

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, MARCH 15, 2017 WILLOW HALL

**7:00 PM**

Pledge of Allegiance

APPEARANCES: Manchester Township Council President- Samuel F. Fusaro

### Items to be voted on:

1. Motion to waive the reading of the minutes.
2. Motion to approve the February 1, 2017, February 15, 2017 and March 1, 2017 minutes.

### DIVISION REPORTS

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

COMMUNITY MANAGER'S REPORT

RECREATION REPORT

### UNFINISHED BUSINESS

1. Hotwire Services
2. Willow Gazebo/Pier Engineering
3. Willow Patio Renovation

### NEW BUSINESS

1. Willow Hall – Heating/ Cooling Rooftop packaged units.

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  
BOARD OF TRUSTEE MEETING

FEBRUARY 1, 2017  
WILLOW HALL

Present were Russ Steenweg, Susan Nordell, Sandra Kaufman, Charles Lupo, Elaine Baumeister and Louis Maiocco. Also present were Joseph Schultz – Community Manager and Michelle Lampard – Accounting Administrator.

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

Pledge of Allegiance

E. Baumeister moved to re-organize the officers. S. Nordell Seconded.

S. Kaufman – Yes  
E. Baumeister – Yes  
C. Lupo – No  
L. Maiocco – No  
S. Nordell – Yes  
R. Steenweg – Yes

Motion Carried.

S. Nordell nominated R. Steenweg for President (4 in favor, 2 not in favor). E. Baumeister nominated S. Nordell for Vice President (4 in favor, 2 not in favor). S. Nordell nominated E. Baumeister for Secretary (4 in favor, 2 not in favor). C. Lupo nominated that the Secretary fill in as Treasurer at this time until a full Board is in place (5 in favor, 1 abstain).

The results are as followed:

President – Russ Steenweg  
Vice President – Susan Nordell  
Secretary/ Treasurer – Elaine Baumeister

R. Steenweg announced that the Liaison for the Finance Division will be E. Baumeister and the Liaison for Architectural Division will be S. Kaufman.

E. Baumeister moved to approve the January 4, 2017 and January 18, 2017 minutes. S. Nordell seconded. All in favor. Motion carried.

C. Lupo moved to accept the audited financial statements for FYE 9/30/2016 as presented by the auditors. S. Kaufman seconded. All in favor. Motion carried.

L. Maiocco moved to approve the policy resolution for Excess Income Applied to the Following Year's Assessment. C. Lupo seconded. All in favor. Motion carried.

S. Nordell moved to approve the purchase of the Graphtec CE6000 48" Vinyl Cutter// Plotter, software and vinyl supplies from sign warehouse for a cost of \$4,882.61. This expense will be charged to account# 3150 – Capital Equipment Replacement Fund. S. Kaufman seconded. All in favor. Motion carried.

S. Kaufman moved to approve the purchase of a completed pressure washing system from Atlantic Coast at a cost of \$20,082.56. This expense will be charged to account# 3151 – Equipment Additions. S. Nordell seconded. All in favor. Motion carried.

S. Nordell moved to memorialize the payment of \$15,651.00 to First Choice Heating and Air Conditioning for the replacement of two HVAC units at the Association office. This expense was charged to account# 3230 – Capital Replacement – Common Buildings. C. Lupo seconded. All in favor. Motion carried.

C. Lupo moved to memorialize the purchase of a new Lennox Standard Efficiency Rooftop package unit model# KGA\*\*\*S4BH\*\*\* from First Choice Heating and Air Conditioning for Willow Hall at a cost of \$14,900.00. This expense is charged to account# 3230 – Capital Replacement – Common Buildings. S. Kaufman seconded. All in favor. Motion carried.

J. Schultz gave his Community Managers report.

M. Lampard gave a report on the Financials.

J. Schultz gave a report for Recreation on behalf of M. Lighthipe.

#### UNFINISHED BUSINESS

1. There is no new update on Hotwire Communications.
2. There is also no new update on the Willow Gazebo/ Pier Engineering.

There was no new business.

Audience comments will be considered in combination with all communication received from residents. Issues of village with significance will be put on the agenda for future Board of Trustee meetings.

There being no further business, the Board meeting adjourned at 2:13 PM.

  
Samantha Bowker  
Administrative Assistant

  
Elaine Baumeister  
Board Secretary

LEISURE VILLAGE WEST  
BOARD OF TRUSTEE MEETING

FEBRUARY 15, 2017  
WILLOW HALL

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

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

Pledge of Allegiance

Daniel Keane and Ashely Janson from U.S. Security Associates gave a presentation, a copy of which is attached to and made part of these minutes.

S. Kaufman moved to approve the Association to contract with Greenman-Pedersen, Inc. for an in-depth study of 100 electrical panels at a total cost not to exceed \$14,800.00. This expense will be charged to account# 3295 – Capital Replacement – Exterior Restoration/ Unit Infrastructure. S. Nordell seconded. All in favor. Motion carried.

There was no report given from the Architectural Division.

E. Baumeister gave a report for Resident Services, a copy of which is attached to and made part of these minutes.

M.L. Doner gave a report for the Finance Division, a copy of which is attached to and made part of these minutes.

J. Langreich gave a report for the Administration Division.

J. Schultz gave his Community Managers report.

J. Schultz gave a report for Recreation on behalf of M. Lighthipe.

UNFINISHED BUSINESS

1. There is no new update on Hotwire Communications.
2. There is also no new update on the Willow Gazebo/ Pier Engineering.

NEW BUSINESS

1. The revised "Alternate Dispute Resolution" was presented.
2. The revised "Pet Resolution" was presented.
3. The 2017 Driveway Replacements was presented.

R. Steenweg stated that the liaison for the Architectural Division will be Louis Maiocco and gave an update on the resumes for the Board of Trustee position and the Technology Ad Hoc Committee.

S. Nordell gave a report for the Pool Ad hoc Committee.

Audience comments 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.

There being no further business, the Board meeting adjourned at 3:15PM.



Samantha Bowker

Administrative Assistant



Elaine Baumeister

Elaine Baumeister  
Board Secretary

LEISURE VILLAGE WEST  
BOARD OF TRUSTEE MEETING

MARCH 1, 2017  
WILLOW HALL

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

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

Pledge of Allegiance

The Board President gave a report.

S. Kaufman gave a statement regarding a decision made by the Manchester Township council for a third-party electric supplier. Sam Fusaro, Manchester Town Council President will provide a brief overview of the program at 7 pm on March 15, 2017 at the LVWA Board meeting.

E. Baumeister moved to approve the February 1, 2017 and February 15, 2017 minutes. S. Nordell seconded. Discussion ensued with concerns that the minutes were not attached to the agenda. S. Nordell moved to table the motion. C. Lupo seconded.

S. Kaufman – No  
E. Baumeister- Yes  
C. Lupo – Yes  
L. Maiocco – Yes  
S. Nordell – Yes  
R. Steenweg – Yes

Motion tabled.

C. Lupo moved to approve the revised Alternate Dispute Resolution. S. Nordell seconded. All in favor. Motion carried.

S. Nordell moved to approve the revised Pet Resolution. S. Kaufman seconded. Discussion ensued with concerns and questions regarding the noise level of dogs barking. All in favor. Motion carried.

L. Maiocco moved to authorize the Association to replace 30-driveways located at 7A&B, 994A&B, 1066A&B Buckingham Drive, 549A&B Mayfair Road, 632A&B Finchley Court, 640A&B Devonshire Lane, 735A&B and 737A7B Chatham Lane, 845A&B Winchester Court, 889A&B Stratford Court, 921A&B Liverpool Circle, 974A&B, 977A&B, 1214A&B and 1220A&B Thornbury Lane for a total cost of \$37,360.20. This expense will be charged to account# 3275 – Capital Replacement – Concerte Driveways. C. Lupo seconded. All in favor. Motion carried.

S. Kaufman moved to authorize the Association to trade-in and purchase seven (7) Ex-Mark NVS730AKC Navigator mowers from Lakehurst Hardware & Lawnmower for a total cost of \$78,179.04. This expense will be charged to account# 3150 – Property Fund Replacement. S. Nordell seconded. Discussion ensued and residents suggested purchasing a mower that mulches. There were concerns with the function of the mowers being able to pick up branches and the training of the employees for the mowers. All in favor. Motion carried.

C. Lupo moved to authorize the Association to purchase a Niftylift SD-50 from Atlantic Aerials for a total cost of \$57,712.50. This expense will be charged to account# 3150 – Property Fund Replacement. Discussion ensued with concerns regarding the life expectancy of the new machine and with training the employees on the machine. There were also both negative and positive comments received regarding the increased height of the lift. All in favor. Motion carried.

R. Steenweg stated that the Board is re-appointing the Election Committee members for 2017. The members are Roberta Klotz – Chair, Mary Lou Doner, Marlene Devaney, Meg Kavazanjian, Theresa Londner, Sandra Olsen, Rosemary Moran, Mae Novy, Carolyn Thompson, Phyllis Schwartz and Ruth Wiggins.

J. Schultz gave his Community Managers report.

J. Schultz gave a report for Recreation on behalf of M. Lighthipe.

#### UNFINISHED BUSINESS

1. There is no new update on Hotwire Communications.
2. There is also no new update on the Willow Gazebo/ Pier Engineering.

There was no new business.

Audience comments 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.

There being no further business, the Board meeting adjourned at 3:12p.m.

  
Samantha Bowker

Administrative Assistant



Elaine Baumeister  
Board Secretary

# 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: February 24, 2017

Re: Heating / Cooling Rooftop Packaged Units – Willow Hall

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The Heating / Cooling Rooftop Packaged Unit at Willow Hall had recently failed. It was replaced with a new unit. There are two remaining rooftop units on Willow Hall. They service the office and all rooms in the southern part of Willow Hall. They are the same model and age as the one that was replaced. Each unit is approximately 25 years old. I am recommending that LVWA replace these units as they are at the end of their useful lifespan and due for replacement. I contacted First Choice Heating and Air Conditioning. They were awarded the contract to replace the other unit at Willow Hall. He has agreed to replace the remaining 2 rooftop units for a discounted price of \$27,658. (The savings of \$2,148.00 is largely due to spreading the cost of hiring a crane over installing 2 units at the same time).

There are also 2 large packaged units on the ground that services the 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. I am recommending that LVWA orders an engineering study on the HVAC system for this part of the building to ensure these previously relocated units are spec'd and installed properly for replacement.

I am recommending we contract First Choice Heating and Air Conditioning to install 2 new Lennox Standard Efficiency Rooftop package unit Model # KGA\*\*\*S4BH\*\*\* for \$27,658.00. This expense will be charged to GL# 3230 – Capital Replacement Common Buildings.

