

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, MARCH 21, 2018 WILLOW HALL

**1:00PM**

Pledge of Allegiance

Appearance by M. Polulak, Esq., McGovern Legal Services

### Items to be voted on:

1. Motion to waive the reading of the **minutes**.
2. Motion to approve the March 7, 2018 **minutes**.
3. Motion to trade in and purchase seven (7) Ex-Mark EFI Navigator mowers from Lakehurst Hardware & Lawnmower for a total cost of \$77,996.20. This expense will be charged to GL# 3150 - Property Fund - Replacements. The unaudited balance for account #3150 - Property Fund - Replacements as of February 28, 2018 is \$867,619.26.

### DIVISION REPORTS

Architectural Division	(Tom Hardman)
Resident Services	(Beverly Craft)
Finance Division	(Mary Lou Doner)
Administration Division	(Judith Langreich)

RECREATION REPORT

COMMUNITY MANAGER'S REPORT

### UNFINISHED BUSINESS

### NEW BUSINESS

BOARD REPORT

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

MARCH 7, 2018  
WILLOW HALL

Present were E. Baumeister, C. Lupo, S. Tozzi, L. Maiocco, S. Falk-Zitelli and F. Weinstein. Also present were Community Manager – J. Schultz, Service Manager – J. Snyder, Accounting Administrator - M. O'Connor and Recreation Manager, Mary Lighthipe. S. Kaufman had an excused absence.

This meeting commenced at approximately 1:00 p.m. with the Pledge of Allegiance.

ITEMS VOTED ON:

1. F. Weinstein moved to waive the reading of the minutes. C. Lupo seconded. All present were in favor. S. Kaufman was absent. Motion carried.
2. S. Falk-Zitelli moved to approve the February 21, 2018 minutes. C. Lupo seconded. All present were in favor. S. Kaufman was absent. Motion carried.
3. L. Maiocco moved to purchase a Raypak Raytherm P824 Commercial Pool Heater for the Willow Pool from Pool Supply Unlimited for total cost of \$6,730.57. This expense will be charged to GL #3150-Property Fund-Replacements. The unaudited balance for account #3150-as of January 31, 2018 is \$857,315.07. S. Tozzi seconded. All present were in favor. S. Kaufman was absent. Motion carried.
4. C. Lupo moved to purchase a Hammerhead Resort 30 Cleaner Pool Vacuum for the Willow Pool from Pool Supply Unlimited for total cost of \$2,010.19. This expense will be charged to GL #3151-Property Fund-Additions. The unaudited balance for account #3151 as of January 31, 2018 is \$117,904.70. L. Maiocco seconded. All present were in favor. S. Kaufman was absent. Motion carried.
5. S. Tozzi moved to approve the 2018 in-house siding painting for condos 87 and 88 for a total cost of \$54,514.48. This expense will be charged to account #3000-Deferred Maintenance. The unaudited balance for account #3000 as of January 31, 2018 is \$159,900.53. C. Lupo seconded. All present were in favor. S. Kaufman was absent. Motion carried.

COMMUNITY MANAGERS REPORT

J. Snyder, Service Manager, requested approval to replace the 2<sup>nd</sup> half of the mower fleet, with a recommendation to trade-in and purchase seven (7) Ex-Mark EFI Navigator mowers from Lakehurst Hardware & Lawnmower for a total cost of \$77,996.20. This expense will be charged to GL #3150-Property Fund - Replacements. This will be voted on at the next meeting.

J. Schultz, Community Manager, reminded residents that Daylight Savings Time is Sunday, March 11, 2018. They should replace the batteries in their smoke detectors and carbon monoxide detectors at this time.

RECREATION REPORT

M. Lighthipe gave the Recreation Report

UNFINISHED BUSINESS

1. Specification 2\_9, "Installation of New Construction Replacement Windows" was removed from the agenda.

NEW BUSINESS

None

BOARD REPORT

E. Baumeister informed residents that questions have been laid out for Verizon that will be presented at a future meeting.

LEISURE VILLAGE WEST  
BOARD OF TRUSTEE MEETING

MARCH 7, 2018  
WILLOW HALL

F. Weinstein explained the Firewise Program and asked for residents who would be interested in joining a committee to contact her.

The business meeting was adjourned at 1:14 pm

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Michele Schoenig, for Samantha Bowker, Administrative Assistant

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Sara Falk-Zitelli  
Board Secretary

Approved: March 21, 2018

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees  
From: Gene Caravella  
Date: March 6, 2018  
Re: 2018 Mower Replacement

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The second half of our mower fleet is due for replacement. This current plan includes two years of in-warranty repairs and one year of out-of warranty repairs. It has been proven that this is the most cost effective way to keep R&M costs to a minimum. The following bids have been received.

(All Bids Include Taxes And Delivery)

Vendor	Navigator (ea)	7 Trade-Ins (ea)	Grand Total
Lakehurst Hardware & Lawnmower	\$ 11,750.00	\$ (1,300.00)	\$ 77,996.20
Norm's Engine Repair	\$ 13,500.00	\$ (900.00)	\$ 94,043.25
Hights Farm Equipment Co.	\$ 13,125.00	\$ (800.00)	\$ 92,314.25

It is our recommendation to trade-in and purchase seven (7) Ex-Mark EFI Navigator mowers from Lakehurst Hardware & Lawnmower for a total cost of \$77,996.20. This expense would be charged to GL# 3150 – Property Fund - Replacements.



**Lakehurst Hardware & Lawnmower**

10 Union Ave  
LAKEHURST, NJ 08733  
Phone: (732) 657-7180

**Invoice Estimate 332693**

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for refunds. No returns on open merchandise or electrical merchandise.

<b>Bill To</b>			<b>Ship To</b>		
LEISURE VILLAGE WEST ASSC. ATTN: SUE ATZERT 959 BUCKINGHAM DRIVE MANCHESTER, NJ 08759					
<b>Contact</b>	<b>Customer Tax Number</b>	<b>Phone</b>	<b>Cell Phone</b>	<b>PO Number</b>	<b>Transaction</b>
		(732) 657-0252			Estimate
<b>Counter Person</b>	<b>Sales Person</b>	<b>Estimate Date</b>	<b>Reference</b>	<b>Department</b>	
MEF4	House Account	02/22/18	332693	Counter Sales	

Part Number	Line	Description	Ordered	B/O'd	Shipped	List	Net Each	Amount
NV640KC48U	EXM	USED 48" NAVIGATOR	-7		-7	\$1,300.00	\$1,300.00	-\$9,100.00
Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
NVS730AKC48000	EXMW	EFI 48" NAVIGATOR	7		7	\$15,899.99	\$11,750.00	\$82,250.00

<b>Invoice Total</b>	<b>\$73,150.00</b>
<b>Sales Tax</b>	<b>\$4,846.20</b>
<b>Grand Total</b>	<b>\$77,996.20</b>

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for refunds. No returns on open merchandise or electrical merchandise.

Notes:  Customer acknowledges receipt thereof:

Norm's Engine Repair  
994 Lakewood-Farmingdale Rd  
Howell, NJ 07731  
732-901-1221

# ESTIMATE

Leisure Village West Assoc.  
959 Buckingham Dr.  
Manchester, NJ 08759

Invoice # 0854219  
Invoice Date 02/22/2018  
Due Date 03/31/2018

Item	Description	Unit Price	Quantity	Amount
Product	NVS730AKC48000 48" NAVIGATOR	13500.00	7.00	94,500.00
Product	NV640KC48U TRADE-IN/USED 48" NAVIGATOR	-900.00	7.00	-6,300.00
	NJ Sales Tax 6.625	5843.25	1.00	5,843.25
<b>Subtotal</b>				94,043.25
<b>Total</b>				94,043.25
<b>Amount Paid</b>				0.00
<b>Balance Due</b>				\$94,043.25

**I N V O I C E**

POS#: 0166694  
Date: 2/22/18

HIGHTS FARM EQUIPMENT CO  
PO BOX 305 HIGHWAY 33  
HIGHTSTOWN, NJ 08520

PH: (609)448-1370

FAX: (609)448-0865

**Billing Details**  
LEISURE VILLAGE WEST  
959 BUCKINGHAM DR  
MANCHESTER, NJ 08759  
(732)657-0252      Cat: RETAIL

**Shipping Details**  
LEISURE VILLAGE WEST  
959 BUCKINGHAM DR  
MANCHESTER, NJ 08759  
(732)657-0252      Sales:

Cust Code: L3112  
Terms : Net 30  
Tax Rate : 7.000

AD:  
PON:

Other: { Freight:  
          { Outside:  
          { Other:

PART#	DESCRIPTION	LOCATION	TAX	QTY	PRICE	EXTENDED
1 -	MUS730AKC4B000		Y	7.00	\$13125.00	\$91875.00
2 -	EFI 48" NAVIGATOR		Y	1.00		
3 -	TRADE IN ALLOWANCE		Y	-7.00	\$800.00	\$-5600.00

SIGNATURE \_\_\_\_\_  
PRINT NAME \_\_\_\_\_  
NO RETURNS ON SPECIAL ORDER OR ELECTRICAL PARTS!  
20% RESTOCKING CHARGE ON ALL RETURNS

Parts: \$86275.00  
FREIGHT: \$0.00  
Other: \$0.00  
Tax: \$6039.25  
Subtotal: \$92314.25  
Payments: \$0.00  
Balance: \$92314.25

Thankyou for your business.. Please Call again soon.

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