval by the Board of Trustees. (The Chairperson then selects another member, to serve as co-Chairperson, to assist in performing the various requirements and responsibilities of the Division). As part of the assignment to this post, the Chairperson shall be a member of the Advisory Council and report to the Board at the Board workshop.

The Board of Trustees will review the position of chairperson on an annual basis. In the event the position is vacated for any reason, the members of the Division will recommend a successor to the position. This shall be submitted to the Trustee Liaison for submittal to the Board of Trustees who will confirm or reject the appointment.

The membership size of the Division shall be limited to no more than 9 members with the concurrence of the Trustee Liaison, and approved by the Board of Trustees.

The Trustee Liaison is the Treasurer of the Association.

MEETINGS

Regular monthly Division meetings will be held on the fourth Tuesday of each month unless they are rescheduled because of holidays or for other reasons. Robert's Rules of Order will govern the meetings. The Board will be informed of any scheduled changes or special meetings.

DEFINITIONS

"Confidential Information" defined as:

- A. Information concerning Association Member's Association financial account and payment history;
- B. Communications between the Association's attorneys and Association management, board members and/or committee members;
- C. Contract bids and contract negotiation information;
- D. Information involving threatened, pending or actual litigation;
- E. Information regarding Association employees', potential Association employees' and former Association employees' personal identification information (such as social security number), their hiring, firing, evaluation or discipline;
- F. Information regarding an Association member's personal identification information (such as social security number) and an Association member's medical information;
- G. Information related to an Association member's alleged violation of an Association rule, regulation or restriction including, but not limited to, all information submitted to the ADR Committee;
- H. Information expressly designated in writing by the Association's Board of Trustees or Manager as confidential.

Amended & Approved: February 5, 2003
Amended & Approved: August 1, 2012
Amended & Approved: November 6, 2013
Amended & Approved: August 1, 2014
Amended & Approved: November 4, 2015
Amended & Approved: May 4, 2016
Amended & Approved: Pending

ARCHITECTURAL DIVISION

CHARTER STATEMENT

The Architectural Division is a standing division mandated by the LVW Bylaws to advise and assist the Board of Trustees. The Division's charge is to provide advice and recommendations in those areas concerned with maintaining the esthetics and market value of the community. The Division assistance will include recommendations pertaining to the maintenance of the common facilities and other elements of Leisure Village West including the residential units, limited common areas and the architectural aspects to promote and sustain a harmonious atmosphere amongst residents.

SPECIAL NOTE REGARDING CONFIDENTIALITY

Members shall keep the committee's confidential information in strictest confidence. Members shall not disclose or discuss such information to anyone outside of the Committee/Division unless authorized to do so. The member shall not make use of any confidential information for their own purpose, or the benefit of anyone.

Members are obligated to maintain the confidentiality of such matters and information even after the member leaves the Committee/Division.

Committee/Division members understand that failure to comply with the above paragraphs could lead to claims by the Association or other persons or entity, and that such disclosure may cause such claims to not be covered by the Associations insurance.

ORGANIZATION

The date of the monthly meeting shall be established by the Chairperson. The members of the Division shall be resident volunteers. The resident volunteers shall have experience and/or expertise related to carry out the routine work of the Division and the special projects and tasks assigned by the Board of Trustees, as communicated through the Trustee Liaison. The Chairperson shall appoint a co-chairperson to support Division activities. As part of the assignment to this post, the Chairperson shall be a member of the Advisory Council and report to the Board at the Board workshop.

Individuals seeking to become members of the Architectural Division prepare a written request, along with a resume or detailed information on their experience, and submit it to the Division Chairperson, who distributes copies to the Division members for their information, input, and approval.

Then if appropriate, the candidate is asked to attend an interview session to determine the candidate's suitability to the division and the needs of the division. If found to be an acceptable addition, the Chairperson will recommend to the Board of Trustees that they appoint the individual as a new member of the Division.

The Board of Trustees will review the position of chairperson on an annual basis. In the event the position is vacated for any reason, the members of the Division will recommend a successor to the position. This shall be submitted to the Trustee Liaison for submittal to the Board of Trustees who will confirm or reject the appointment.

The membership size shall be limited to working members. If a member does not attend three consecutive meetings of the Division for reasons other than health, away for a period of time, or conflict with other activities, and does not notify the Chairperson of their absence, that person will no longer be considered a member. Their name will be submitted to the Board of Trustees and shall be notified in writing they are no longer considered a member of the Division.

OPERATION OF THE DIVISION

The work of the Division as assigned by the Board of Trustees shall be carried out by the appropriate standing and Ad Hoc Committees, as assigned by the Division Chairperson. The Division and its committees will operate under "Roberts Rules of Order." The roster of members shall be submitted to the Board of Trustees.

The Division shall give monthly status reports on all projects requested by the Board of Trustees and staff. Written reports and the monthly minutes of the Division shall be submitted to the Administration Office on the Friday prior to the BOT Workshop Meeting.

STANDING COMMITTEES

The standing committees of the Division are:

- Architectural Specifications
- Permits
- Environmental & Energy
- Inspections

DIVISION AND TRUSTEE NOTIFICATIONS

The Division will acknowledge the Board of Trustees special request following their first meeting after receipt of the request. The acknowledgement will be made to the Board at the following Trustee workshop and must include the estimated time and date when a report will be submitted to the Board of Trustees for review and action.

STANDING COMMITTEE

ARCHITECTURAL SPECIFICATION COMMITTEE

RESPONSIBILITIES

This committee shall:

Provide and maintain an Architectural Advisory manual containing specifications covering additions and alterations to residential units and surrounding common and limited common areas while preserving the harmony and esthetics of the community. All specifications shall be in accordance with the governing documents of Leisure Village West Association and approved by the Board of Trustees, and in compliance with Federal, State and local government regulations that apply.

The Architectural Advisory manual shall be reviewed and the committee shall provide updated recommendations to the Board on an as needed basis. This manual shall be made available to all Association Members at the Leisure Village West Association Office.

STANDING COMMITTEE

PERMITS

RESPONSIBILITIES

This Committee shall:

Review specific requests for changes in residential elements and adjacent common areas to determine if they conform to all the governing documents of the Association.

Make certain that the work to be performed is in accordance with the specification covering the type of work requested by the unit owner. Assure that the unit owner requesting a permit receives the applicable specifications to prevent misunderstanding.

Recommend any changes to the unit owner which will make the request conform to the Association's approved specifications.

Advise the owner that it is their responsibility to obtain all permits, Association and Township, which are necessary to accomplish the work requested.

Refer special, questionable or unusual request from unit owners will be referred to the Architectural Specifications Committee Chairperson for his review. Any changes to or additional specifications required will be recommended to Board of Trustees for review and appropriated action.

Inspect the completed work to determine if it is in accordance with the permit request and specifications.

Related correspondence by staff to the unit owner will be copied to the Chairperson of the Committee.

STANDING COMMITTEE
ENERGY & ENVIRONMENTAL COMMITTEE
RESPONSIBILITIES

This Committee shall:

Review any lighting request(s) that may affect village safety.

Recommend energy changes which will be cost effective to the Association, without impairing the members enjoyment of the community. This includes any item in the common areas, common buildings, street and walkway lighting, etc.

Recommend any corrective measure that will limit accident exposure to the Association and its members.

Recommend changes to the general common areas, which will improve the appearance of the Village.

STANDING COMMITTEE

INSPECTIONS

(Exterior Units, Adjacent Common, and Limited Common Areas)

RESPONSIBILITIES

This committee shall:

Establish and maintain an inspection program of the residential units' exterior and adjacent common and limited common areas. Priorities and coordination will be established with the village staff to expedite on-going maintenance programs. Violations observed during survey process will be written up and turned in to the Association office. The staff in turn will review the unit owner's file, advise the unit owner of the violation, and take the corrective actions necessary to enforce compliance. Related correspondence by staff to the unit owner will be copied to the Chairperson of the Division.

Amended & Approved: April 6, 2005

Amended & Approved: August 15, 2012

Amended & Approved: October 2, 2013

Amended & Approved: May 4, 2016

Amended & Approved: Pending

ADMINISTRATION DIVISION

CHARTER STATEMENT

The Administration Division, comprised of resident volunteers, was established by the Board of Trustees to advise, assist and recommend to the Board the updating, revision and additions to Association Bylaws, Master Deed and other pertinent Documents of the Association. The Division is also responsible for reporting on proposed or passed public laws which may affect the Association. The Division's responsibilities also include the recommendations regarding development of policies, rules and procedures. The Division performs other tasks and projects as requested by the Board as communicated through Division Trustee Liaison.

SPECIAL NOTE REGARDING CONFIDENTIALITY

Members shall keep the committee's confidential information in strictest confidence. Members shall not disclose or discuss such information to anyone outside of the Committee/Division unless authorized to do so. The member shall not make use of any confidential information for their own purpose, or the benefit of anyone.

Members are obligated to maintain the confidentiality of such matters and information even after the member leaves the Committee/Division.

Committee/Division members understand that failure to comply with the above paragraphs could lead to claims by the Association or other persons or entity, and that such disclosure may cause such claims to not be covered by the Associations insurance.

ORGANIZATION

1. The selection of the Chairperson shall be recommended by the members of the Division. These recommendations will be forwarded to the Board of Trustees by the Trustee Liaison for confirmation. As part of the assignment to this post, the Chairperson shall be a member of the Advisory Council and report to the Board at the Board Workshop.
2. The membership size of the Division shall be limited to a workable odd number determined by the Chairperson in concert with Administration members, and approved by the Board of Trustees.
3. If a member cannot attend a regularly scheduled meeting, he/she must get the Chairperson's approval. Three unapproved absences may be grounds for dismissal from the Division.
4. The Administration Division will accept applications from residents on an "as needed basis" for participation in the volunteer program as outlined herein:

Individuals seeking to become members of the Administration Division prepare a written request, along with a resume or detailed information on their experience, and submit it to the Division Chairperson, who distributes copies to the Division

members for their information, input, and approval.

Then if appropriate, the candidate is asked to attend an interview session to determine the candidate's suitability to the division and the needs of the division. If found to be an acceptable addition, the Chairperson will recommend to the Board of Trustees that they appoint the individual as a new member of the Division.

5. Subject matter or proposals must be submitted in writing one-month prior to the Division meeting.
6. The Board of Trustees will review the position of chairperson on an annual basis. In the event the position is vacated for any reason, the members of the Division will recommend a successor to the position. This shall be submitted to the Trustee Liaison for submittal to the Board of Trustees who will confirm or reject the appointment.

MEETINGS

Meetings of the Division are usually held the second Monday of the month. The Chairperson shall establish the dates for all regular meetings and/or Special meetings.

OPERATION OF THE DIVISION

The work of the Division shall be carried out by the total membership of the Division or by committees and/or Ad Hoc committees as determined by the Chairperson and shall consider the following but not limited to:

1. Review and recommend modifications to the Association's governing documents such as the Master Deed, Bylaws, Rules and Regulations, Resident Handbook and other matters assigned by the Board of Trustees.
2. The Division shall furnish status reports on all projects requested by the Board of Trustees and Community Manager.
3. Written reports and minutes of the meetings of the Division shall be submitted to the Association Administration office by the Friday prior to a Board workshop meeting.
4. The Administration Division will coordinate with other divisions as appropriate.

The Division will operate under established Parliamentary Rules and Robert's Rules of Order or the governing documents of the Association.

Approved: April 1, 2009

Amended & Approved: March 6, 2013

Amended & Approved: September 3, 2014

Amended & Approved: March 9, 2016.

Amended & Approved: May 4, 2016

Amended & Approved: Pending

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEWJERSEY

SPECIFICATION NO. 1 8

ORIGINAL MODELS

PERMIT REQUIRED

Page 1 of 1

Trustee Approved

Date: MARCH 4, 2009

SPECIFICATION FOR INSTALLATION OR REPLACEMENT OF PATIOS IN CONDOMINIUMS 1 – 22

Applies to Original Models: Cambridge, Baronet, Winfield and Regency.
Eton and Greenbriar are not permitted patios because of space limitations.

A Diagram for a patio must be submitted before an Application is issued.

(October 2011) *NOTE: The short grass strip on garage side should be used only as a five-foot area (stone, pavers, brick, and mulch with low growing plants or shrubs). It is a hazard to be used as a patio or store barbecue grills.*

MATERIALS

The patio must be constructed using only patio blocks, pavers or bricks, and must be set in a base of sand. Poured concrete is prohibited.

COLOR

Only grey or earth-tones are acceptable. Multiple units must be uniform in color and material.

DIMENSIONS, LOCATION & INSTALLATION

(October 2011) The patio is limited to 100 square feet and must be level with existing lawn elevation. There shall be no more than one patio site per unit. **No patio is permitted at the side or front of a unit.**

Patio must have direct surface run-off away from walkway and unit. No elevation changes, raised edgings or railings are permitted. The patio must not interfere with the operation of any sprinkler heads.

Patio alteration where digging is involved requires a call to New Jersey One Call. Whether you are planning to do it yourself or hire a contractor, one call to 811 (or 1-800-272-1000) gets your underground utility lines, which includes gas lines, marked for FREE.

The unit owner shall notify the Physical Plant Volunteer (name and phone number shown on the face of PERMIT) when work has been completed.

STORAGE/PATIO FURNITURE

Patios shall not be used for open storage of household or garden implements.

INSTALLER

Patio replacement must be made by a qualified contractor who is registered with the Division of Consumer Affairs or qualified resident. 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.

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.

Revised 3/6/2009
Revised October 2011
Pending Approval

Patios 1-8.doc

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

**SPECIFICATION NO. 1_11
PATIO AWNINGS**

PERMIT REQUIRED

Page 1 of 2

Trustee Approved:

Date: June 4, 2008

Approved: Dec. 7, 2011

Amended: Sept. 3, 2013

Amended: July 2, 2014

SPECIFICATION TO INSTALL PATIO AWNINGS IN ENCORE/GREENERY MODELS

**Models: ROXY, SAVOY, RITZ, WALDORF, PICKFORD, VICTORIA and STRATFORD,
BLAIR, ST TROPEZ, HASTINGS, WHEATON (OXFORD see Addendum #1)**

SPECIAL NOTE:

(Revised July 2014) All awnings, manual or electrical, require a Manchester Township Building Permit and a Manchester Township Zoning Permit. Resident must have obtained permits prior to any installation along with the LVW Permit.

GENERAL

Since improper choice of product or improper installation can result in structural damage to a unit and neighboring units, the Association requires all patio awnings to be installed by professional contractors carrying insurance and operating in full compliance with state and county regulations. Note that no gas, propane, or charcoal grill shall be used under the patio awning when it is opened. The awning must be retracted at night, during rain storms and through winter.

Patio awnings are permitted only for **Encore/Greenery models**. Awnings must be sized to the original patio installed by the Builder or the extended Patio (Maximum 12' wide) where applicable.

The permit is limited to patio awnings and only one awning is permitted per unit. Permanent rigid supports and individual awnings over windows and doors are not permitted.

MATERIALS

Material shall be acrylic canvas or similar weight fabric. Valances shall be "standard" scallop only. No rigid aluminum or plastic awnings are permitted

COLOR

*The color may be a solid color or stripes chosen to match the predominate color of the siding. A sample must be provided for review and filing before the permit is approved. Roof mates who subsequently request permits to install patio awnings will be required to **match the color choice of the first unit.***

The following colors from Sunsetter are the acceptable colors or equivalent. They are Cream #1809, Sand #1812, Taupe #1814, Slate Gray #1817, Sage #1818 and Smoke Blue #1819. (See color chart at office)

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

PERMIT REQUIRED

Page 2 of 2

Trustee Approved:

Date: June 4, 2008

Approved: Dec. 7, 2011

Amended: Sept. 3, 2013

Amended: July 2, 2014

INSTALLATION

(Revised July 2014) Inspect the surface to which the awning is to be mounted. Sight the wall surface to be sure there are no bows or sweeps in the wall. If there are, shimming the mounting brackets or ledger board will be required at time of installation.

Since the awning weighs approximately 7-10 pounds per linear foot, it is important to install the mounting brackets securely to support the weight of the awning when extended. (It is critical that the mounting lag bolts be installed into a stud or ledger board. Plywood sheathing or equivalent will not support the awning).

For the Victoria model, the location of the patio makes it necessary to temporarily remove the gutter and fascia board and add blocking to establish a firm support for the awning. (9-foot maximum).

Awnings may be operated by manual or electrical control. If electrical, the motor and controls should be connected to an existing circuit inside the unit attic. Note that wiring requires a licensed electrician. Operating controls should be, preferentially, indoors.

The resident shall notify the Architectural Division Inspector (name and phone number shown on face of permit) when the installation is completed. In addition to the final inspection by the Architectural Division, the resident is required to notify the Township if the installation employs electrical control.

Addendum #1: OXFORD, only on front side, pre-requisite fence and patio must be installed first.

INSTALLER

Patio Awning installation must be made by a contractor who is registered with the Division of Consumer Affairs. The Contractor shall furnish the Leisure Village West Association Office with a current certificate of insurance before the resident 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.

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

THE UNIT OWNER IS RESPONSIBLE FOR THE REPAIR OF DAMAGE TO THE ROOF OR OUTSIDE STRUCTURAL COMPONENTS SUCH AS FASCIA BOARDS AND GUTTERS OF THE UNIT OR ANY NEIGHBORING UNIT RESULTING FROM WIND-DRIVEN UNCONTROLLED MOVEMENT OF AN AWNING ATTACHED TO THE UNIT.

Revised: October 5, 2011

Revised: September 7, 2013

Revised: July 2, 2014

Revised: Pending Approval

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

AMENDED

POLICY FOR LEVYING PENALTY FOR LATE PAYMENT OF MONTHLY MAINTENANCE ASSESSMENT

WHEREAS, the Board of Trustees of Leisure Village West Association are empowered to manage the property, affairs and business of the Association, and

WHEREAS, the welfare of the Association, the community and general membership is a continuing concern of the Board of Trustees, and

WHEREAS, the Board members, individually and collectively, have the fiduciary responsibility to levy and collect assessments from the unit owners to cover the common operating expenses and long term financial needs of the Association necessary to protect the esthetics and value of the community, and

WHEREAS, it is necessary to maintain a steady flow of funds to meet the current and future financial obligations, and

WHEREAS, the late payment of the monthly maintenance assessments and other monies due the Association by members disrupts the flow of funds to meet these obligations in a timely business manner,

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Leisure Village West Association, at a duly called meeting on January 4, 2017, amend the following policy as set forth in this resolution to supersede the policy dated January 4, 1995, October 2, 1996, January 7, 1998, January 4, 2002, and August 5, 2009:

1. Maintenance fees are assessed by the Association on an annual basis for each unit in the community.
2. The monthly fees are payable in twelve monthly payments for the convenience of the members.
3. The monthly fees are due on the first day of each calendar month.
4. A monthly maintenance payment not processed by the tenth (10th) day of the month due shall incur a late charge of \$25.00 for that month.
5. Upon transfer of a unit, LVWA may require the new purchaser to provide a copy of the HUD-1 settlement statement from closing before issuing new resident badges or other indicia of membership in the association. The purpose of obtaining the settlement statement is to demonstrate that the Association will receive full payment for any amounts outstanding related to the unit, and as proof of the identity of the new title owner of the unit.
6. LVWA staff will contact member by telephone and issue late notices when 1 month late. If an account is delinquent for 2 months, LVWA staff shall notify the Treasurer/Asst. Treasurer of the Board of Trustees, who will send a letter to the delinquent resident notifying



the resident that the matter will be turned over to the LVWA attorney in 30 days if the amount owed is not in dispute, in compliance with the Fair Debt Collection Practices Act, and transponders, visitor lists and other membership privileges (including but not limited to attendance at functions, activities, etc.) will become inactive in 10 days.

7. LVWA staff will notify attorney when an account is 3 months delinquent and request him/her to file a lien, pursuant to the Bylaws of Incorporation, while providing simultaneous notice to the unit owner of the filing of the lien. The lien will be on those unpaid assessments for common expenses on that particular unit together with all other expenses including, without limitation, late charges, attorney's fees and court costs paid or incurred by the Association in proceedings brought to collect such unpaid debt or in any legal action up to and including foreclosure of such liens on such unit arising from unpaid debt plus any general special assessments or charges for services not covered in the common expenses performed for the benefit of the owner. The attorney will send the Association and the unit owner a copy of the filed lien. Maintenance fees are accelerated with the filing of the first lien and at the beginning of every fiscal year thereafter, as long as the account remains delinquent. If the delinquency continues more than 3 months, the attorney will check with the Surrogate's Office to determine if a last will and testament has been filed, so that the executor may be contacted. If applicable, attorney may also include in the filing of the lien a notification to a mortgage holder that the lien has been filed.
8. In addition to filing liens, a Small Claims Section Special Civil Part complaint may be filed against the unit owner personally, on the advice of attorney and the Board of Trustees, where the amount due is more than \$2,000 but less than \$10,000.
9. When a resident files for bankruptcy, upon notice of the bankruptcy action, LVWA will take no further action to collect the amounts past due. All member rights will be restored as long as the account remains current following the bankruptcy date. LVWA staff will attempt to determine whether the resident continues to reside in the unit. LVWA staff will consult with attorney to determine amounts which may be collected from the resident in each case.
10. When a mortgage foreclosure action is filed against a resident, LVWA staff will immediately provide attorney with a copy of any complaint served on the Association. Where appropriate, attorney will contest the foreclosure action to claim the limited priority of a condominium "super lien." If possible, a consent order will be entered into with attorney for the plaintiff mortgagee, granting LVWA limited priority and deeming the matter uncontested. If contacted about a sheriff's sale of property in foreclosure, LVWA staff will refer the caller to attorney for the plaintiff mortgagee; LVWA cannot provide access to units listed for sheriff's sale.
11. LVWA staff will notify attorney promptly of any amounts received in satisfaction of amounts due so that the attorney may discharge a lien or execute a warrant to satisfy judgement.

Secretary

Amended and Approved: January 4, 1995
Amended and Approved: October 2, 1996
Amended and Approved: January 7, 1998
Amended and Approved: January 4, 2002
Amended and Approved: August 5, 2009
Amended and Approved: Pending

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Memo

To: Joe Schultz
From: Mary Lighthipe
Date: December 13, 2016

Re: Italian American Social Club

Attached is a copy of the proposed amendments to Italian American Social Club Bylaws submitted for Trustee approval.

The changes include:

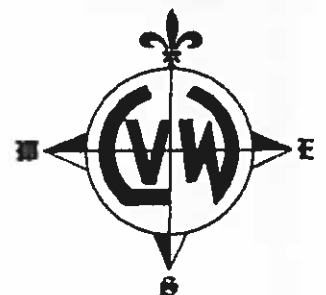
- The addition of an Executive Member at Large.
- Members of the Executive Board must be a full time resident.
- Members of the Executive Board must attend all Executive meetings, General meetings and must not miss more than (2) consecutive meetings.
- Executive board shall not serve more than (3) consecutive terms.
- Term of Office: Thereafter, an annual election will be held to fill any vacancy that should occur. Omit – The term of office for ensuring elections shall be as in paragraph above.
- Article VIII: Omit – The President upon assuming office must name his/her Parliamentarian. Add - The President must also name his/her standing committee chairperson.
- Article VIII – Section B: Add - duty of Secretary will also be responsibility to the monthly creeper notices for all upcoming club event/socials. Omit Paraphernalia therein from Article VIII Duties of Secretary
- Section C: Add – The Executive Member at Large shall be responsible for assisting the Executive Board as requested by the President.
- Article XVI: Omit - The President with the approval of the Executive Board, shall appoint the chairperson of all Standing Committees.

These amendments were read and accepted by the membership at the October and November meetings.

Upon my review, the revisions to the current bylaws meet my approval.

Thank you.

c: Board of Trustees
S. Bowker



Italian American Social Club of Leisure Village West
1000 Buckingham Drive
Manchester, NJ 08759

Mary Lighthipe
Leisure Village West
Direction of Recreation

Dear Mary,

Attached, please find amendments to the Italian American Social Club of Leisure Village West By-Laws.

After the past few months, we the Executive Committee, found it necessary to amend certain By-Laws for the future success of the Club.

Sincerely,


Eleanor Berardis
President
Italian American Social Club

These amendments were read to the membership at the October and November, 2016 meetings. They were accepted.

SECTION B -- STRUCTURE

1. The Executive Board shall be composed of the following elected members:

President
Vice-President
Treasurer
Secretary

The below Executive Position is an additional position and amendment to Section B - Structure
Executive Member at Large - appointed by the President

SECTION C - ELIGIBILITY

1. Only a person, male or female of Italian descent, born of parents, one of whom is of Italian descent and is a member in good standing in this Organization shall be eligible to serve as an elected officer.

The below statements are additional eligibility requirements and amendments to Section C - Eligibility

2. Every member of the Executive Board must be a full time resident of Leisure Village West.
3. All members of the Executive Board are expected to attend all Executive meetings and General membership meetings each month.
4. The Executive Board shall not miss more than 2 consecutive meetings.

SECTION E - TERM OF OFFICE -

1. The Executive Board shall be elected for a term of one (1) year.

The below statement is an amendment to Section E - Term of Office

2. The Executive Board shall not serve more than 3 consecutive terms.

The highlighted sentence is to be omitted and is the amendment to Section E - Term of Office

3. Thereafter, an annual election will be held to fill any vacancy that should occur. ~~The term of office for ensuing elections shall be as in paragraph above.~~
4. In the event any elected position shall be vacated, for any reason, said position should be filled by a temporary appointment until the next annual election. The term of any vacated position shall be the unexpired time of the original term.

ARTICAL VIII - DUTIES OF OFFICERS

A. President

1. The President shall preside at all Executive Board and General Meetings and shall conduct the proceedings in an orderly and authoritative manner. He/She shall not vote except to resolve a vote.

The highlighted sentence is to be omitted and the 2nd sentence is to be re-worded and is the amendment to Article VIII - DUTIES OF OFFICERS

A. PRESIDENT

2. ~~The President upon assuming office must name his/her Parliamentarian.~~ The President must also name his/her Standing Committee Chairpersons.
3. The President shall be Ex-Officio member of all committees.
4. The President shall be required to co-sign all checks with the Treasurer.

B. Secretary

1. The Secretary shall record the minutes of all the Executive Board and General meetings and prepare them in a clear and accurate account for readings and approval. All minutes must be typed and prepared in book form for the archives.

The below responsibility is to be added as an amendment to Article VIII – DUTIES OF OFFICERS B Secretary

2. The Secretary will also be responsible for the monthly creeper notices for all upcoming club events/socials

The highlighted words are to be omitted and is the amendment to Article VIII – DUTIES OF OFFICERS B Secretary

The Secretary shall receive all mail, and answer all mail as directed by the President, and shall have access to the mail box. ~~and paraphernalia therein~~

The below Duty is for the new officer's position and is the amendment to Article VIII – DUTIES OF OFFICERS.

C. Executive Member at Large:

1. The Executive Member at Large shall be responsible for assisting the Executive Board as requested by the President.

ARTICLE XIV – STANDING COMMITTEES

A. The Standing Committees of this Organization shall be:

1. Constitution and By-Laws
2. Nominating
3. Membership
4. Entertainment
5. Publicity
6. Sunshine
7. Hospitality
8. Any other committee(s) deemed necessary

The Highlighted sentence is to be omitted and is the amendment to Article XVI – STANDING COMMITTEES

B. ~~The President, with the approval of the Executive Board, shall appoint the chairperson of all Standing Committees.~~ The Chairperson will in turn appoint members, as needed, to their respective committee.

C. No Committee may formulate any policy for this Organization.

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Thomas Hasko

Date: December, 21 2016

Re: Replacement of Electrical Panels

Listed below is a breakdown of the electrical panel changes from October 2 to Dec 9, 2016. Curry Electrical, Vend-ID 1621. Purchase Orders attached.

Replacement date	PO #	Address	Amount	Tax	Permit	Total
10/11/2016	38079	1A Yorkshire	\$ 750.00	\$ 57.82	\$ 76.00	\$ 883.82
10/11/2016	38079	19C Yorkshire	\$ 750.00	\$ 57.82	\$ 76.00	\$ 883.82
10/25/2016	38182	816B Liverpool	\$ 750.00	\$ 57.82	\$ 76.00	\$ 883.82
10/25/2016	38182	514B Cheshire	\$1,312.50	\$ 97.20	\$ 76.00	\$ 1,485.70
10/11/2016	38093	1185B Thornbury	\$ 750.00	\$ 57.82	\$ 76.00	\$ 883.82
11/15/2016	38320	19B Buckingham	\$1,200.00	\$ 89.32	\$ 76.00	\$ 1,365.32
11/23/2016	38732	5B Sterling	\$ 750.00	\$ 57.80	\$ 76.00	\$ 883.80
12/9/2016	38478	43A Edinburgh	\$ 750.00	\$ 57.80	\$ 76.00	\$ 883.80
12/9/2016	38479	19C Sterling	\$ 750.00	\$ 57.82	\$ 76.00	\$ 883.82
12/9/2016	38480	10A Yorkshire	\$ 750.00	\$ 57.82	\$ 76.00	\$ 883.82
12/9/2016	38481	593B Burton	\$ 750.00	\$ 57.82	\$ 76.00	\$ 883.82
Total						\$10,805.36

I am requesting that the Board memorialize \$10,805.36. The following expenses from GL # 3295 Capital Replacement Exterior Restoration and infrastructure.

