

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, MARCH 4, 2020 WILLOW HALL

1:00 PM

Pledge of Allegiance

### ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the **minutes**.
2. Motion to approve the February 5, 2020 **minutes**.
3. Motion to approve **painting the siding** in Condo 91 which consists of 30 units for a total cost of \$25,693.54. The funds to meet this expense will be provided by account #3000 - Deferred Maintenance/Siding Painting.
4. Motion to approve the replacement of 27 cement **driveways**, in-house during 2020 fiscal year for a total cost of \$34,431.80. The funds to meet this expense will be provided by account #3275 - Capital Replacement/Concrete Driveways. The unaudited balance for this account as of 1/31/20 is \$67,741.01.
5. Motion to approve the purchase of (5) Ex-Mark Navigator 48-inch **mowers**, trade-in (7) Ex-Mark Navigator mowers and purchase (2) 60-inch Ex-Mark mulching mowers from Lakehurst Lawnmower for a total cost of \$85,944.01. The funds to meet this expense will be provided by account #3150 - Property Fund/Replacement. The unaudited balance for this account as of 1/31/20 is \$828,452.51.
6. Motion to approve to purchase **maglocks** and materials from Maglocks.com and perform the install in-house for a cost of \$15,374.62 and to purchase and install card readers, IP cameras, emergency exit alarms, knox boxes, permits and video door stations from Jmac, Ebay, Knox Box, Curry Electric, Manchester Township, Amazon and Aiphone for a cost of \$23,099.35. The total cost will be \$38,473.97. The funds to meet this expense will be provided by account #3230 - Capital Replacements/ Common Buildings. The unaudited balance for this account as of 1/31/20 is \$827,282.80.
7. Motion to approve that the Association no longer warranty **glass** but continue to service components like springs, and a subset of other window parts, if available.
8. Motion to approve the revisions to **Specification 1\_9**, "Condo 96, Pressure Treated Wood Decks, Railings and Privacy Fences".
9. Motion to approve the 2020 **Swimming Pool Rules**.
10. Motion to approve the purchase of one (1) Ex\_mark **Aerator** and one (1) Turbo Hop **Spreader** from Lakehurst Hardware and Lawnmower for a total cost of \$15,699.47. This expense will be provided by account #3150 - Property Fund/Replacements. The unaudited balance for this account as of 1/31/20 is \$828,452.51.
11. Motion to approve the purchase of one (1) Z-Plug **Aerator**, two (2) 60-gallon **Z-Sprayers** and Replacement Aerator Tines from Lakehurst Hardware and Lawnmower for a total cost of \$40,671.04. This expense will be provided by account #3151 - Property Fund/Additions. The unaudited balance for this account as of 1/31/20 is \$95,980.33.
12. Motion to approve the revisions to the Policy Resolution Relating to **Election Procedures**.
13. Motion to contract with **Dell Computers** to purchase 23 Precision 3431 workstations for a total cost of \$17,458.46, including tax and shipping. The funds to meet this expense will be provided by account #3150 - Property Fund/Replacements. The unaudited balance for this account as of 1/31/20 is \$828,452.51.
14. Motion to **transfer** all available funds from account #3240 - Capital Replacement/TV-Cable to account #3230 - Capital Replacement/Common Buildings.

Continued on next page →

POSTED: February 28, 2020

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, MARCH 4, 2020 WILLOW HALL

### COMMITTEE REPORTS:

Architectural Committee	(Tom Hardman)
Community Services Committee	(Eleanor Berardis)
Finance Committee	(Mary Lou Doner)
Administration Committee	(Judith Langreich)

### RECREATION REPORT

### COMMUNITY MANAGER'S REPORT

### UNFINISHED BUSINESS:

1. Entry System for the Gates
2. Gym Update

### NEW BUSINESS:

1. Privacy Policy

The next open Board meeting will be held on Wednesday, April 1, 2020 at 1:00PM in the Willow Hall Auditorium.

### 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.

Present were L. Maiocco, C. Lupo, E. Murphy, F. Weinstein, A. DAmato, S. Tozzi and S. Falk-Zitelli. Also present were Community Manager – J. Schultz, Accounting Administrator – M. O'Connor, Service Manager – J. Snyder and Recreation Director – M. Lighthipe.

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

APPEARANCES:

Daniel Keane and Ashley Janson from Allied Universal Security were present to report on the visitors for 2019. The visitors processed for the Route 70 gate were 268,277 and the visitors processed for the Route 37 gate were 87,484, totaling 355,761. There has been a total of 1,359,426 visitors processed through the gates since 2016. There will be a Shredding event in September. They mentioned that they can offer robotic assistance devices at the entry of the gates if the Board agrees to unman a gate. (They left the meeting at 1:14 PM)

ITEMS VOTED ON: *(Continued in Community Managers Report)*

F. Weinstein moved to waive the reading of the minutes. E. Murphy seconded. All in favor. Motion carried.

F. Weinstein moved to approve the January 8, 2020 minutes. S. Falk-Zitelli seconded. All in favor. Motion carried.

A.DAmato moved to accept the audited financial statements for FYE 9/30/19 as presented by the Auditors. C. Lupo seconded. All in favor. Motion carried.

C. Lupo moved to approve the policy resolution for Excess Income Applied to the Following Year Assessment. F. Weinstein seconded. All in favor. Motion carried.

COMMITTEE REPORTS:

T. Hardman, Chairperson gave a report for the Architectural Committee.

E. Berardis, Chairperson gave a report for the Community Services Committee.

M.L. Doner, Chairperson gave a report for the Finance Committee.

J. Langreich, Chairperson gave a report for the Administration Committee.

M. Lighthipe, Recreation Director gave a report for the Recreation Department.

COMMUNITY MANAGER REPORT: (J. Schultz/ J. Snyder)

J. Schultz reported that it was recently discovered that Non-Residents were invited by residents to attend activities such as Line Dance and Sticks Alive. As a reminder, Non-Residents are not permitted to attend any Club, Group or Activity and are only permitted to attend a Special Event or Fund Raiser when an admission fee is charged or a donation is requested. The gym renovation discussion started on or about October 3, 2018, an Ad Hoc Committee was formed shortly after to review expansion

possibilities. Exploring the current equipment and making any recommendations for replacement or additions was also researched. As for the expansion, the Committee contemplated several expansion possibilities within Club Encore, including expansion to the music room or the billiards room and the smaller craft court hallway. This approach offered the largest possible expansion within Club Encore. This option would return the gym to where the developer originally designated it to be, adjoining the bathrooms and lockers. After much discussion and deliberation about the relocation of the gym to other community buildings and with input from the Ad Hoc Committee through the Trustee Liaison a significant majority of the Board consented to focus the gym expansion to Club Encore. The Ad Hoc Committee then turned their focus to the equipment and after much investigation established the appropriate equipment needing replacement and the addition of equipment that was lacking for today's fitness focus act of adult. However, the Ad Hoc Committee saw the need to replace some of the equipment immediately to overcome the ever-growing list of equipment breaking down and elevate the shortage of most widely used cardio equipment, which was done. As things progressed from there, the expansion presented some structural modifications necessitating an engineering study to allow for the more open concept. The engineering study revealed a slightly more extensive structural modification needed. Currently, we are waiting the cost estimates on the structural modification to give the Board the final analysis. Residents may have heard about other concepts resurfacing including the idea of repurposing the main room of Leisure Fair to a fitness center, but none of these concepts currently have the full backing of the Board as of yet and this remains unsupported by the Ad Hoc Committee.

The ADA automatic door opener for the interior front door at Leisure Fair is in need of replacement. It was diagnosed by outside vendors as well as house staff. The motherboard and motor have failed and the gears are worn. It has been determined the cost of repair would exceed replacing the entire unit. Bids were received as follows:

Vendor	All quotes include tax and installation	Price
Control Systems	New Commercial ADA motorized door actuator installed with 2-year warranty on parts and labor	\$2,239.12
Automated Systems	Access New Commercial ADA motorized door actuator installed with 2-year warranty on parts and labor	\$2,292.44
Stanley Door	New Commercial ADA motorized door actuator installed with 2-year warranty on parts and labor	\$3,112.95

*S. Tozzi moved to contract with Control Systems to replace the ADA motorized door actuator at the Leisure Fair main entrance/interior door for a total cost of \$2,239.12. The funds to meet this expense will be provided by account #3150 – Property Fund/Replacement. C. Lupo seconded. All in favor. Motion carried.*

J. Snyder, Service Manager reminded residents not to use plastic bags when placing their recyclables at the curb. Manchester Township will not pick up recycling unless it is in a reusable container. The 2020 siding painting season is approaching and he is requesting funding in the amount of \$25,693.54 to paint the siding in condos 91. This expense will be provided by account # 3000 – Deferred Maintenance/Siding Painting. The Board will vote on this at the next open Board meeting on March 4, 2020. He is also requesting the approval of the 2020 Driveway Replacement Schedule which consist of 27 cement driveways to be replaced in-house. The funding to complete this will be provided by account #3275 Capital Replacement/Concrete Driveways for a total cost of \$34,431.80. The Board will vote on this at the next open Board meeting on March 4, 2020. The first half of the mower fleet is due for replacement. The original plan would be to replace seven of our Ex-Mark Navigators and trade-in the old ones. This season they would like to purchase five of the 48-inch deck Ex-Mark Navigators which

will be converted to mulching mowers in the summer months. They would also like to purchase two 60-inch E-Mark mulching mowers to increase productivity. This could be utilized during leaf clean up. The following bids have been received:

Vendor	Navigator (ea)	60in Series	S 7 (ea)	Trade-Ins	Grand Total
Lakehurst Hardware & Lawnmower	\$12,400.00	\$13,852.00	(\$1,300.00)		\$85,944.01
Norm's Engine Repair	\$13,750.00	\$16,700.00	(\$1,000.00)		\$101,453.69
Hights Farm Equipment Co.	\$13,100.00	\$15,053.00	(\$900.00)		\$95,222.52

It is their recommendation to purchase (5) Ex-Mark Navigator 48-inch mowers, trade-in (7) Ex-Mark Navigator mowers and purchase (2) 60-inch Ex-Mark mulching mowers from Lakehurst Hardware & Lawnmower for a total cost of \$85,944.01. This expense will be provided by account #3150 – Property Fund/Replacement. The Board will vote on this at the next open Board meeting on March 4, 2020.

**UNFINISHED BUSINESS:**

1. The costs to install entry door access controls for Willow Hall, Leisure Fair and Club Encore have been researched. This would consist of installing card swipe readers, maglocks and security cameras at all main entry doors, required connections to our fire panels and all required connections for public and fire safety compliance. Management went out to bid for materials and installation of the maglocks and fire safety. They also received quotes for the materials only for the maglocks and fire safety disconnect which are as follows:

**Maglocks and Fire Connections (All Quotes include tax)**

Vendor	Description	Amount
Control Systems	Install maglocks & fire safety disconnect	\$41,850.31
RCS	Install maglocks & fire safety disconnect	\$33,338.00
Tops Security Locksmith	Install maglocks & fire safety disconnect	Incomplete bid
Maglocks.com (in-house)	Supply materials (in-house installation)	\$15,374.62

After reviewing the quotes on this portion, management feels it is best to install the maglocks and fire safety disconnect in-house.

In addition to the maglocks and fire safety disconnect, the installation would also require door access controllers, card readers, IP cameras, Knox boxes, dedicated electric circuits for battery backups, Manchester Township permits, alarms for emergency exit doors and video door stations. These items would be installed in-house. The costs for materials are as follows:

**Additional Items required to be installed in-house**

Vendor	Description	Amount
Jmac	17 card readers @ \$650 each	\$11,050.00
Ebay	17 IP Security Cameras @ \$150 each	\$2,550.00
Knox Box	3 Knox Boxes for Fire Officials @ \$350 each	\$1,120.00
Curry Electric	New electric hookups for battery backups	\$1,500.00
Manchester Twp.	Permits	\$2,000.00
Amazon	14 Alarms for emergency doors @ \$80 each	\$1,200.00
Aiphone	Aiphone Video Door Stations and one Main Station	\$3,679.35
<b>Total</b>		<b>\$23,099.35</b>

It is the recommendation of management to purchase the maglocks and materials from Maglocks.com for \$15,374.62 and perform the installation in-house. It is also the recommendation to purchase and install the card readers, IP cameras, emergency exit alarms, knox boxes, permits and video door stations from the listed vendors for a cost of \$23,099.35. The total cost of the project is \$38,473.97 and this expense will be provided by account #3230 – Capital Replacements/Common Buildings. The Board will vote on this at the next open Board meeting on March 4, 2020.

2. E. Murphy gave an update regarding the Townhall meeting which was held on January 29, 2020 regarding the entry system for gates. The Board is considering all resident input and will discuss at future Board meetings.
3. As previously reported, the Board asked to review maintenance costs and responsibilities on the subject of repair and maintenance of windows, in particular, glass replacement. In contradiction to the governing documents, the Association has continued to provide maintenance, including replacement of window glass. After much discussion, the Board has agreed to no longer warranty glass; however, the Association will continue to service components like springs, and other window parts, if available. The Association will honor all glass replacement service requests currently in the system but have suspended taking any new orders. The Association is still seeking a vendor who could continue to replace glass at a reasonable cost for members. The Board will vote on a policy for this at the next open Board meeting on March 4, 2020.
4. Update regarding NJ Common Interest Ownership Act Bill S2425: The Senate and Assembly could override the veto with a 2/3 approval by both houses, but there is no indication that this will happen. Apparently, the DCA had a representative tell the governor that they had concerns about the bill and, as a result, he did not sign it. The Community Association Institute (CAI) legislative action committee wants to work with the DCA to address their concerns and have the bill modified. If this were to happen, then the process would need to start over again at the beginning- both houses must approve the modified bill, and then it would need to be presented to the governor for signature. While possible, this may not happen anytime soon. So, unless something changes, this bill is dead at this time.
5. A special meeting regarding the Bylaws Amendment relating to leasing or rental of units will be held on Monday, February 10, 2020 at 10:00 AM in Willow Hall. Ballots must be mailed to 959 Buckingham Drive, Manchester, NJ 08759.

**NEW BUSINESS:**

1. The proposed revisions to Specification 1\_9, "Condo 96 Pressure Treated Wood Decks, Railings and Privacy Fences" was presented. The Board will vote on this at the next open Board meeting on March 4, 2020.
2. The proposed Swimming Pool Rules for the 2020 season was presented. The Board will vote on this at the next open Board meeting on March 4, 2020.
3. A PowerPoint presentation regarding the proposed lawn renovation program was presented. The Board is looking at implementing a lawn renovation program for management to enact. After some research, management feels this could be accomplished by creating a two-year plan, separating the Community into two sections. For the Fall of 2020, effectively the 2021 budget year, they will address the areas North of the bridge, followed by the Fall of 2021 or the 2022 budget year for areas South of the bridge. A portion of the current grounds budget will help offset some of the expense of the program, roughly \$20,000; however, the plan will necessitate the addition of approximately \$54,095, or \$1.67 per month to the 2021 budget for the first fall season. The 2022 budget will need an additional \$20,000 or .62 cents per month increase as they move into the area where the high calcium is needed for the clay soil areas. This plan will also require additional equipment such as 2 Aerators, 2 Z-Spray Seeder Spreaders and 1 Turbo Fertilizer Broadcast Spreader for a cost of \$55,593.21 which will be funded by account #3151 of

the Property Fund. After being reviewed by the Finance Committee it is the recommendation to purchase the additional equipment needed for the lawn renovation program for a total cost of \$55,593.21 and to be funded by account #3151-Property Fund. The Board will vote on this at the next open Board meeting on March 4, 2020.

4. The proposed revisions to the LVW Resolution Relating to Election Procedures was presented. The Board will vote on this at the next open Board meeting on March 4, 2020.
5. Management has researched the costs to update the desktop computers for the LVWA office staff and guard houses. Management has concluded that the Dell Precision 3431 small form factor workstation with a Core i5 processor and Windows 10 64-bit would be the best fit in both price and performance. It is there recommendation to contract with Dell Computers to purchase 23 Precision 3431 workstations for a cost of \$17,458.46. This includes tax and shipping. This expense will be provided by account #3150 – Property Fund/Replacement. The Board will vote on this at the next open Board meeting on March 4, 2020.

F. Weinstein reported that 17 residents have donated towards the current Tree Program. Anyone interested in donating a tree forms are available on [www.lvwcreeper.com](http://www.lvwcreeper.com) or at the Association office.

The next open Board meeting will be held on Wednesday, March 4, 2020 at 1:00 PM in the Willow Hall Auditorium.

There being no further business, the Board meeting adjourned at approximately 3:18 PM.

---

Samantha Bowker  
Administrative Assistant

---

Fay Weinstein  
Board Secretary

Approved: PENDING

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

---

## Interoffice Memorandum

---

To: Board of Trustees

From: Jim Snyder

Date: January 21, 2020

Re: 2020 In-House Siding Painting

---

We are approaching the 2020 siding painting season. The summary below and details attached will show the units scheduled for siding painting this season.

Condo #	# of Units	In-House Costs
91	30	\$25,693.54
<b>Totals</b>	<b>30</b>	<b>\$25,693.54</b>

We are requesting funding in the amount of \$25,693.54 to paint the siding in condos 91. The expense will be charged to GL # 3000 Deferred Maintenance/Siding Painting.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## Interoffice Memorandum

---

To: Board of Trustees

From: Jim Snyder

Date: January 21, 2020

Re: 2020 Driveway Replacement Schedule

---

We are requesting the approval of the 2020 Driveway Replacement Schedule. The 2020 list consists of 27 cement driveway to be replaced in-house. Attached you will find the list of driveways that meet the criteria and are being scheduled for replacement during the 2020 fiscal year. The funding to complete the 27 driveways in-house at a cost of \$34,431.80 will be charged to GL # 3275 Capital Replacement-Concrete Driveways.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

---

## Interoffice Memorandum

---

To: Board of Trustees

From: Gene Caravella

Date: January 13, 2020

Re: 2020-2021 Mower Replacement

---

The first half of our mower fleet is due for replacement. This original plan would be to replace seven of our Ex-mark Navigators and trade-in the old ones. This season we would like to purchase five of the 48 inch deck Ex-mark Navigators which will be converted to mulching mowers in the summer months. We would also like to purchase two 60 inch E-mark mulching mowers as we feel this would increase our productivity. They would also have an attachable rear bagging system which we would utilize during leaf clean up season. The following bids have been received.

(All Bids Include Taxes and Delivery)

Vendor	Navigator (ea)	60 inch S Series	7 Trade-Ins (ea)	Grand Total
Lakehurst Hardware & Lawnmower	\$12,400.00	\$13,852.00	(\$1,300.00)	\$85,944.01
Norm's Engine Repair	\$13,750.00	\$16,700.00	(\$1,000.00)	\$101,453.69
Hights Farm Equipment Co.	\$13,100.00	\$15,053.00	(\$900.00)	\$95,222.52

It is our recommendation to purchase (5) Ex-Mark Navigator 48 inch mowers , trade-in (7) Ex-Mark Navigator mowers and purchase (2) 60 inch Ex-Mark mulching mowers from Lakehurst Hardware & Lawnmower for a total cost of \$85,944.01. This expense would be charged to GL# 3150 Property Fund - Replacement.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

---

## Interoffice Memorandum

---

To: Board of Trustees  
From: Howard Height  
Date: January 2, 2020  
Re: Door Access Controls / Common Buildings

I have been asked to research the costs of an installing Entry door access controls in Willow Hall, Leisure Fair, and Club Encore. This would consist of installing card swipe readers, maglocks and security cameras at all main entry doors, required connections to our fire alarm panels and all required connections for public and fire safety compliance. We went out to bid for materials and installation of the maglocks and fire safety disconnect. We also received a quote for the materials only for the maglocks and fire safety disconnect. After reviewing the quotes on this portion, we feel it is best to install the maglocks and fire safety disconnect in-house. The bids are:

### Maglocks and Fire Connections (All quotes include tax)

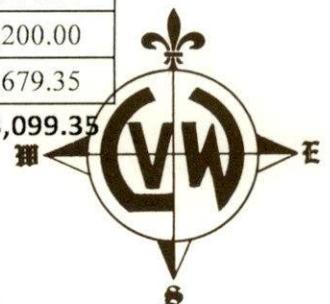
Control Systems	Install maglocks and fire safety disconnect	\$41,850.31
RCS	Install maglocks and fire safety disconnect	\$33,338.00
Tops Security Locksmith	Install maglocks and fire safety disconnect	Incomplete bid
Maglocks.com (in House)	Supply materials – LVWA in-house installation	<b>\$15,374.62</b>

In addition to the maglocks and fire safety disconnect, the installation would also require door access controllers, card readers, IP cameras, Knox boxes, Dedicated electric circuits for battery backups, Manchester Township permits, Alarms for emergency exit doors, and video door stations. These items would be installed in-house. The costs for materials are:

### Additional Items required to be installed in-house:

Jmac	17 card readers @ \$650 each	\$11,050.00
EBay	17 IP Security Cameras @ \$150 each	\$2,550.00
Knox Box	3 Knox Boxes for Fire Officials @ \$350.00 each	\$1,120.00
Curry Electric	New electric hookups for battery backups	\$1,500.00
Manchester Twp.	Permits	\$2,000.00
Amazon	14 Alarms for emergency doors @ \$80.00 each	\$1,200.00
Aiphone	AiPhone Video Door stations and one Main station	\$3,679.35

Total **\$23,099.35**

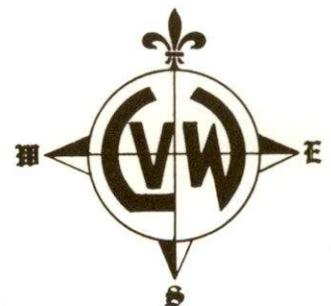


# Leisure Village® West Association

## AT MANCHESTER, NEW JERSEY

After receiving quotes from outside contractors to install the Maglocks and fire safety connections, if the Board wishes to move forward with this project it would be our recommendation to purchase the maglocks and materials from Maglocks.com for \$15,374.62 and perform the installation in-house.

It would also be our recommendation to purchase and install the card readers, IP cameras; emergency exit alarms, Knox Boxes, permits and video door stations from listed vendors for \$23,099.35. Total project cost is \$38,473.97 and will be charged to GL#3230 Capital Replacements – Common Buildings.



## SPECIFICATION NO. 1\_9

Approved: July 3, 2013

### CONDO 96

### PRESSURE TREATED WOOD DECKS, RAILINGS AND PRIVACY FENCES

1. The purchaser of a unit in Condo 96 with wood deck will have agreed to the following condition imposed by the developer:

"The Grantor shall have the right to construct wooden decks in lieu of patios, which wooden decks shall be a limited common element dedicated to the exclusive use of the unit owner to which unit the wooden deck abuts. The repair and maintenance of the wooden deck and the open space and property below the wooden deck (defined as the wooden deck area as constructed), will be the responsibility of the unit owner. In the event that the unit owner shall not maintain the wooden deck area, then the Association shall have the right to come upon the area and maintain it in a manner consistent with the remainder of the condominium, at the owner's expense."

2. In lieu of pressure treated wood, resident may use a composite material (such as Trex).
3. ~~Wood decks shall conform to and not exceed the configurations and dimensions shown on the diagrams figure 1. While some decks were expanded by Leisure Technology as a condition of purchase by the original owners, no such expansions are permitted to existing resident-owned units. Wood decks may be expanded to a maximum of 180 square feet.~~
- 4.3. If the resident (owner) deems it necessary to change decking and no railing was provided by the developer, then the current resident (owner) must provide a railing to bring it up to current code. Railings shall be constructed as shown in Figure 2.

Also as noted in item #2, resident may choose alternate material such as vinyl in lieu of pressure treated wood.

- 5.4. A peripheral planting area not more than 3 feet wide along the edge of the deck or expanded deck is permitted. In which may be planted flowers, bushes or shrubs but which shall be maintained to not exceed 4 feet in height above the deck floor level. Deck expansion not to impede mowing operations.

6. A Manchester Township Permit is required for any changes to deck reconstruction or size change. Re-decking does not require a Township permit.

### PRIVACY FENCES

1. Privacy fence can only be installed if deck areas are within 5 feet of each other.
2. Fence must be attached to deck
3. The Maintenance Department must approve the installation of the privacy fence.
4. The Fence must be the same style and type of vinyl fencing installed in the Village.

Revised: Oct 1, 2003

Revised: November 15, 2017

REVISED: PENDING

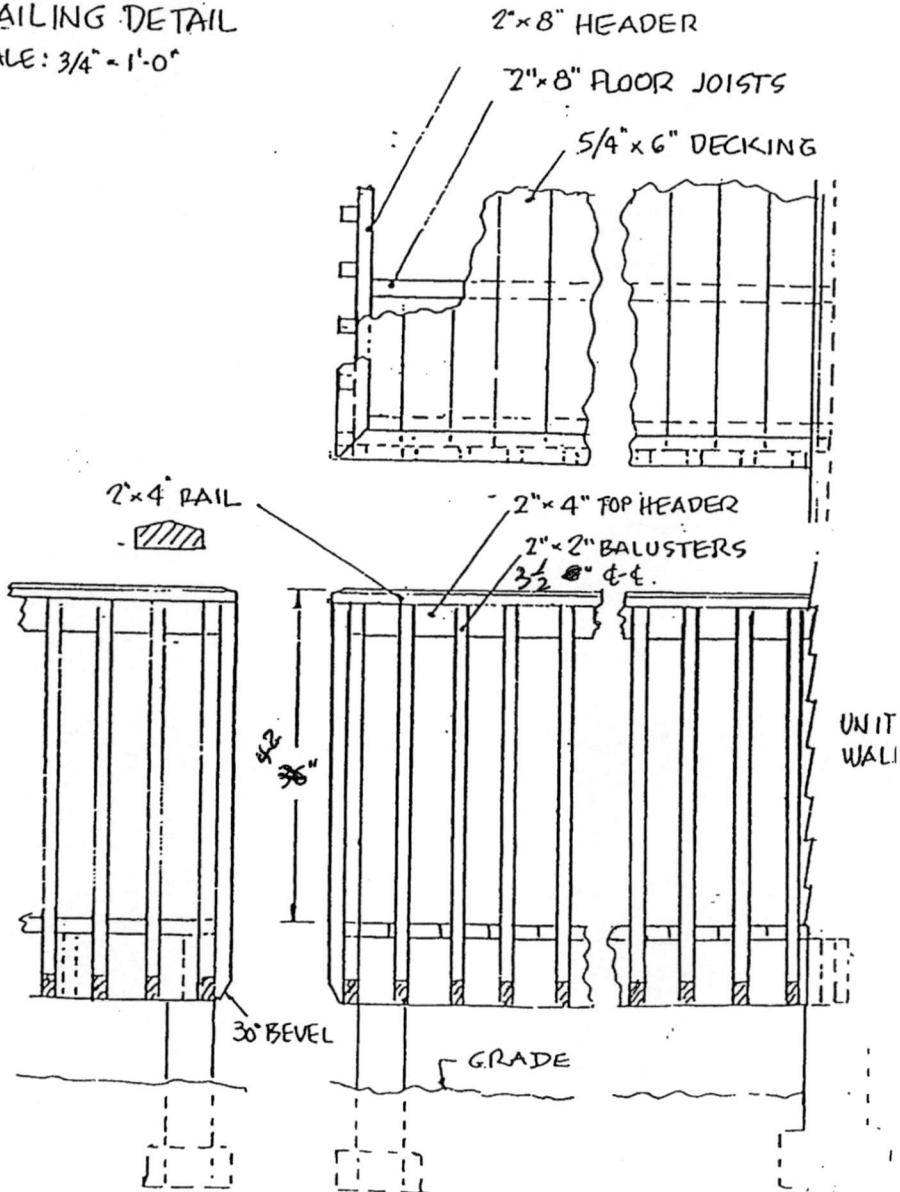
LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

5. The Owner will be responsible for all costs and up keep of the fence.

ALL RESPONSIBILITY FOR THE MAINTENANCE OR REPLACEMENT OF THIS IMPROVEMENT IS THAT OF THE OWNER OR SUBSEQUENT OWNER AND NOT THAT OF THE LEISURE VILLAGE WEST ASSOCIATION. THE ASSOCIATION RESERVES THE RIGHT TO INSPECT THE INSTALLATION.

Figure 1

CONDO % WOOD DECKS  
RAILING DETAIL  
SCALE: 3/4" = 1'-0"



**LEISURE VILLAGE WEST ASSOCIATION  
SWIMMING POOL RULES  
2020 SEASON**

The official opening is Friday, May 22<sup>nd</sup> for the Willow and Encore pools. Both the Willow and Encore pools will remain open until Sunday, September 7<sup>th</sup>

**Signs will be posted not less than three feet by four feet, which shall be prominently displayed at the entrance to each swimming area, stating: "No lifeguard on duty. Persons under the age of 16 must be accompanied by an adult. No swimming alone." The pool is closed when owner or operator is not on premises.**

<b>POOL HOURS:</b>	<b>Willow Pool</b>	11 am to 7 pm Monday – Friday 10 am to 7 pm weekends & holidays
	<b>Encore Pool</b>	10 am to 8 pm daily <b><u>From July 1<sup>st</sup> through August 16 the Encore pool will close at 9 pm.</u></b>
	<b>Aquacisers</b>	10 am to 11am Monday through Friday at Willow Pool Only (NO CLASSES on Holidays or Weekends) There will be no admittance of non Aquacisers class members during these hours.
	<b>Lap Lanes</b>	Residents must yield to lap lane swimmers
	<b>Adult Guests</b>	15 Years and Older <b>(Accompanied by a resident)</b> Regular pool hours as listed above.
	<b>Youth Guests</b>	Under the age of 15 years old and no diapers <b>(Accompanied by a resident)</b> 10 am to 1 pm at Encore Pool & Pool Area 4 pm to 7 pm at Willow Pool & Pool Area

**Youth guests under 4 years of age are not permitted in either pool.** Children in strollers under the age of four will be allowed in the pool area only during children's swim hours.

In the event of the closing of one pool; the youth guest hours are as follows at the opened pool - 11am to 1pm and 4pm to 7pm. A 20-minute grace period will be allowed for children to exit the pool area at the end of the children's swim hours. Children are not allowed in the pool area at any time other than designated youth hours. Children must be supervised by a parent or grandparent at all times when in the pool and pool area.

**Unsupervised children will be asked to leave the pool. Roughhousing and horseplay will not be tolerated.**

**POOL ENTRY:** Members must swipe their photo ID badge for verification of member status at the pool gate in order to obtain admittance to the pool area.

**GUESTS:** Up to (4) adult or youth guests are permitted and **MUST** be accompanied by a **RESIDENT** who must **REMAIN** with guests at all times.

- ATTIRE:** Proper swim attire must be worn from home to pool since changing area is limited. Cut-off jeans are not allowed in the pool. A cover-up wrap is needed when entering the clubhouses. The Association is not responsible for any discoloration of bathing suits due to pool chemicals. Street shoes are not allowed in the pool. **DO NOT LEAVE SHOES OR SLIPPERS AT THE POOL STEPS.**
- DIAPERS:** Only diapers specially designed for immersion in water are permitted.
- SAFETY:** **NO DIVING OR JUMPING IS ALLOWED AT EITHER POOL AND WILL BE STRICTLY ENFORCED. NO SITTING OR STANDING ON POOL STEPS UNLESS WHERE INDICATED AT THE ENCORE POOL.** *Weather related closures are at the discretion of the - CPO. The CPO will determine when to reopen the pool. CPO do remain on duty during rain.*
- SWIM AIDS:** NO floats, toy surfboards or swim toys are permitted in the pool with the exception of noodles. Noodles are not to exceed two per person. Mesh seat noodles are also acceptable. Swimsuits that incorporate a flotation device as part of the suit construction along with swimmies are allowed. Residents are permitted to use therapeutic aquatic belts. Coast Guard approved life vests are also permitted.
- HEALTH:** **PERSONS WITH OPEN WOUNDS ARE NOT PERMITTED IN EITHER POOL OR JACUZZI AT ANY TIME. -CPO WILL ENFORCE THIS RULE.**
- FOOD:** Food and beverages are permitted in the pool area. **NO GLASS OR OTHER SIMILAR CONTAINERS THAT MIGHT CAUSE PERSONAL INJURIES IF BROKEN ARE PERMITTED IN THE POOL AREAS. NO ALCOHOLIC BEVERAGES ARE PERMITTED IN THE POOL AREAS.** Tables and surrounding area are to be left clean.
- SMOKING:** Neither smoking nor vaping are permitted within 25ft of the pool area. Please use designated areas.
- LOUNGES,** Lounges, chairs or tables are not to be reserved.
- CHAIRS, TABLES:** **When leaving the pool area chairs and lounges are to be returned to their proper places.**
- SHOWERS:** Bathers are required to shower before entering the pools. If water shoes are worn please rinse before entering the pool.
- JACUZZI:** Residents are to read and follow rules posted at the Jacuzzi.  
**No one under the age of 16 is allowed in the Jacuzzi.**
- MUSIC:** Please use headphones where possible, otherwise be considerate and keep the volume down as not to disturb fellow members.

**ALL RULES AND REGULATIONS WILL BE STRICTLY ENFORCED.**

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

---

## Interoffice Memorandum

---

To: Board of Trustees  
From: Gene Caravella  
Date: Feb. 7, 2020  
Re: Equipment additions for Seeding Program

---

In order to accomplish the new seeding program that is to be implemented in the 2020 season, we will need to purchase the following equipment. One Ex-Mark 30 inch stand on aerator with spreader and one Z-plug aerator with sprayer. We will also need to purchase two 60 gallon Z-Sprayers and one Turbo Hop Spreader which will be used to distribute the amendments and institute a fertilizer and weed control program. The bids have been received.

(All Bids Include Taxes and Delivery)

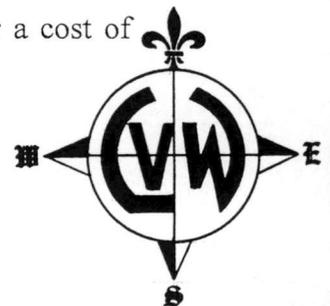
Vendor	30" Aerator with spreader	Z-Plug Aerator with sprayer	2 60 gal. Z-Sprayers	Turbo Hop Spreader	Replacement tines	Grand Total Tax Included
Lakehurst Hardware & Lawnmower	\$10,793.00	\$12,915.00	\$24,500.00	\$3,931.00	\$729.00	\$56,370.51
Norm's Engine Repair	\$12,098.00	\$14,199.00	\$26,000.00	\$4,249.00	\$729.00	\$59,847.55
Hights Farm Equipment Co.	\$11,400.00	\$13,750.00	\$26,000.00	\$4,250.00	\$729.00	\$61,069.47

It is our recommendation to purchase the following equipment from Lakehurst Hardware and Lawnmower from the accounts listed below:

One Ex-Mark aerator and one Turbo Hop Spreader. This expense would be charged to GL# 3150 Property Fund Replacement Fund for a cost of \$15,699.47.

One Z-Plug aerator, two 60 gallon Z-Sprayers and replacement aerator tines. This expense would be charged to GL# 3151 Property Fund – Additions for a cost of \$40,671.04.

The total expense will be \$56,370.51



# DRAFT

**LEISURE VILLAGE WEST ASSOCIATION, INC.  
RESOLUTION  
RELATING TO ELECTION PROCEDURES**

**WHEREAS**, the Leisure Village West Association, Inc. (the "Association") was formed by the filing of a certain Certificate of Incorporation, on May 31, 1972, with the Secretary of State of the State of New Jersey having its offices at 959 Buckingham Drive, Manchester, New Jersey 08759; and

**WHEREAS**, the Association was established and exists by certain **Master Deeds with attached Bylaws recorded on January 10, 1978, in the Ocean County Clerk's Office in Deed Book 3683 page 51 et. seq.**, and as amended from time to time (collectively the " Master Deed"); and

**WHEREAS**, the Association's **Master Deeds were amended and consolidated and recorded on July 30, 2014 in the Ocean County Clerk's Office in Deed Book 15860 page 1840 et. seq.**

**WHEREAS**, the Bylaws, Article VI, Section 1, provides, "The Board of Trustees shall have and exercise all lawful powers and duties necessary for the proper conduct and administration of the affairs of the Association and the operation and maintenance of Leisure Village West and may do or cause to be done all such other lawful acts and things as are not by law, by these Bylaws or otherwise, directed or required to be done or exercised by members of the Association or owners of units, or by others;"

**WHEREAS**, in July of 2017, the Legislature of the State of New Jersey amended the New Jersey Planned Real Estate Development Full Disclosure Act ("PREDFDA"), N.J.S.A. 45:22A-43 et. seq., establishing new requirements for the elections of the executive boards of common interest residential communities, such as the Association; and

**WHEREAS**, the Board now wishes to adopt the following election procedures to ensure that the Association's elections comply with new election requirements as set forth in N.J.S.A. 45:22A-45.2; and

**NOW, THEREFORE, BE IT RESOLVED THAT:**

Annual Meeting

1. The annual meeting of members to elect Trustees shall be held annually on the last business day in August or as otherwise set forth in the Bylaws.

Quorum

2. The presence in person or by special ballot of a majority of the members (1347 units) of the Association shall constitute a quorum for the Annual Meeting.

# DRAFT

## Election Committee

3. The Board of Trustees shall annually establish an Election Committee to assign a team of impartial inspectors to conduct the various duties associated with and required during elections.

## Staff Involvement

4. The involvement of the employed staff of Leisure Village West Association in the election process shall be strictly limited to administrative and logistical support only.

## Good Standing

5. A member must be in good standing to either run for or be elected to the Board of Trustees.
6. A member shall be in good standing if, and only if, he or she has fully paid or has entered into an approved settlement agreement or if the member has a pending, unresolved dispute with ADR or through court action, for all installments due for assessments, late fees, fines, or costs levied against him or her and the unit by the Association, together with all interest, costs, attorneys' fees, penalties and other expenses, if any, properly chargeable to him or her and the unit.

## Candidacy

7. All unit owners of the Association have the right to nominate themselves or other Association members in good standing for candidacy to serve on the Board.

## Call for Nominations

8. On the first business day in June, the Secretary of the Board sends the first "Call for Nominations" letter, via U.S. Mail, to all members and to those with voting rights announcing a call for nominations for the position of trustee. Members are advised that they may nominate another member or self-nominate by submitting a document with the printed name, unit address, and phone number of the nominee and, if not a self-nomination, the name, unit address, and phone number of the member making the nomination along with a letter accepting the nomination from the nominee. The announcement shall also contain the following:
  - a. The Annual Meeting date and time;
  - b. A listing of terms available to hold office;
  - c. An invitation to Candidates' Forum, held annually on the first Friday in August;
  - d. Notification that nominees may provide a brief one-page profile to be made available in a separate special bulletin mailed to all members;

# DRAFT

## Nomination Deadline

9. Nominations must be submitted to the Secretary of the Board in the Association Office no later than 4:00 p.m. of the first business day in July. If not self-nominated, a letter accepting the nomination must also be submitted.

## Good Standing Status

10. The Secretary of the Board will verify good standing status of all nominees with the accounting department.
11. Nominee(s) not in good standing will be advised by the Secretary of the Board no later than the nomination deadline that their name cannot be accepted for nomination.

## Nominated Candidates

12. Nominated candidates in good standing will be posted in alphabetical order as they are received, via LVWA media by the Secretary of the Board. After such posting, nominees may begin campaign activities. No further updates will be made after the nomination deadline date or after the final slate is posted.
13. The Election Committee shall secure and provide equal space in each recreation hall for candidates to place their campaign material.
14. Candidates shall have equal opportunity to participate in one (1), twenty (20) minute, unmoderated televised event to be made available starting in alphabetical order after the nomination deadline date.
15. The Election Committee shall preside over preparation of ballots for mailing. The Election Committee shall produce a ballot with an alphabetical listing of candidates together with a preaddressed, stamped return envelope addressed to 959 Buckingham Drive Manchester, NJ 08759. The ballot shall contain one write-in line for members to vote for other candidates. The ballot shall also contain a notification that unit owners may revoke voting-eligible tenant proxies up until the last call for votes at the Annual Meeting.
16. The Election Committee shall arrange the Candidates' Forum, held on the first Friday in August, moderated by an independent non-member moderator such as an attorney or former judge. The Election Committee shall coordinate the event with the in-house TV Crew regarding the schedule. During odd years, the forum will be held at night and during even years, the forum will be held during the day.
17. The Election Committee shall supervise the mailing of the ballots on the first business day after the Candidates' Forum and shall produce a written affirmation to serve as proof of mailing to be read at the Annual Meeting.

## Voting, Anonymous Voting and Poll Book

18. Voting members in good standing must complete the ballot by selecting their choices, filling in their name, unit address and signing the ballot, following instructions provided. Once completed,

# DRAFT

return by U.S. mail in the provided preaddressed, stamped envelope, prior to the Annual Meeting. A ballot box located at the Association Office shall be made available during business hours once the ballots have been mailed, and also from 8:00 a.m. until 7:00 p.m. on each of the two days prior to the Annual Meeting. ~~Members may deliver a ballot in person at the Annual Meeting at the time and place announced for that purpose.~~

## Poll Book

19. The Board Secretary shall have prepared a computer-generated listing of all members in good standing. This listing shall be used as the Poll Book.
20. ~~After providing proper ID with name and unit address and signing the Poll Book at the door, voting members in good standing opting to vote **anonymously** after providing proper ID with name and unit address and signing the Poll Book at the door, may deliver a ballot in person at the Annual Meeting, from 4:00 p.m. until 7:00 p.m. at the Association Office on the business day prior to the Annual Meeting or at the Annual Meeting, after providing proper ID with name and unit address and signing the Poll Book at the door.~~
21. Commencing when ballots are first received until the Annual Meeting, the Election Committee shall indicate in the Poll Book that a ballot has been received from a unit. The unopened, validated ballots shall be locked in fireproof cabinet in street and unit order until the Annual Meeting.
22. The Election Committee shall produce all ballots and Poll Book at the Annual Meeting for final votes to be received.

## Annual Meeting

23. The Annual Meeting shall be called to order and presided over by the highest-ranking disinterested trustee officer at the time of the Annual Meeting.
24. The Election Chair shall read into the minutes of the Annual Meeting the statement of verification of ballot mailing.
25. The Officer chairing the meeting shall make a final call for votes and for any revocation of proxies.
26. The Election Chair shall certify that a quorum has been reached. If a quorum cannot be certified, the Chair of the Annual Meeting shall accept a motion to adjourn the meeting for 30 days.
27. If a quorum has been met, the meeting shall suspend, and the Election Committee shall commence the voting process by opening envelopes containing the ballots and separating the ballots into stacks of fifty (50).
28. The Election Committee inspectors shall start tabulating the votes, continuing until all votes are counted and tabulated. Members may stay and observe the process but may not interfere with the count. Candidates who receive the highest number of votes shall fill the longest terms available.
29. Once the count is complete, the Chair of the Election Committee shall notify the chair of the Annual Meeting to reconvene and call the meeting back to order.
30. The Election Committee shall certify the final count and announce the results.
31. The Election Committee, after the election, shall secure all ballots for a period of two years.

# DRAFT

## Challenges

32. In the event a specific election vote is challenged, the Board shall instruct the Election Committee to provide an Investigative Sub-Committee to assist in the equitable and impartial disposition of the challenge.

## General

33. Notwithstanding any of the above, the Association may exercise all rights and remedies available to it at law, in equity, or pursuant to the Governing Documents.
34. Should any provision of this Resolution be deemed invalid, the remaining provisions hereof shall remain in full force and effect.
35. Any provision contained within any previously adopted resolution of the Association that conflicts with any provisions set forth herein shall be deemed void and this Resolution shall govern.

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

---

## Interoffice Memorandum

---

To: Board of Trustees

From: Howard Height

Date: January 17, 2020

Re: Company Computer replacement

---

I have been asked to research the costs to update the desktop computers for the LVWA office staff and guard houses. We researched several brands and configurations. We concluded that the Dell Precision 3431 small form factor workstation with a Core i5 processor and Windows 10 64-bit would be the best fit in both price and performance. It is our recommendation to contract with Dell Computers to purchase 23 Precision 3431 workstations for a cost of \$ 17,458.46. This price includes tax and shipping. This expense will be charged to GL# 3150 – Property Fund – Replacements.



**LEISURE VILLAGE WEST ASSOCIATION, INC.  
POLICY RESOLUTION  
RELATING TO PRIVACY**

**WHEREAS**, the Leisure Village West Association, Inc. (the "Association") was formed by the filing of a certain Certificate of Incorporation, on May 31, 1972, with the Secretary of State of the State of New Jersey having its offices at 959 Buckingham Drive, Manchester, New Jersey 08759; and

**WHEREAS**, the Association was established and exists by certain **Master Deeds with attached Bylaws recorded on January 10, 1978, in the Ocean County Clerk's Office in Deed Book 3683 page 51 et. seq.**, and as amended from time to time (collectively the "Master Deed"); and

**WHEREAS**, the Association's Master Deeds were amended and consolidated and recorded on July 30, 2014 in the Ocean County Clerk's Office in Deed Book 15860, Page 1840 et. seq.; and

**WHEREAS**, the Bylaws, Article VI, Section 1, provides, "The Board of Trustees shall have and exercise all lawful powers and duties necessary for the proper conduct and administration of the affairs of the Association and the operation and maintenance of Leisure Village West and may do or cause to be done all such other lawful acts and things as are not by law, by these Bylaws or otherwise, directed or required to be done or exercised by members of the Association or owners of units, or by others;" and

**WHEREAS**, the Bylaws, Article VI, Section 1(n), the Board of Trustees (the "Board") has the power to "make, and enforce compliance with, such reasonable rules and regulations relative to the operation, use and occupancy of the units, common elements and Association facilities, and to amend the same from time to time as when approved by appropriate resolutions [which] shall be binding on the owners and occupants of units, their successors in title and assigns. A copy of such rules and regulations and copies of any amendments thereof shall be delivered or mailed to each owner of a unit promptly upon the adoption thereof;" and

**WHEREAS**, the Board has determined that it is in the best interest of the Association to establish procedures and guidelines to protect the privacy of its residents;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

**Opening Statement:** *The following policies are intended to provide as much privacy as a member of a condominium Association may expect to maintain – when taking into consideration open records laws and modern technology. However, no policy can control or prevent all acts of malicious individuals, who may be intent on violating someone else's privacy. Please remain alert and report any suspicious activity to the police department and follow up with the Association office.*

*We must all acknowledge that we live in an unprecedented age of access to information and the ability to share it with the world. Nearly every person carries a smart phone that is capable of taking photographs, recording video and audio and editing the media directly on the device. That media can then be shared with the world in an instant through the internet and social media, and there is very little the Association can do to regulate the use of these items. These technologies change and advance on a daily basis. The Board of Trustees calls on all residents to treat each other with dignity and respect that goes beyond the letter of any law or policy on privacy. Treat others as you would like to be treated – or better!*

## **UNIT OWNER SECURITY CAMERAS**

### **I. Unit Owner Security Camera Installation Guidelines**

- A. Any unit owner wishing to install an exterior security camera, other than a doorbell camera, must submit a property modification form to the Association's property manager requesting approval of the proposed installation. No exterior security camera may be installed until written approval is provided to the unit owner by the Association.
- B. Approved security cameras must be installed on the wood door frame/trim, directly over the subject door. If there is no wood frame/trim, or if there is insufficient space on the wood frame/trim, then the camera may be installed directly onto the siding over the door. The uppermost part of the mounting base for any security camera installed directly on the siding shall be no more than six (6") inches above the top of the door.
- C. Doorbell cameras, such as the "Ring" camera, do not require prior written authorization from the Association and are also permitted to be installed on the side wood frame/trim of doorways in a "typical" doorbell location.
- D. The exterior-mounted cameras may not exceed five (5") inches in size (5 inches high, 5 inches wide and extending 5 inches from the mounting base).
- E. The exterior cameras must be a color which matches the trim.
- F. Wireless cameras are preferred. If a wired system is used the wires must be completely concealed behind the trim/siding. Any installed wiring for an exterior security camera must be run directly into the home, without disturbing or running under the aluminum siding. No exterior conduit or piping is permitted for camera wiring.
- G. Any damage to a building caused by installation, maintenance and/or repairs of the exterior-mounted security cameras shall be the owner's responsibility to repair. This includes any damage created by water penetration. The Unit Owner shall be liable to restore the area to its original condition upon removal of any security camera system.
- H. The view of the security cameras may only be directed in front of the Unit and directly behind the Unit, and at an angle which extends the view no further than twenty-five (25) feet from the building.
- I. Under no circumstances may cameras be pointed into neighboring units in or any direction which unreasonably invades neighboring residents' privacy.

### **II. Use of Unit Owner Cameras and Video/Photographic Footage**

- A. Unit owners are fully responsible for the use of any security camera installed at their home. This includes aiming the cameras, recording use and storage, and any other camera-related issue.

- B. The Association is not responsible for and will not monitor any person's use of his/her security camera and/or the footage recorded by such camera.
- C. In the event that the Association's Board determines that a Unit Owner's security camera footage may provide beneficial to the Association, the Association may require camera owners to preserve footage and provide a copy of any requested footage to the Association. Unit Owners shall be obligated to provide the requested footage to the Association. In the event that the Unit Owner does not comply, the Association may seek judicial intervention and shall be entitled to seek recovery of its attorneys' fees and costs incurred from the noncompliant Unit Owner.
- D. Before being permitted to install an exterior security camera, a unit owner shall be required to sign an acknowledgment of the rules and regulations governing their installation of a security camera, and that they are responsible for any misuse or the violation of any laws regarding photography and videography.

### **III. Enforcement**

- A. Unit owners are responsible for any damage caused by a security camera installed at their unit.
- B. With regard to exterior security cameras, the Association will only enforce the terms of this Resolution involving matters such as the location, size and color of exterior security cameras.
- C. Any person, who believes his/her privacy has been violated by a person's use of a security camera should report the claim to the police.
- D. Notwithstanding any of the above, the Association may exercise all rights and remedies available to it by law, in equity and/or pursuant to the Master Deed and/or By-Laws.
- E. Should any provision hereof be determined to be invalid, the remaining provisions hereof shall remain in full force and effect.

### **ASSOCIATION SECURITY CAMERAS**

- A. The Association's Board of Trustees shall have sole discretion in determining how and where to install the Association's security cameras.
- B. The Association will use its best efforts to install the security cameras in such a way as to avoid an unreasonable invasion of privacy.
- C. The Association shall be the sole owner of the security cameras and of any recordings, video footage, or information obtained by the security cameras.
- D. The Association shall not be compelled to provide the recordings, video footage, or information obtained by the security cameras to any third party unless directed by court order.
- E. Unit owners may submit a request in writing to the Association to review footage obtained by one or more security camera; however, the Association's Board of Trustees shall have sole authority in

approving or denying said request.

#### **UNIT OWNER PERSONAL INFORMATION**

- A. The Association's management shall maintain a current list of all residents and unit owners in the Association.
- B. Unit owner and resident personal information stored by management may include, but shall not be limited to, current addresses, mailing addresses, telephone numbers, work contact information, emergency contact information, email addresses, pet information, and/or vehicle identification information.
- C. Neither the Association nor management shall use any unit owner or resident personal information for any commercial purpose, including but not limited to marketing or solicitation, or provide it to a third party to be used for any commercial purpose.
- F. Unit owner and resident personal information stored by management shall not be provided to any third party unless directed by court order.
- D. Unit owner and resident personal information stored by management shall be maintained in such a way as to ensure the privacy of the unit owner and/or resident and to ensure that the information is secure and not accessible to third parties.

#### **MEMBERSHIP DIRECTORY**

- A. The Association's Membership Directory may contain each member's name, property address, and telephone number.
- B. Any member may opt out of providing their name, property address, and/or telephone number to be listed in the Membership Directory by notifying management in writing of their decision to do so.
- C. The Membership Directory shall be made available to any member upon request.
- D. No member may use the Membership Directory for any commercial purpose, including but not limited to marketing or solicitation, or provide it to a third party to be used for any commercial purpose.

#### **ASSOCIATION WEBSITE AND SOCIAL MEDIA**

- A. The Association's official public website is: <https://leisurevillagewest.com/>.
- B. Except in a password-protected area, the Association shall not post any unit owner or resident personal information on the Association's official website, any unofficial website, or on social media.

- C. The Association shall not provide any unit owner's or resident's personal information to any third party who intends to post the information on the Association's official website, any unofficial website, or on social media.
- D. The Association shall not be liable for the actions of any unsanctioned third parties who post private or otherwise personal information of any unit owner or resident in the Association on any unofficial website or on social media.
- E. The Association's website may use "cookies" to gather information about website users on its official website. If so, all statutorily required disclosure(s) will be posted on the website.
- F. The Association's website privacy policy will be available on the Association's official website and will be updated, as necessary, to reflect changes in the law. A link to the website's privacy policy will be available on the official website's home page.

#### **ELECTRONIC DATA**

- A. The Association shall ensure all Association computers are password protected.
- B. The Association shall install antivirus software on all Association computers, as well as a firewall to prevent unauthorized access to the computers and the Association's electronic data.
- C. Remote access to the Association's computers and electronic data shall be limited to Association personnel that require access to such data to perform their jobs.

**LEISURE VILLAGE WEST ASSOCIATION, INC.**

Resolution Type: Policy

Relating To: Privacy

Duly adopted at a meeting of the Leisure Village West Association, Inc. held this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Officer

Vote:

YES NO ABSTAIN ABSENT

\_\_\_\_\_, Trustee

\_\_\_\_\_

Attest:

\_\_\_\_\_, Secretary

\_\_\_\_\_, Date

File:

Book of Minutes -  
Book of Resolutions:

Policy  
Administrative  
Special  
General

Book No.

Page No

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resolution Effective: \_\_\_\_\_, 2019.

