

## AGENDA

### LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, JULY 19, 2017 WILLOW HALL

1:00PM

Appearances: Representatives from JCP&L

Pledge of Allegiance

#### Items to be voted on:

1. Motion to waive the reading of the minutes.
2. Motion to approve the July 5, 2017 minutes.
3. Motion to memorialize the purchase of a Jandy JKI400N 400K BTU Heater for the **Encore Spa** from Carlton Pools in the amount of \$2,350.18. The funds to meet this expense were provided by account# 3150 - Equipment Replacement Fund.
4. Motion to approve the Association to contract with First Choice Heating and Cooling to install 2 new Lennox Standard Efficiency Rooftop package units for **Willow Hall Auditorium and Stage** for a cost of \$51,164.07. This expense will be charged to account# 3230 - Capital Replacement/ Common Buildings.
5. Motion to approve the **Rules for Governing Clubs and Groups**.

#### DIVISION REPORTS

Architectural Division	(Tom Hardman)
Resident Services	(Sara Zitelli)
Finance Division	(Mary Lou Doner)
Administration Division	(Judith Langreich)

RECREATION REPORT

COMMUNITY MANAGER'S REPORT

#### UNFINISHED BUSINESS

1. Electrical Panel Study - Update
2. Proposed Bylaws/ Master Deed Amendment - Capital Expenditures

#### NEW BUSINESS

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

JULY 5, 2017  
WILLOW HALL

Present were Russ Steenweg, Susan Nordell, Louis Maiocco, Sandra Kaufman, Elaine Baumeister, Shirley Anthony and Charles Lupo. Also present were Community Manager - Joseph Schultz, Accounting Administrator - Michelle Lampard and Recreation Director - Mary Lighthipe.

This meeting commenced at approximately 1:00p.m.

Pledge of Allegiance

S. Anthony moved to waive the reading of the minutes. S. Nordell seconded. All in favor. Motion carried.

E. Baumeister moved to approve the June 21, 2017 minutes. S. Kaufman seconded. All in favor. Motion carried.

S. Nordell moved to memorialize the additional costs for the Willow Gazebo repairs along with adding stabilization, cross beams and bolts to All-Good Construction in the amount of \$3,400.00. The funds to meet this expense were provided by account# 3230 – Capital Replacement/ Common Buildings. S. Kaufman seconded. All in favor. Motion carried.

J. Schultz, Community Manager reported that the Association is working on the commercial portion with Verizon. He explained how to research the channel line-up for bulk television for LVW, which will also be posted on the LVWCreeper.com. He stated the type of badge that is required to enter the pools this year and mentioned the Board is exploring expanding the use of the badges to the other buildings. He reminded residents to shower before entering the pool. He also made residents aware of vandalism that occurred at the Encore pool. He also mentioned that Candidates for the Trustee Election will be given space for their campaign material in the Recreation halls after Orientation Day. He reminded residents that the annual Budget meeting will be held at 7:00PM in Willow Hall on July 26, 2017. He asked the Board to memorialize an emergency purchase of a Jandy JKI400N 400K BTU Heater for the Encore Spa from Carlton Pools. The funds to meet this expense were provided by account# 3150 – Equipment Replacement Fund. The Board will vote to memorialize this at the next open Board meeting on July 19, 2017. He notified residents that JCP&L will be attending the next open Board meeting on July 19<sup>th</sup> and that they are currently using selective herbicides on the right of way.

M. Lighthipe gave a report for the Recreation Department.

UNFINISHED BUSINESS

1. J. Schultz reported that the Sub-Committee of the Architectural Division was given the final bid submissions for the Electrical Panel Study that was performed, to review and develop ideas for future replacements. This will then be reviewed by the Sub-Committee of the Finance Division to analyze the impact of costs.
2. J. Schultz stated the Board will put a vote out to the residents regarding the Bylaws and Master Deed amendment earlier than stated at the previous Board meeting. The ballots will be sent out mid-September with a due date of mid-October.

NEW BUSINESS

1. The revisions for the Rules Governing LVW Clubs/ Groups were presented to the residents. This will be voted on at the next open Board meeting on July 19, 2017.
2. J. Schultz presented the bids received for the replacement of the Heating/Cooling packaged units at Willow Hall for the auditorium and stage. He asked the Board to approve the Association to contract with First Choice Heating and Cooling to install 2 new Lennox Standard Efficiency Rooftop package units for a total cost of \$51,164.07. This expense will be charged to account# 3230 – Capital Replacement/ Common Buildings. The Board will vote on this at the next open Board meeting on July 19, 2017.

There being no further business, the business portion of the Board meeting adjourned at 1:27p.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 2:43p.m.

The next Board of Trustee meeting is scheduled for Wednesday, July 19, 2017 at 1:00PM in Willow Hall.

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Samantha Bowker  
Administrative Assistant

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Elaine Baumeister  
Board Secretary

Approved: \_\_\_\_\_

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

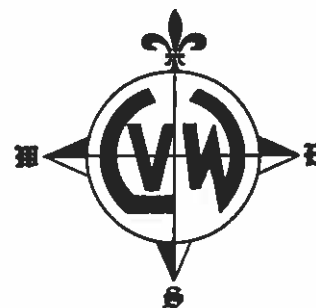
Date: July 3, 2017

Re: Encore Spa Heater

On Friday night the heater on the spa went down. We had our night man diagnose that there was a serious problem with the heat exchanger and heat shield. Saturday morning the second opinion confirmed that parts would be needed in order to repair the heater and these parts were not readily available. A decision was made that we would purchase and install a new heater that morning. The new heater was picked up locally, installed with in-house labor and was back up and running by 1:30 PM. The cost for a replacement heater is listed below.

Vendor	Model #	BTU	Cost	0.06875	Total
Carlton Pools	JXI400N	400K	\$ 2,199.00	\$ 151.18	\$ 2,350.18
Go-sale.com	JXI400N	400K	\$ 2,272.99	\$ 156.27	\$ 2,429.26
Pool Supply	JXI400N	400K	\$ 2,399.99	\$ 165.00	\$ 2,564.99
Jet.com	JXI400N	400K	\$ 2,379.59	\$ 163.60	\$ 2,543.19

We are asking the Board to memorialize the emergency purchase of a Jandy JKI400N 400K BTU Heater for Encore Spa from Carlton Pools. The cost of \$2,350.18 will be charged to GL# 3150 Equipment Replacement Fund.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees

From: Howard Height

Date: June 13, 2017

Re: Heating / Cooling Packaged Units – Willow Hall Auditorium and Stage

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Three Rooftop Heating / Cooling Packaged Units at Willow Hall were recently replaced. There are also 2 large packaged units on the ground that service Willow Hall Auditorium and Stage. These units were moved from the rooftop when Willow Auditorium was renovated over 6 years ago. They are also due for replacement.

We went out to bid for new HVAC packaged units for the Willow Auditorium and Stage. The results are as follows:

Contractor	Equipment	Price
Central Jersey HVAC	2 – 20 ton Trane package units installed	\$48,447.00
First Choice Heating and Cooling	2- 20 ton Lennox Landmark package units installed	\$51,164.07
Aggressive Mechanical	2- Trane 20 ton package units installed	\$68,450.00

First Choice Heating and Cooling has installed 3 HVAC units on Willow Hall earlier this year. I feel the price difference is warranted since all units at Willow Hall will be Lennox. We have an existing relationship with First Choice and can trust their install, workmanship and the warranty provided. I am recommending we contract First Choice Heating and Cooling to install 2 New Lennox Standard Efficiency Rooftop package units for a cost of \$51,164.07. This expense will be charged to GL# 3230 – Capital Replacement Common Buildings.



## RULES GOVERNING LVW CLUBS/GROUPS

Approved: NOVEMBER 5, 2014

The Recreation Director ~~Board of Trustees~~ must officially recognize a Club/Group in order for that Club/Group to be entitled to reserve rooms and equipment for meetings and other events, use the parking lot for bus trips, publicize events in the LVW Newsmagazine, Creeper, lvwceeper.com and bulletin boards. These are the rules for obtaining official recognition and functioning as a recognized Club/Group in Leisure Village West.

1. **Application:** Application for recognition of clubs/groups ~~by the Board of Trustees~~ shall be submitted to the Recreation Director. The application shall include: the purpose and value of the club/group and affirmation that no other club/group of the same kind presently exists. Upon review, the Recreation Director will ~~forward the application to the Board of Trustees, who may grant or deny the application.~~
2. **Types of Clubs/Groups:**
  - a. **Financially structured clubs:** Provide bylaws that constitute rules to be followed by its members, include four or more officers including a Treasurer, may run traditional fundraisers in addition to dances and out of village trips as described in these rules.
  - b. **Socially structured clubs:** Provide bylaws that constitute rules to be followed by its members, include two or more officers. Fund raising events and the collection of dues are not permitted.
  - c. **Groups:** Small membership with specific goals and no financials. Bylaws are not required. One or more contact person required. Meetings are limited to multi-purpose rooms.
3. **Qualification for Membership:** Only residents of Leisure Village West shall be entitled to be members of LVW clubs/groups.
4. **Recognition** will not be granted to clubs/groups, which generate income, which is distributed to club members.
5. **Open/Closed Meetings:** (Financially structured clubs (a through c).
  - a. Non-members may be excluded from business meetings at the discretion of the club.
  - b. A club may exclude non-members from special events or fee for attendance programs.
  - c. Special training sessions may be limited to club members only at the discretion of the club.
  - d. Clubs may invite guest speakers/entertainers subject to LVW's general rules and policies for example LVW's restriction on partisan political presentations.
6. **Scheduling of facilities and equipment:** The Recreation Director will be responsible for scheduling the use of buildings, rooms and equipment. Kitchen use will be limited to meeting dates and scheduled special events. It is the responsibility of the club/group to ensure the facilities are left clean and in good condition following their meeting/event. If a private caterer is used a certificate of insurance for the vendor must be received by the Recreation Director prior to the event.
7. **Special Events or Fund Raisers:** (Financially structured clubs only) Clubs wishing to use the facilities for Special Events or Fund Raisers other than those held on their scheduled meeting date will be limited to TWO events per year. A Special Event or Fund Raiser is one in which an

admission is charged or a donation is requested. These would include but are not limited to picnics, card parties, fashion shows, musical venues, concerts etc. Requests must be approved by the Recreation Director based on availability of facilities. Clubs are encouraged to hold their special events on the day of their regularly scheduled monthly meeting.

8. **Dances/Dinners:** (Financially structured clubs only) Will be limited to (two) per club per year. Dates and theme requested will be approved by the Recreation Director based on the availability of the facilities. The Dance Club is exempt from this rule.
9. **Out-Of-Village Bus Trips Sponsored by Clubs.** (Financially structured clubs only) Bus trips must be scheduled with the Recreation Department prior to a firm commitment being made with the bus company. The bus company must, prior to the trip, give the Recreation Department a certificate of insurance indicating that the type and amount of coverage satisfies LVW requirements. Trips will be limited to (four) day trips and (two) overnight trips per calendar year. Dates will be approved at the discretion of the Recreation Director. Scheduled Atlantic City bus trips are exempt from this rule. Clubs wishing to sponsor Atlantic City bus trips need prior approval from the Recreation Director and are subject to a monthly rotation as deemed acceptable.
10. **Annual Calendar/Officer List.** Each club/group shall submit to the Director of Recreation a list of current officers/contact persons and the club/group calendar of regular scheduled meetings and special events for the year. The information shall be submitted annually no later than 30 days after the beginning of the club/group calendar year. (forms available at the Recreation office).
11. **Use of LVW Audio/Visual Equipment.** All LVW audio/visual equipment must be operated by a person certified as qualified by the Recreation Department in accordance with the qualification procedures and requirements of the Department. Clubs/groups should designate members to be qualified. If a club/group cannot provide a certified operator, the equipment will not be made available to the club/group. All equipment must be returned in the condition it was received or the club/group will be denied future use of the equipment. The club/group will be responsible for the cost of repairs of any damage to equipment while in their possession.
12. **Directing Village Custodians.** Village custodians are responsible to and receive their direction from the Recreation Department.
13. **Publicity: LVW Newsmagazine, Creeper, lvwcreeper.com and Outside Publications/Media**  
Club/group requests for information to be placed in the LVW Newsmagazine will be based on available space and first come status. Creeper Channel 12 notices are subject to the existing rules in accordance with the Department's established procedures. All clubs/groups are encouraged to advertise on lvwcreeper.com. **All club/group news articles placed in outside publications must include the disclaimer: "All events are for Leisure Village West residents only."**
14. **Bulletin Board and Lobby Posters.** Advertising posters for bulletin boards shall be limited to 8 ½" x 11". Posters for the lobbies shall be limited to 11" x 14". Approval of the Recreation Department shall be obtained prior to posting.
15. **Conflicts.** In the event there is a conflict between clubs/groups, it is preferred that the issue be resolved by mutual agreement. **Should there be no resolution, the matter shall then be**

referred, by letter, to the Director of Recreation who may appoint an Ad hoc committee to review the matter. The Director and the Ad hoc committee shall conduct a hearing with the disputants in an effort to resolve the dispute. In the event, after due consideration, the suggested solution is unacceptable by either party, the matter shall then be referred to the Board of Trustees Recreation Director for final disposition.

16. **Failure to Comply with These Rules.** If a club/group does not comply with these rules, the club/group will forfeit its right to function as a Leisure Village West club/group. It will not be entitled to reserve rooms and equipment, use the parking lot for bus trips, publicize events in any of the previously mentioned advertising venues.
17. **Distribution of These Rules to Clubs/Groups.** The Director of Recreation shall distribute a copy of the current *Rules Governing LVW Clubs/Groups* to each LVW club/group.
18. **Miscellaneous.** If there is a conflict between these rules and a club's bylaws, these rules shall govern the conduct of LVW Clubs when applicable.
19. **Legal Requirements:** (Financially structured clubs only) Each club is required to be aware of the applicable legal, tax and community-specific requirements that the club is in compliance with such requirements. Each club should consult with legal and tax counsel, as it deems appropriate.
20. **Dissolution of Funds:** (Financially structured clubs only) The club's bylaws will include provisions for the distribution of the treasury should the club disband.
21. **50/50 & Gift Raffles:** (Financially structured clubs only) All clubs are required to have a State Registration Certificate ID and Township License when holding a 50/50 or gift raffle.
22. **Alcoholic Beverages:** Clubs must obtain a Social Affair Permit whenever alcohol is to be served at a club function. This includes beer and wine. Permits are obtained from the Township and then forwarded to the State for approval. The approval process often takes several months. B.Y.O.B is permitted at club functions and may be advertised as such.
23. **DISCLAIMER:** The Leisure Village West Association, Inc. does not review, oversee, maintain, manage, insure, protect or guarantee the finances of any club or group. Full responsibility for the management of all club and/or group funds lies with the individual club or group and its officers.

Adopted by BOT 7/5/00  
Approved BOT 7/3/002  
Approved BOT 7/18/07  
Approved BOT 4/7/10  
Approved BOT 6/5/13  
Approved: BOT 11/5/14



# LEISURE VILLAGE WEST PROPOSED BYLAWS & MASTER DEED AMENDMENT

Amend the LYW "Bylaws", Article III, Section 10:

**Original:**

"All decisions of the members including capital expenditures, other than the expenditure of the Association funds the purposes set forth in Schedule A annexed hereto, shall require for passage, affirmative vote of the members representing at least 80 percent in interest of the undivided ownership of the Condominiums as a whole. The Trustees shall be governed in the making of capital expenditures, other than expenditures made for the purposes set forth in Schedule A annexed hereto, and in other actions by decision made by the members as provided in this section. All other decisions shall require for passage, the affirmative vote of at least a majority of the members in good standing and entitled to vote.

**Change to:**

"All decisions of the members including capital expenditures, other than the expenditure of the Association funds the purposes set forth in Schedule A annexed hereto, shall require for passage, affirmative vote of the members representing at least 55 percent in interest of the undivided ownership of the Condominiums as a whole. The Trustees shall be governed in the making of capital expenditures, other than expenditures made for the purposes set forth in Schedule A annexed hereto, and in other actions by decision made by the members as provided in this section. All other decisions shall require for passage, the affirmative vote of at least a majority of the members in good standing and entitled to vote.

Amend the "Amended and Consolidated Master Deed and Declaration of Restrictive and Protective Covenants", Section 17:

**Original:**

LEISURE VILLAGE WEST ASSOCIATION may acquire recreational facilities whether or not contiguous to the Condominium property for the enjoyment, recreation and benefit of Unit owners. Such recreational facilities may consist of a community hall or auditorium, arts and crafts rooms, card rooms, meeting rooms, woodworking shop, swimming pool, pool building, lakes or ponds, golf courses, shuffleboards, etc., and the fees, costs and expenses of acquiring, maintaining, operating, repairing or replacing any of such facilities and the personal property used in the operation of enjoyment of the same, shall be common expenses. The purchase or acquisition for value of additional recreational facilities with funds of LEISURE VILLAGE WEST ASSOCIATION shall be deemed to be a capital expense and thus require authorization by an affirmative vote of 80 percent of the interest of the members representative of the undivided ownership of the Condominium as a whole, notwithstanding anything to the contrary in the Bylaws.

**Change to:**

LEISURE VILLAGE WEST ASSOCIATION may acquire recreational facilities whether or not contiguous to the Condominium property for the enjoyment, recreation and benefit of Unit owners. Such recreational facilities may consist of a community hall or auditorium, arts and crafts rooms, card rooms, meeting rooms, woodworking shop, swimming pool, pool building, lakes or ponds, golf courses, shuffleboards, etc., and the fees, costs and expenses of acquiring, maintaining, operating, repairing or replacing any of such facilities and the personal property used in the operation of enjoyment of the same, shall be common expenses. The purchase or acquisition for value of additional recreational facilities with funds of LEISURE VILLAGE WEST ASSOCIATION shall be deemed to be a capital expense and thus require authorization by an affirmative vote of 55 percent of the interest of the members representative of the undivided ownership of the Condominium as a whole, notwithstanding anything to the contrary in the Bylaws.