

AGENDA

BOARD OF TRUSTEES MEETING WEDNESDAY, MAY 18, 2016 WILLOW HALL

7:00 PM

Pledge of Allegiance

APPEARANCES: Mayor Palmer, Detective Rich Jupinka from Manchester Police Department and Mr. Linwood McWilliams of Caregiver Volunteers.

DIVISION REPORTS

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

MANAGER'S REPORT

RECREATION REPORT

OLD BUSINESS (Items Pending)

1. Hotwire update
2. Bylaws Amendment- Leasing fees
3. Vinyl Fence Replacement
4. Election Policy
5. Door to Door Policy

NEW BUSINESS

1. Concrete Scarifier
2. KLVW Studio Renovation
3. Cameras for parking lots and maintenance
4. Bylaws for Bocce and Social Club

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.

**POLICY ESTABLISHING THE RULES
TO BE USED IN ELECTIONS FOR THE POSITION
OF MEMBER OF THE BOARD OF TRUSTEES,
And for VOTING REGARDING REFERENDUM**

Approval Pending

WHEREAS, Leisure Village West is a private residential community, not open to the general public; and,

WHEREAS, the need exists to establish and maintain detailed rules and procedures governing elections held for the position of trustee and referendum; and,

WHEREAS, the tranquility of the Community is deemed enhanced by the establishment and enforcement of such rules designed to recognize and address such activities within the Village; and,

WHEREAS, the Board of Trustees is empowered to establish and enforce such rules and procedures,

The Board of Trustees has established an Election Committee to manage, oversee and conduct the various events associated with and required during elections for:

1. The position of member of the Board of Trustees
2. Referendum votes for Master Deed changes
3. Referendum votes for Bylaw change

The following rules shall be used by the Committee:

- Section 1. Election of Trustees
Section 2. Referendum voting (Master Deed and Bylaws).

SECTION 1

Rules to be used in ELECTION OF TRUSTEES

As "The affairs of the Association shall be governed by a Board of Trustees consisting of not less than five nor more than nine members, as may be determined from time to time by the members of the Board of Trustees of the Association each of whom shall be a member of the Association and a resident of Leisure Village West" the Leisure Village West Association shall hold an annual election to fill open terms of office commencing October 1st of the year of election. ((Bylaws, Article V, Sec. 1, Sec. 2).

The Election of Trustees shall be held annually in the month of September at a day, time and place to be fixed by the Trustees. (Bylaws, Article V, Sec. 5)

1. To assist the Election Committee in verifying members in good standing, each year, the Board Secretary of the Association shall require the staff to prepare a computer-generated listing of all members. (Listing to be on one-sided sheets). This listing shall be used as the "Poll Book" indicating member in-eligibility highlighted or marked, Members shall be given the opportunity to challenge and/or clarify any rulings of non-eligibility; and the "Poll Book" shall be adjusted accordingly.
2. Each year, the Association shall prepare and distribute the Solicitation of Nomination, This letter shall include specific dates for election actions and requirements.
3. Any member is entitled to file for and seek election to the Board of Trustees.
4. Subsequent to the adoption and publication of this policy, all election-related actions requiring adoption and/or approval by the Board of Trustees, shall be approved only by "disinterested" members of the Board of Trustees. The term "disinterested" is meant to mean a member of the Board of Trustees who is not standing for election in the current election.
5. It is the express and specific intention of the Board of Trustees that 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.
6. Petitions of nomination, or in the case of a person who has previously held the position of Trustee, a letter of Intent to run, are due by the first Wednesday In August. (Bylaws, Art. 5, Sec.b(6)).
7. Subsequent to verifying membership in good standing of candidates by Association staff, the Election Committee shall publish the names and resumes of the candidates, and shall place the announced candidates on all media for the information of all members.

7. The Board Secretary shall forward a letter to each nominated candidate specifying the conduct of the election process and containing the forms required of each candidate.

8 In addition, the Board Secretary shall prepare and mail a Notice of Election to the general membership, with the assistance of the Association Secretary.

9. This Notice of Election shall include the procedures and instructions regarding the voting operation.

10. Subsequent to the Accounting Department verification of candidates in good standing, the Election Committee shall conduct an Orientation meeting for all candidates.

11. Invitation to the orientation meeting shall be in writing. Candidates may attend personally or may provide representation by a member in good standing. In the case of representation, the candidate or his representative shall convey a letter, signed by the candidate, to the Election Committee. This letter shall name the candidate's representative, and shall include the candidate's agreement to abide by the representative's decisions regarding the candidate's actions.

12. During the third week of August a special bulletin shall be issued to all residents of Leisure Village West to acquaint Association members with the candidates for office. (Bylaws, Art. 5, Sec. b(6)).

13. Subject to Board and legal limitations on disclosure of proprietary and confidential information, candidates for election are entitled to access information pertinent to the operation of the Village and the Association. Accordingly, the Board of Trustees and the Association staff will make the following information available, in the Association office, upon written request of any candidate:

a. Copies of annual expenditures, by budget line item, for the two fiscal years prior to the current fiscal year, and, copy of the annualized budget and expenditures for the current fiscal year.

b. Copies of the minutes of monthly public Board meetings from the beginning of the current fiscal year through July of the current year.

c. Copies of the resolutions and/or policies adopted during the current fiscal year and the two previous fiscal years.

Requests for any of the above information shall be made in writing, over the signature of the candidate, to the Association Secretary. Such requests shall be satisfied no later than three (3) working days after receipt of the request. The deadline for submission of such requests shall be five (5) working days prior to the date established for Candidates' Day. Requests received after that time shall not be honored.

14. The Election Committee shall schedule a Candidate's Day, shall coordinate with the in-house TV Crew regarding the schedule and arrangements, and conduct Candidates Day.

15. The Election Committee shall make arrangements for all administrative and/or physical space support for the conduct of the election.

16. The Election Committee shall:

- a. Assist in preparing and mailing ballots.
- b. Conduct the election, count the votes cast, certify the results to the Board of Trustees, and prepare and place on the "Creeper" and www.lvwcreeper.com the appropriate announcement to the membership.
- c. In the event a specific election vote is challenged, be prepared to provide an Investigative Sub-Committee to the Board of Trustees, so as to assist in the equitable and impartial disposition of the challenge.

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Section 2.

Rules to be used in REFERENDUMS

From time to time the Officers of the Association may determine that they shall bring before the membership actions regarding capital expenditures (Master Deed, Article 19), or condemnation, obsolescence or sale of facilities (Master Deed, Article 34 b,c,d) or amendment to the Bylaws of the Association.

ARTICLE XIII AMENDMENTS TO BYLAWS

SECTION 1. PROCEDURE FOR AMENDMENT. These Bylaws may be amended or repealed, or new bylaws may be adopted, by vote of the members representing fifty-one (51%) of the Association membership entitled to vote at such meeting or referendum wherein amendments to these Bylaws are being considered within the limitations prescribed by law. Prior to any vote on the amendment of these Bylaws, written notice shall be provided to Unit Owners including the exact language of the proposed amendment or repeal. In the event that federal, state or local law imposes legal requirements which must be included in these Bylaws, the Bylaws may be amended to include such compulsory provisions by the majority vote of the Board of Trustees.

1. ARTICLE 1, Section 11 of the Bylaws, states "member shall be deemed to be in 'good standing' and 'entitled to vote' at any annual meeting or any special meeting of the Association if, and only if, he shall have fully paid all assessments made or levied against him and his unit by the Trustees as hereinafter provided, together with all interest, costs, attorney's fees, penalties, and other expenses, if any, properly chargeable to him and against his unit, at least 3 days prior to the date fixed for such annual or special meetings."
2. Upon determining that the Members of the Association shall vote on a referendum, the Board Secretary of the Association shall require the staff to prepare a computer-generated listing of all members. (Listing to be on one-sided sheets). This listing shall be used as the "Poll Book" indicating member in-eligibility highlighted or marked, within these rules and procedures. Members shall be given the opportunity to challenge and/or clarify any rulings or non-eligibility; and the "Poll Book" shall be adjusted accordingly.
3. Upon determination that a referendum shall come before the membership of the Association, the Board of Trustees shall prepare and distribute by mail to the official address of each member of the Association, materials defining the issue, voting procedures and ballot.
4. The Election Committee shall assist the administrative staff in preparing the mailing.

5. The Election Committee shall assist in verifying membership upon return of referendum ballots.

6. A minimum of two members of the Election Committee shall count the votes.

7. Association Counsel shall assist in tallying referendum votes. A minimum of two members of the Election Committee shall take an active part in the final tally.

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Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Gene Caravella

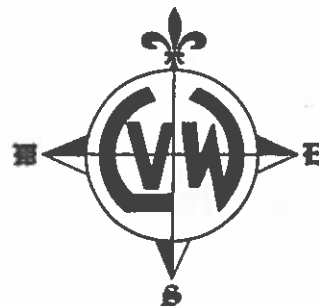
Date: May 3, 2016

Re: Concrete Scarifier

Our concrete scarifier which is used to grind down any uneven surfaces along the walks, is fully funded and in need of replacement. This is an essential piece of equipment which is extremely proactive in the prevention of trip and falls. The safety of our residents is our main priority. Currently our scarifier is not operational and would be quite costly to repair. We have been in contact with three vendors and their quotes are attached. Prices include tax and delivery.

United Rentals.....	\$4,621.12
Edco Equipment.....	\$5,106.30
Fox Equipment.....	\$5,547.95

It is our recommendation to make this purchase from United rentals for a total cost not to exceed \$4,621.12, and have it memorialized. This purchase would be funded by Account #3150 – Equipment Replacement.



Interoffice Memorandum

To: Board of Trustees

From: Howard Height

Date: March 12, 2016

Re: KLVW Studio Renovation

I have been asked to research the costs to renovate and update the KLVW studio. I have met with the KLVW volunteers to help plan new studio that best meets their needs. It has been many years since any major improvements have been done, and the existing equipment is outdated and starting to malfunction. My research has concluded that the NewTek TriCaster 410 Digital Production Studio is the best solution. TriCaster is an industry standard. Their top models are used by companies like The Weather Channel for their new podcast series with Al Roker. In addition to the TriCaster, the renovation will require new desks, monitors, wireless microphones and wired headset monitors. The complete project will cost \$38,589.21, and is detailed on the attached spreadsheet.

All quotes include tax and shipping

Vendor	Description	Price
Varto Technologies	TriCaster 410, TriCaster Training, JVC digital Cameras	\$25,867.25
Digital Arts	TLC-4S Tally light controller and TL-2 tally lights	\$582.72
BH Photo Video	Porta-Com 40FC intercom system	\$2,306.92
Northern Sound	Shure BLX wireless microphone system	\$4,161.44
Amazon	Desks, computers ,monitors, wiring and components	\$5,453.51
Ebay	Royal Rack 21U	\$217.37

It is my recommendation to purchase the equipment as detailed above from the respective vendors. The total cost is \$38,589.21. This expense will be charged to account # 3150 – Property Fund – Equip. Replacement

DRAFT

Interoffice Memorandum

To: Board of Trustees
From: Howard Height
Date: April 11, 2016
Re: Cameras for Parking Lots – Common Buildings

I have been asked to research the cost to install Security Cameras in the Common Buildings Parking lots. My research leaves 3 options presented below:

Option 1: Re-purpose existing old analog DVR's from gate houses. We have 3 DVR's and 3 bullet cameras left over from the gate house upgrade. We would have to purchase 2 additional 4 channel DVR's and 45 analog cameras. This option would cost \$1,805.63.

Option 2: Purchase new Alibi Brand DVR's and IP cameras (same brand and platform as gate house upgrade). This option would cost \$8,554.62

Option 3: Purchase 2 Synology Network Attached Servers and 48 HIK-Vision 4Mp cameras. This option would cost \$11,279.77

While Option 1 is the lowest cost, our experience is that analog cameras produce an image that is minimally useful. Most times faces and license plates are not identifiable. The benefits of option 2 are that it is the same platform as the existing gatehouse systems, it is less expensive than option 3, and will produce clear images. The downside is it not expandable without purchasing additional NVRs. Option 3 is the most expensive. The benefits are it is a Centrally Managed System, each NVR will support 40 cameras. The cameras just need to be on the local network (an Ethernet cable plugged into and Ethernet switch), and can be added to the system. The NAS's can be linked together on the network or over the internet. This system would allow for future expansion (upgrading cameras in the halls, and would be centrally managed

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Memorandum

To: Joe Schultz
From: Mary Lighthipe
Date: May 9, 2016

Re: Leisure Village West Bocce Club By-laws

Attached is a copy of amendments to the Bocce Club's By-laws submitted for Trustee approval.

Requested changes include:

Article IV, Paragraph B, Subsection B, Any financial records required by the government shall be the responsibility of the Treasurer or his or her designee.

Article IV, Paragraph B, Subsection B, had previously stated - The financial records of the club shall be audited annually no later than April 15, of the following year by two qualified paid-up members who shall be appointed by the president.

Article V, Paragraph B, Officers shall be elected for a term of one year from January 1 through December 31. No elected officers shall be eligible to serve for more than two consecutive terms in the same office unless there are no nominees.

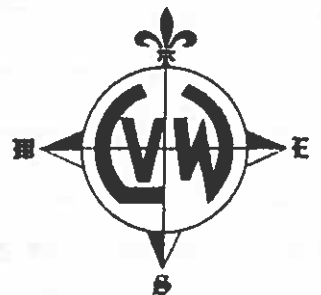
Article V, Paragraph B, had previously stated - Officers shall be elected for a term of one year from January 1 through December 31. No elected officers shall be eligible to serve for more than two consecutive terms in the same office.

The changes were approved by unanimous vote by the membership on April 4, 2016.

Upon my review, I find the proposed Amendments acceptable.

Thank you.

c: Board of Trustees
S. Boker



May 2, 2016

To: Mary Lightthype
From: Luis A. Belarmino II
In Re: Revisions to the New Bylaws

Enclosed & attached thereto
are the new Bylaws for the
abovementioned & the revisions
thereto

The Revisions are as follows

① Article 4 Paragraph B subsection
B - as follows Any Financial
Records required by the Hunt
shall be the responsibility of
the Treasurer or his or her
Designee

② Article 5 - officers - the
election thereof
Paragraph B - officers shall
be elected for a Term of
1 year from January 1 through
December 31.
No elected officers shall
be eligible to serve for
more than 2 consecutive
Terms in the same office unless
there are no nominees

LEISURE VILLAGE WEST BOCCE AND SOCIAL CLUB

BY-LAWS

ARTICLE I NAME

The Name Of This Organization Shall Be Known As The LEISURE VILLAGE WEST BOCCE AND SOCIAL CLUB.

ARTICLE II PURPOSE

The Purpose Of The Club Is To Develop Interest In The Sport Of Bocce, Promote Competition Amongst The Members And With Other Adult Communities. Also To Enhance The Lives Of Residents And Promote Comradery.

ARTICLE III MEMBERSHIP AND DUES

- (A) All Residents Of Leisure Village West Are Eligible For Membership In This Organization Upon Payment Of Annual Dues As Specified By The Club.
- (B) Dues Payable In January For The Calendar Year Consisting Of January 1, Through And Including December 31. Dues Must Be Paid No Later Than April 30, Of The Current Year.

The Dues Of New Members Only Joining Between October 1 and December 31 Will Be Considered Paid-Up For The Balance Of The Current Year And The Following Year,

- (C) A Member, Who Has Lapsed In Payment Of Dues By April 30, And Does Not Pay Dues For The Following Year, Will Have Their Name Removed From The Active Membership List.

Past Members Will Be Re-Instated Upon Payment Of Dues For The Year They Pay And Will Be Considered As A New Member.

Members Not In Good Standing "NON-PAYMENT OF DUES" Will Not Be Able To Participate In Bocce Club Sponsored Competition And Social Events.

ARTICLE IV MEETINGS

(A) The Order Of Business At The General Meeting Shall Be:

- a. Meeting Called To Order
- b. Salute To The Flag
- c. Reading And Approval Of Minutes Of Previous Meeting by The Secretary and Treasurer's Current Financial Report.
- d. Committee Reports
- e. Old Business
- f. New Business
- g. Adjournment

- (B)
- a. The Regular Meeting Of This Organization Shall Be Held On The First Monday Of Each Month From January 1, To December 31, Inclusive. Should The Meeting, Fall On A Holiday, The Scheduled Meeting Shall Be Held The Following Friday.
 - b. Any Financial Records Required By The Government Shall Be The Responsibility of the Treasurer Or His Or Her Designee.
 - c. Nomination Of Officers Shall Be Presented At The September General Meeting. Installation Of Officers Will Be At The Annual Meeting In December.

ARTICLE V OFFICERS AND THEIR ELECTIONS

(A) The Offices Of This Organization Shall Be:

- President
- Vice- President
- Second Vice-President
- Secretary
- Treasurer

(B) Officers Shall Be Elected For A Term of One (1) Year, January 1 - December 31. No Elected Officer Shall Be Eligible To Serve For More Than Two (2) Consecutive Terms In The Same Office. Unless There Are No Nominees.

- (C) The Nominating Committee Shall Consist Of Five (5) Members. The Chairperson To Be Appointed By The President. Both, Shall Select One (1) From The Board And Three (3) From The General Membership.
- (D) Announcement Of The Nominating Committee Shall Be Made At The May Meeting. Members May Submit Suggestions For Nominations For Any Office, In Writing.

ARTICLE VI DUTIES OF ELECTED OFFICERS

- (A) The President Shall Preside At All Meetings And Perform Duties That Pertain To the Office.
- (B) The Vice-President Shall Assume The Duties Of The President When The President Is Absent. The Vice-President Shall Also Perform Other Duties As Assigned By The President.
- (C) The Second Vice-President Shall Assume The Duties Of The Vice-President When The Vice-President Is Absent And. Shall Also Perform Other Duties As Assigned By The President.
- (D) The Secretary Shall Keep A record Of The Minutes And Proceedings Of The General And Board Meetings. The Secretary Shall Always Have In Possession A Copy Of The By-Laws. The Secretary Shall Be Responsible For All Correspondence Pertaining To The Organization.
- (E) The Treasurer Shall Be Responsible For The Receipt And Disbursement Of All Monies Due The Organization And For The Deposit Of All Monies Into The Bank Under The Organization Name. The Treasurer Shall Follow The Standard System Of Bookkeeping.

The Treasurer Shall Maintain A Checkbook Requiring Two (2) Signatures For Any Disbursement Of Funds, Namely, The President and Treasurer.

ARTICLE VII EXECUTIVE BOARD

- (A) The Executive Board Shall Consist Of All Elected Officers., Founders And The Past President.
- (B) The Executive Board Will Meet On The Fourth (4th.) Thursday Each Month Or When Necessary.

- (C) At Any Meeting Of The Executive Board, A Majority Of Its Members Shall Constitute a Quorum.
- (D) Each Board Member Shall Be Entitled To One (1) Vote At Any Board Meeting.
- (E) The Chairperson Of Each Committee Shall Be Expected To Attend All Board Meetings, But Shall Not Have A Vote In That Capacity.
- (F) The Board Must Approve Any Major Expenditures Over The Amount of One Hundred Dollars (\$100.00).

ARTICLE VIII AMENDMENTS

AN AMENDMENT TO THE BY-LAWS MUST BE APPROVED IN THE FOLLOWING SEQUENCE:

- (A) An Amendment (s) To The By-Laws Must Be Approved By A Majority Of The Executive Board.
- (B) If Approved, The Membership Is To Vote On The Amendment At A General Meeting, Provided It Was Proposed At A Previous Meeting. Two Thirds (2/3) Vote Of The Average Attendance Present is Required. (Example: Average Attendance At A General Meeting Has Been Determined To Be 200 - 2/3rds. Of This Figure Is 133).
- (C) If Approved, Amendment (s) Must be Submitted By The President To The LVW Board Of Trustees For Their Approval.

ARTICLE IX

- (A) The Charter Members, Past Presidents And Spouses Of A Deceased President Will Have A Lifetime Paid-Up Membership.
- (B) The Charter Members Of The Club Are:

TONY CESARIO
 JIM MANGIAFICO
 HARRY NAGEL
 JOE NICOTRA
 JOE VENTI

(C) POLICY REGARDING ILLNESSES AND DEATHS OF BOCCE MEMBERS

ILLNESSES

1. The Sunshine Chairperson Is Responsible For The Mailing Of Get Well And Appropriate Condolence Cards.

DEATHS

1. Subject To The Approval Of Two (2) Of the Current Executive Board Of Directors, A Bocce Member Will Be Assigned To Contact A Family Member Of The Deceased, After The Internment, To Determine Which Accredited Fund They Wish A Donation Be Made To. Donation Not To Exceed Twenty-Five Dollars (\$25.00).
2. The Following Persons Who Are Entitled To The Above Benefit Are As Follows:
 - (A) Past And Current Presidents.
 - (B) Club Founders.
 - (C) Officers Of The Current Year.

ARTICLE X FOUNDERS DAY

In Accordance With The Resolution Approved By the Board On February 28, 2002, November 19th. Of Each Year Has Been Designated As "FOUNDERS DAY". At The Discretion Of The Board, This Day Can Be Celebrated In Recognition Of The Founding Of The Club.

ARTICLE XI DISSOLUTION OF THE CLUB

Should This Organization Be Dissolved At Any Time, Any Monies Accrued And Not Allocated For A Specific Purpose Shall Be Donated In The Name Of This Organization To The Leisure Village West Association Or Any Other Worthy Organization Or Cause Selected By The Executive Board Of This Organization And Then Voted On At The Monthly Meeting By A Majority Of The Members Present.

ARTICLE XII ROBERTS RULES

The Club Will Be Guided By ROBERTS RULE OF PARLIAMENTARY PROCEDURE,
As Well As, The Rules Governing The Club And Approved By The Board.

Amended: Jan. 15, 2003

Approved By Unanimous Vote By The Membership On April 7, 2003

Amended: Jan 2. 2, 2012

Approved By Unanimous Vote By The Membership on February 6, 2012

Amended: February 17, 2016

Approved By Unanimous Vote By The Membership on April 4, 2016