

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, JUNE 6, 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 May 16, 2018 **minutes**.
3. Motion to approve the **Fiduciary Duties, Responsibilities and Code of Conduct Policy**.
4. Motion to extend the **Ridge Realty lease** for 3A Buckingham Drive for three additional years with two one-year options, beginning on January 1, 2019, with an annual increase of 5% for each year.

COMMUNITY MANAGER'S REPORT

RECREATION REPORT

UNFINISHED BUSINESS

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

MAY 16, 2018
WILLOW HALL

Present were, S. Tozzi C. Lupo, L. Maiocco, S. Falk-Zitelli, F. Weinstein and S. Kaufman. Also present were Community Mgr – J. Schultz, Service Mgr – J. Snyder. Rec. Director - M. Lighthipe was absent.

This meeting commenced at approximately 7:00 p.m. with the Pledge of Allegiance.

Appearance by Michael Polulak, Esq., McGovern Legal Services. He stated that the Association is finalizing the process of ensuring that there will be no lapse in services and that residents will have the opportunity to be hooked up with bulk services by Oct. 1st. Pricing structures and other details will be available at a later date, possibly throughout the month of June.

ITEMS VOTED ON:

- 1.) S. Kaufman moved to waive the reading of the minutes. S. Falk-Zitelli seconded. All present were in favor. Motion carried.
- 2.) S. Falk-Zitelli moved to approve the May 2, 2018 minutes. C. Lupo seconded. All present were in favor. Motion carried.

DIVISION REPORTS

Tom Hardman gave the Architectural Division Report.
Beverly Craft gave the Activities & Services Div. Report.
Mary Lou Doner gave the Finance Division Report
Judith Langreich gave the Administration Division Report

F. Weinstein spoke about the success of the Tech Expo.

RECREATION REPORT

J. Schultz, Community Manager, gave the Recreation Report.

COMMUNITY MANAGERS REPORT

Management is working on several contracts to be presented to the Board of Trustees in the next few months.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

BOARD REPORT

S. Tozzi informed the residents that there will be a memorial service for Elaine Baumeister on May 30 at 1:00 pm in Willow Hall. All are welcome to attend.

S. Tozzi told residents who are interested in filling the BOT position to submit a resume to be considered.

This meeting was adjourned at approximately 7:45 pm.

Michele Schoenig, for Samantha Bowker, Administrative Assistant

Sara Falk-Zitelli
Board Secretary

Approved: June 6, 2018

Leisure Village West Association

Board of Trustees Fiduciary Duties, Responsibilities and Code of Conduct

Fiduciary Duties

As fiduciaries, trustees have special responsibilities in connection with the administration, investment, monitoring, and distribution of property, meaning the assets of the Association as well as intangible assets such as its reputation. Trustees must act in accordance with the fiduciary duties of care, loyalty, and obedience (“Business judgment rule”).

- The duty of care requires trustees to carry out their responsibilities in good-faith utilizing that degree of diligence, care, and skill which ordinarily prudent persons would reasonably exercise under similar circumstances in like position.
- The duty of loyalty means the trustee places the interest of the association ahead of his or her own personal or self-interest. Loyalty also means respecting the confidentiality of the association's affairs by not disclosing them in a way that leads to loss of opportunity for the association and its members.
- The duty of obedience means that trustees have the responsibility for making sure that the association complies with all federal, state, and local laws and regulations as well as the Association's mission as defined in its governing documents.

Responsibilities

- Enforce governing documents
- Adhere to stated purpose
- Preserve financial resources
- Insure assets against losses
- Keep common areas in state of good repair
- Oversee development of budget
- Ensure accurate tracking/monitoring/accountability for funds
- Hire, set compensation, and provide oversight and insight for the Community Manager to run the day-to-day management activities of the Association
- Conduct evaluations of Community Manager regarding management and administration based upon outcome, goals, and data; annual document to be finalized by the President and the Community Manager and available as a confidential document in the personnel file
- Guide the development, review and authorization of personnel policies and procedures

- Ensure accurate tracking/monitoring/accountability for all funded activities and services and link the board/staff/activities/residents through an appropriate communication process
- Ensure effective board processes, structure and roles including committee development
- Monitor the development and use of various media to provide and receive pertinent information for governance and on-going maintenance and administration of the village and the approved services
- Guide association towards a maintainable future and engage knowledgeable experts within and outside of the village in a planning process
- Develop and apply guidelines for ensuring ethical behavior and resolving conflicts
- Encourage participation in all aspects of governance through committee and other volunteer activities and provide orientation, education, training, and encouragement for potential future board and committee members

Code of Conduct:

- Acknowledge and discharge fiduciary duties
- Make reasonable inquiry before making decisions
- Make decisions based on an informed and independent basis
- Act in the best interest of the Association and all its members
- Treat trustees, residents, staff with courtesy
- Respect the role of staff to work unhindered
- Devote sufficient time to obtain information necessary to add value to the work of the board
- Support the principles of good governance by leadership and example
- Support the volunteer committee structure through open communication and respect
- Safeguard information that belongs to the Association
- Seek no preferential treatment regarding Association property, resources, or services
- Apply sound financial judgment to oversee assets and operations to maintain legal and ethical accountability for residents, volunteers, and staff
- Show a willingness to work as a group
- Seek constructive debate and dialogue over confrontation

Rescinds "Code of Conduct"

Approved:

Secretary: _____