

AGENDA

BOARD OF TRUSTEES MEETING WEDNESDAY, JULY 6, 2016 WILLOW HALL

1:00 PM

Pledge of Allegiance

Items to be voted on:

1. Motion to approve the June 1, 2016 and June 15, 2016 **minutes**.
2. Motion to approve **Frances Siddons and Gloria Kealy** to the Administration Division.
3. Motion to approve **Margaret Kavazanjian** to the Election Committee.
4. Motion to memorialize the purchase of a **Cecilware FE200 Urn** from Webstaurant Store at a cost of \$3,062.45 including shipping and sales tax. The funds to meet this expense were provided by account #3150 – Property Fund – Equipment Replacement.
5. Motion to memorialize the purchase of one **True Fitness CS-600** from Gym Source at a cost not to exceed \$5,022.88 including tax, setup and delivery. The funds to meet this expense were provided by account #3150 - Property Fund – Equipment Replacement.
6. Motion to authorize the Association to replace four existing gates with aluminum vertical pivot gates from **Sun Power Security Gates** for a total cost of \$40,129.30 including tax and shipping. The funds to meet this expense will be provided by account #3150 – Property Fund - Equipment Replacement.
7. Motion to authorize the Association to enter into a **lease agreement** with Clearview Capital and installation by Solis Partners for the Solar panels on the maintenance buildings.
8. Motion to authorize the Association to contract with **Carl's Fencing** for the purchase and installation of 3,139 sections of vinyl fencing at a cost of \$437,960.06. The funds to meet this expense will be provided by account #3000 – Deferred Maintenance.
9. Motion to authorize the Association to go out to vote to **amend the Bylaws** relating to Fee Shifting.

COMMUNITY MANAGER'S REPORT

RECREATION REPORT

OLD BUSINESS (Items Pending)

1. Door to Door Policy
2. Bylaws Amendment- Re: Lease Renewal Fees
3. Hotwire Update

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.

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Memorandum

To: Board of Trustees
From: Mary Lighthipe
Date: June 21, 2016
Re: Encore Commercial Coffee Urn

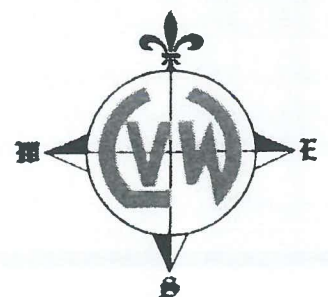
The Encore commercial coffee urn is due for replacement based on its age and recent repair history.

Quotes were received on a Cecilware FE 200 3 Phase 120/208V Coffee Urn as follows:

Vendor	Cost
Webstaurant Store	\$3,062.45
Katom.com	\$3,217.21
Corbo Hotel Restaurant & Bar Supply, Inc.	\$3,621.95
Rudy's Restaurant Equipment & Supplies	\$3,712.90
Amazon.com	\$4,430.43

All quotes include shipping and sales tax.

It is my recommendation to purchase the Cecilware FE200 urn from Webstaurant Store. Funds to meet this expense will be charged to GL #3150 Equipment Replacement.



INTEROFFICE MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: JOE SCHULTZ
SUBJECT: TREADMILL REPLACEMENT
DATE: JUNE 10, 2016
CC: M. LAMPARD, S. BOWKER

Under direction from the Board, we have replaced the last of the 3 treadmills damaged in the fire last October. We were able to secure the final treadmill from Gym Source with the exact same model and price as was previously approved by the Board.

In summary, I ask that the Board memorialize the purchase of one (1) True Fitness CS-600 from the Gym Source at a cost not to exceed \$5,022.58 including tax, setup and delivery with the funds from the Property Fund – Equipment Replacement Account # 3150

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

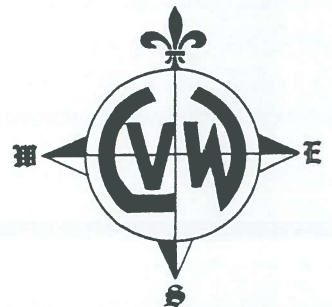
To: Board of Trustees
From: Howard Height
Date: June 7, 2016
Re: Security Gate Replacement

I have been asked to research the costs to replace the existing metal security gates. In 2015 the Colonial Drive incoming gate was replaced and updated to an aluminum vertical pivot gate from Sun Power Gates. The performance and quality of this gate has proven to be good for Leisure Village West. At this time we would like to replace the 4 remaining metal gates with the aluminum vertical pivot gates from Sun Power Security Gates. Below are the quotes from Sun Power Security Gates.

All quotes include tax and shipping

Gate Location	Construction	Price
Rt. 70 Outgoing	Vertical Pivot Gate with aluminum arm	\$10,133.44
Rt. 37 Incoming	Vertical Pivot Gate with aluminum arm	\$9,931.21
Rt. 37 Outgoing	Vertical Pivot Gate with aluminum arm	\$10,133.44
Colonial Outgoing	Vertical Pivot Gate with aluminum arm	\$9,931.21

It is my recommendation to replace the four existing gates with aluminum vertical pivot gates from Sun Power Security Gates. The total cost is \$40,129.30. This expense will be charged to GL# 3150 – Capital Equipment Replacement Fund.



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

Date: June 22, 2016

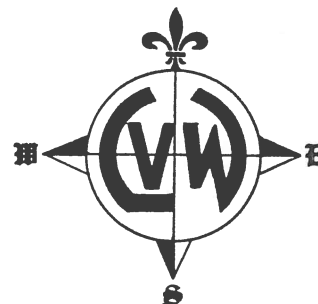
Re: Replacement of wood fencing with vinyl fencing.

We have conducted a lengthy study of the recurring annual costs associated with the ongoing repair and maintenance of the deteriorating wood patio fencing. We also took into consideration the painting and time consuming, in-house custom building and as needed replacement of these wood patio fences. This has become a daunting task that will only escalate each year.

We have gone out to bid for the costs associated with replacing out all the wood fence sections with a vinyl fence section. Listed below are the quotes received for the purchase and installation of 3139 sections of fence. (Details attached)

Carl's Fencing	\$437,960.06
All-State Fencing	\$523,918.95
GMX Fencing	\$523,935.00
Homestead Fencing	\$634,848.68

It is our recommendation to contract with Carl's Fencing for the purchase and installation of 3139 sections of vinyl fencing. The cost of \$437,960.06 will be charged to Account #3000 Deferred Maintenance.



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Date: June 2, 2016

To: All Owners

**Re: Leisure Village West Association, Inc.
Proposed Bylaws Amendment Relating to Leasing Fees**

Dear Unit Owner:

The Association's Board is always looking for ways to improve the Village and better serve the owners and residents. In keeping with that objective, the Board has proposed the enclosed amendment to the Bylaws, which modifies the rules on leasing, including allowing the Board to set a reasonable administrative fee for leases and lease renewals.

The Board believes that the Amendment provisions will help maintain community-minded culture rather than an investor-transient culture and allow the Association to properly administer the rentals throughout the community.

The Board has scheduled a meeting to be held on July 20, 2016 at 7:00 p.m., in Willow Hall. You will be able to vote in-person at this meeting. **IF YOU CANNOT ATTEND THE MEETING, PLEASE RETURN YOUR DIRECTED PROXY/ABSENTEE BALLOT.** Your directed proxy/absentee ballot must be received on or before 7:00 p.m. on July 20, 2016 to be counted.

Please vote "Yes" for the proposed Amendment. Any questions regarding this amendment will be addressed at the July 20, 2016 meeting. Thank you for your participation in this vote.

Please contact management with any questions. Thank you.

Sincerely,

Board of Trustees



Text to Be Removed

1. Upon the execution of any lease for any residential unit within the Community the Lessor/Owner shall pay to the Association within 10 calendar days, a non-refundable and non-transferable fee in the amount as determined by the Association Board of Trustees.
2. All lease agreements shall, in all respects, conform with the governing documents of the Leisure Village West Association and its constituent condominiums, including but not limited to the Master Deeds and Declarations of Restrictions and Protective Covenants, the By-Laws, Rules and Regulations and published policies. Unit owners must file a certified copy of the lease with the Association on or before 10 calendar days, before the commencement of the lease or occupancy.
3. In all events, the Lessor/Owner shall, upon the earlier of execution of the Lease or tenant's occupancy, provide to the Association a copy of the lease and written notice of any extensions for any occupancy. The Association shall not collect an additional fee for a tenancy under any renewal or extension. The purchase of a unit by a tenant in possession, under the terms of a lease which contains a purchase option, a right of first refusal or similar purchase rights, shall not be an event which shall entitle the Association to payment of an Administrative Transfer Fee of the difference between the administration transfer and the administrative fee for lessors.
4. The Administrative fee shall be due and payable to the Association no later than 10 calendar days following the execution of the lease or commencement of the initial term, whichever occurs first. The Lessor/Unit owner's failure to pay the Administrative fee shall result in the filing of a lien against the unit in the sum as determined by the Board of Trustees, together with costs of filing and discharge, but not less than \$150.00 for the filing and discharge costs.
5. The Administrative Fee for Lessors shall not be charged or collected for any Lease or renewal of a lease, if the parties to the Lease are in direct lineal relationship, ascending or descending, but limited, however, to grandparent, parent and child.

Text to Be Inserted

1. In addition to the Master Deed and Bylaws, the leasing rules contained in the Resident Handbook shall govern all tenancies within the Association.
2. Every lease must be submitted to the Association's management with a reasonable administrative processing fee to be set by the Board of Trustees. This fee may be altered by the Board from time to time as the Board deems reasonably appropriate.
3. Upon the entry of each new tenant and/or new lease and in the event of a lease renewal, the Unit Owner shall submit a reasonable lease administrative processing fee to be set by the Board. This fee may be altered by the Board from time to time as the Board deems reasonably appropriate.
4. The Administrative Fee for Lessors shall not be charged or collected for any Lease or renewal of a lease, if the parties to the Lease are in direct lineal relationship, ascending or descending, but limited, however, to grandparent, parent and child.

LEISURE VILLAGE WEST ASSOCIATION, INC.

ABSENTEE BALLOT AND DIRECTED PROXY

*NOTE: IF YOU ARE UNABLE TO ATTEND THE MEETING, THIS ABSENTEE BALLOT MUST BE RECEIVED BY THE ASSOCIATION NO LATER THAN **JULY 20, 2016 AT 7:00 P.M.***

MAIL TO: *Leisure Village West Association, Inc.
959 Buckingham Drive
Manchester, New Jersey 08759*

BALLOT - PLEASE MARK YOUR VOTE, COMPLETE OWNER INFORMATION AND SIGN

BYLAWS AMENDMENT

- Yes. I vote in favor of the Association amending the Bylaws to modify the rules regarding leasing, including setting a reasonable administrative fee for leases and lease renewals.
- No. I vote against the Association amending the Bylaws to modify the rules regarding leasing, including setting a reasonable administrative fee for leases and lease renewals.
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This document shall also serve as my directed proxy to the Board Secretary to be voted as indicated above and shall also serve toward the establishment of quorum at the meeting and any adjournments thereof.

ONLY ONE BALLOT MAY BE EXECUTED AND RETURNED PER UNIT.

Name (print): _____ Date: _____

Name (signature): _____

Address: _____