

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, MAY 1, 2019 WILLOW HALL

7:00pm

Pledge of Allegiance

ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the April 17, 2019 minutes.
3. Motion to approve/reaffirm the members of the Election Committee.
4. Motion to approve the purchase of three pump and motors from Always Pure & Clear Water Well Drilling for a cost of \$5,041.04. This expense will be provided by account #3260 - Capital Replacement Fund - Irrigation/Well Motors.
5. Motion to approve to contract with All Good Construction for the 2019 Roofing Project to replace 2485.5 squares of roof for a cost of \$538,110.75 and to contract with Gutter Masters for the gutter replacement at a cost of \$35,220.00. These expenses will be provided by account #3270 - Capital Replacement - Roofs.
6. Motion to approve to lease two (2) Freightliner trucks from H.A. DeHart and Son for 60 months at \$6,290.74 per month. This expense will be provided by account #7400 - Sanitation Service.
7. Motion to approve the revisions to Specification 3_5, "To Install/ Replace Storm Doors or Retractable Screen".

RECREATION REPORT

COMMUNITY MANAGER'S REPORT

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Revisions to "Rules Governing Clubs and Groups"

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- The next open Board meeting will be held on Wednesday, May 15, 2019 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, F. Weinstein, S. Tozzi, A. DAmato and E. Murphy. Also present were Community Manager – J. Schultz, Service Manager – J. Snyder and Recreation Director – M. Lighthipe. Absent were S. Falk-Zitelli and Accounting Administrator – M. O'Connor.

This meeting commenced at approximately 1:00p.m with the pledge of allegiance.

Daniel Keane, Ashley Janson and Cynthia Lennox from Allied Universal formerly known as U.S. Security presented the yearly metrics program for LVW. There was a total of 359,055 visitors processed through the gates in 2018. They also announced the one-millionth visitor. They left at 1:17PM.

L. Maiocco thanked Joe Schultz, Jim Snyder and staff for doing an amazing job on completing the Coffee Lounge. The grand opening took place on April 17th.

ITEMS VOTED ON:

F. Weinstein moved to waive the reading of the minutes. C. Lupo seconded. All present were in favor. Motion carried.

F. Weinstein moved to approve the April 3, 2019 minutes as amended. All present were in favor. Motion carried.

S. Tozzi moved to memorialize the quote from Mitchell Insurance Services Inc. for 2019-2020 in the amount of \$1,064,332.69 which compares to \$1,042,176.00 expiring (an increase of \$22,156.69) and sign the rate endorsement for insurance services as presented to the Board of Trustees by Tom Mitchell of Mitchell Insurance Services. This expense will be provided by account #8100 – Insurance Expense. F. Weinstein seconded. All present were in favor. Motion carried.

C. Lupo moved to rescind the pool contract voted and approved on February 20, 2019 and to approve the new contract with Candlewood Management Services, Inc. for the 2019 season for two lifeguards per pool for a cost of \$85,250.00. This expense will be provided by account #8570 – Swimming Pool Repair and Maintenance. E. Murphy seconded.

S. Falk-Zitelli – Absent
S. Tozzi – Yes
A. DAmato – No
E. Murphy – Yes
F. Weinstein – Yes
C. Lupo – Yes
L. Maiocco – Yes

Motion carried.

COMMITTEE REPORTS:

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

J. Saylor, Chairperson gave a report for the Community Services Committee.

B. Craft, Finance Member gave a report for the Finance Committee.

F. Weinstein, Trustee Liaison gave a report for the Administration Committee.

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

COMMUNITY MANAGER REPORT:

J. Schultz gave an update on the tree removal process and stated that the budget for 2020 will provide more money to replace the trees being removed. In the event of a power outage Residents are asked to pull the rip cord release to open your garage door. The Board has approved for the Association to remove the Hotwire pedestals by condo. Verizon will be contacted asking them to remove the ones they are no longer using. A thirty-day notice was given to Residents to update their visitors lists as they will be purged. Paving notice update; Cambridge Circle area including the driveways will be pushed back to the beginning of May. Residents will be notified via one-call when project will begin.

J. Snyder stated that the 2019 Irrigation season has begun and needs to purchase three well pumps and motors for stock. After going out to bid and receiving four quotes, he is recommending the purchase of three pump and motors from Always Pure and Clear Water Well Drilling for a cost of \$5,041.04. This expense will be provided by account #3260 – Capital Replacement Fund – Irrigation/ Well Motors. The Board will vote on this at the next open Board meeting on May 1, 2019. He has gone out to bid for the 2019 roofing project. This year's project consists of 149 units, 57 buildings (2485.50 squares) and 9,332 linear foot of gutter.

Vendor	Roofing Sq.	Cost	Total
All Good Construction	2485.50	\$216.50	\$538,110.75
Roofing Master	2485.50	\$230.00	\$571,665.00
KPI	2485.50	\$270.00	\$671,085.00

Vendor	Gutter LF	Cost	Total
All Good Construction	9382	\$3.95	\$37,098.40
Gutter Master	9382	\$3.75	\$35,220.00
KPI	9382	\$4.12	\$38,695.04

He is recommending to contract with All Good Construction for the 2019 Roofing Project at a cost of \$538,110.75 and Gutter Masters for the gutter replacement at a cost of \$35,220.00. These expenses will be provided by account #3270 – Capital Replacement/ Roofs.

There was no unfinished business.

NEW BUSINESS:

1. Revisions to Specification 3_5, "To Install/ Replace Storm Doors or Retractable Screen" was presented. The Board will vote on this at the next open Board meeting on May 1, 2019.

The next open Board meeting will be held on Wednesday, May 1, 2019 at 7:00pm in the Willow Hall Auditorium.

The business portion of this meeting ended at approximately 2:09p.m.

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: March 19, 2019

Re: Irrigation Pump and motors

We are starting our 2019 Irrigation season and have a need to purchase 3 well pumps and motors for stock.

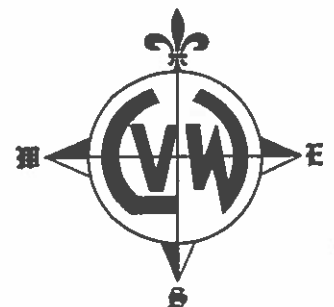
Vendor	Qty	Description	Total with Tax and Freight
Always Pure	3	Well Motor	
Always Pure	3	Well Pump head 5 HP	
Always Pure	N/A	Control Box	
			\$ 5,041.04

Ferguson	3	Well Motor	
Ferguson	3	Well Pump head 5 HP	
Ferguson	3	Control Box	
			\$6,602.01

Aquarius Supply	3	Well Motor	
Aquarius Supply	3	Well Pump head 5 HP	
Aquarius Supply	3	Control Box	
			\$8,505.94

Sustainable Supply	3	Well Motor	
Sustainable Supply	3	Well Pump head 5 HP	
Sustainable Supply	3	Control Box	
			\$12,702.44

We recommending the purchase of three pump and motors from Always Pure & Clear Water Well Drilling for a cost of \$5,041.04 charged to account # 3260 Capital Replacement Fund – Irrigation / Well Motors.



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder / Tom Hasko

Date: April 11, 2019

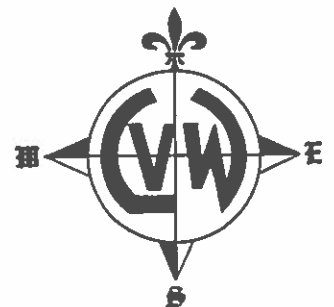
Re: 2019 Roofing Schedule

We have gone out to bid for our 2019 roofing project. This year's project consists of 149 units, 57 buildings (2485.5 Square) and 9,332 liner foot of gutters. Listed below are the bids received along with is a summary of the 2019 roofing project. Attached is the list of the 144 units on the schedule.

Vendor	Roofing Square	Cost	Total
All Good Construction	2485.5	\$ 216.50	\$ 538,110.75
Roofing Master	2485.5	\$ 230.00	\$ 571,665.00
KPI	2485.5	\$ 270.00	\$ 671,085.00

Vendor	Gutter LF	Cost	Total
All Good Construction	9392	\$ 3.95	\$ 37,098.40
Gutter Master	9392	\$ 3.75	\$ 35,220.00
KPI	9392	\$ 4.12	\$ 38,695.04

Roofing Masters has been our roofing contractor for the past two years. We have been very satisfied with their outstanding work quality in addition to our exceptional working relationship; however we do recognize they are not the low bid. We have always strived towards saving Association funds while still providing the best service possible. Therefore, considering the cost difference between contractors we feel a certain obligation to recommend All Good Construction for the 2019 Roofing Project at a cost of \$538,110.75 and Gutter Masters for the gutter replacement cost of \$35,220.00. These expenses will be charged to GL # 3270 Capital Replacement-Roofs



LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. 3_5
STORM DOORS

PERMIT REQUIRED
Page 1 of 1
Trustee Approved:
OCTOBER 3, 2008

SPECIFICATION TO INSTALL/ REPLACE STORM DOORS OR RETRACTABLE SCREEN

MATERIALS

Replacement shall be heavy duty aluminum construction. The hardware (handle, lock, hinges, kick plate) shall be black or white enamel, nickel or brass.

COLOR

The color shall be brown or white.

STYLE

Acceptable door styles include: full or partial view, self-storing or removable glass panel, full or partial view jalousie. The glass must be clear, no frosted, decorative or stained glass panels are permitted. Decorative metallic inserts are not permitted. Screen doors (doors without glass panels) are not permitted.



INSTALLATION

The storm door installation must be made by a contractor who is registered with the Division of Consumer Affairs. The Contractor shall furnish the Leisure Village West Association Office with a current certificate of insurance before the resident can apply for a permit and before any work can begin.

The resident shall notify the Physical Plant Division Volunteer (name and phone number shown on face of permit) when the installation is completed.

TERMS & CONDITIONS

A copy of the TERMS & CONDITIONS, as attached to the resident's permit applies to all of the above.

RESPONSIBILITY FOR THE MAINTENANCE, REPAIR OR REPLACEMENT OF THIS IMPROVEMENT IS THAT OF THE UNIT OWNER, OR SUBSEQUENT OWNER, AND NOT THE LEISURE VILLAGE WEST ASSOCIATION

Revised: 9/6/08

PENDING BOT APPROVAL

LEISURE VILLAGE WEST RULES GOVERNING CLUBS AND GROUPS

Section 1, Application:

1. Applications for recognition shall be submitted to the Recreation Director.
2. Each application must state purpose, value and type of the organization and affirmation that no other organization of the same kind presently exists. Upon review and recommendation by the Community Services Committee, the Recreation Director will grant or deny the application.
3. Only residents of Leisure Village West shall be entitled to be members of any organization.

Section 2, General:

1. Advertising flyers and posters for display in lobbies shall be limited to 8 1/2" x 11." Posters used at ticket sales conducted in lobbies shall not exceed 16" x 20." Approval of the Recreation Department shall be obtained prior to posting. Ticket sales in lobby must be preapproved by the Recreation Director and any club in session on the day of the sale.
2. All LVW audio/visual equipment must be operated by a person certified as qualified by the Recreation Department, Annual training will be provided. If an organization cannot provide a certified operator, the equipment will not be made available. All equipment must be returned in the condition it was received. The organization shall be responsible for the cost of repairs. The above shall be strictly adhered to or future use will be denied.
3. Meetings and social activities shall be conducted in the following manner unless otherwise posted in Section 3, 1, "Clubs" of this document. Each organization shall be entitled one scheduled primary meeting date per month. Organizations with a stated goal of conducting weekly social activities may conduct up to three additional social activities per month following the rules governing their organization defined in Section 3. The number of weekly events may be reduced if and when demand exceeds available space.
4. Each organization shall submit to the Recreation Director a list of current officers/contact persons and the calendar of regularly scheduled primary meetings, board meetings, social activities and special events for the calendar year, where applicable. Requests must be approved by the Recreation Director based on availability of facilities. -This information should be submitted no later than December 1, to be included on the calendar for the following year. (Forms are available at the Recreation office and on lvwcreeper.com).
5. The Recreation Director will be responsible for scheduling the use of buildings, rooms, patios and equipment. **All schedules are subject to change based on space availability and are at the sole discretion of the Recreation Director.** Kitchen use will be limited to meeting dates and scheduled special events. It is the responsibility of the organization to ensure the facilities are left clean and in good condition following their meeting/event. If a private caterer is used, a certificate of insurance for the vendor must be received by the Recreation Director no later than 7 days prior to the event.

6. Association and Recreation sponsored events shall have priority for all room reservations and dates. Organization approvals shall then be subject to the following hierarchy: Clubs shall always have priority, followed by Groups as defined under Section 3.
7. Non-Residents of any organization are only permitted to attend a Special Event or Fund Raiser when an admission fee is charged or a donation is requested.
8. Organization articles in the LVW News magazine will be based on available space and first come status in accordance with the previously stated hierarchy. Creeper Channel notices are subject to the existing rules in accordance with the Department's established procedures. All organizations are encouraged to advertise on lvwcreeper.com. **No organization is to place articles in outside publications that reference any upcoming or future events.**
9. In the event there is a conflict between organizations with no mutual resolution, the matter shall then be referred to the Recreation Director-and the Community Services Committee to review the matter. The Director and the Community Services Committee shall conduct a hearing with the disputants to resolve the dispute. In the event of an impasse, the Recreation Director shall communicate final disposition.
10. If an organization does not comply with these rules, the organization will forfeit their right to function in Leisure Village West and all privileges shall be revoked.
11. If there is a conflict between these rules and any organization's governing documents, these rules shall prevail.

DISCLAIMER: The Leisure Village West Association, Inc. does not review, oversee, maintain, manage, insure, protect or guarantee the finances of any organization. Full responsibility for the management of all club and/or group funds lies with the individual club or group and its officers.

Furthermore, Leisure Village West Association, Inc. does not plan, supervise or endorse any club activities or events and is not responsible for any damage or injury of any kind that occurs at or results from any club activities or events. Any person who participates in any club activity or event does so at his or her own risk.

Section 3, Organizations:

1. Clubs:

a. Varied in size with stated goals including financials.

- i. Bylaws are required that constitute rules to be followed by its members.
- ii. Include four or more officers, including a Treasurer.
- iii. May run traditional fundraisers; organize dances and out-of-village trips.
- iv. May conduct open and closed meetings.
 1. Non-members may be excluded from business meetings at the discretion of the club.
 2. May exclude non-members from special events or fee-for-attendance programs.
 3. Special training sessions may be limited to club members only at the discretion of the club.
 4. May invite guest speakers/entertainers subject to LVW's general rules and policies (for example LVW's restriction on partisan political presentations).
- v. With the exception of the Dance Club, clubs wishing to use the facilities for Special Events, Dances, Dinners or Fund Raisers other than those held on their scheduled meeting date will be limited to ~~Two-Four (2-4)~~ Two (2) events per year. A Special Event or Fund Raiser is one in which an admission is charged or a donation is requested. These would include but are not limited to: picnics, card parties, fashion shows, musical venues, concerts, out-of-Village luncheons, etc. Requests must be approved by the Recreation Director based on availability of facilities and the venues of previously scheduled events. Clubs are encouraged to hold their special events on the day of their regularly scheduled monthly meeting.
- vi. Out-Of-Village Bus Trips must be scheduled with the Recreation Department prior to a firm commitment being made with the bus company. The bus company must, prior to the trip, give the Recreation Department a certificate of insurance indicating that the type and amount of coverage satisfies LVW requirements. Trips will be limited to Four (4) day trips and Two (2) overnight trips per calendar year. Dates will be approved at the discretion of the Recreation Director. Clubs wishing to sponsor Atlantic City bus trips need prior approval from the Recreation Director and are subject to a monthly rotation as deemed acceptable. The Travel Club is exempt from this rule and is permitted to conduct a reasonable number of multi-day trips as approved by the Recreation Director.
- vii. Each club is required to be aware of the applicable legal, tax and community-specific requirements that the club is in compliance with such requirements. Each club should consult with legal and tax counsel, as it deems appropriate.

- viii. The club's bylaws will include provisions for the distribution of the treasury should the club disband.
- ix. Clubs must obtain a Social Affair Permit whenever alcohol is to be served at a club function. This includes beer and wine. Permits are obtained from the Township and then forwarded to the State for approval. The approval process often takes several months. B.Y.O.B is permitted at club functions and may be advertised as such.
- x. All clubs are required to have a State Registration Certificate ID and Township License when holding a 50/50 or gift raffle. Raffles of lottery tickets ~~of Money Trees are prohibited~~ are allowed by the Legalized Games of Chance Control Commission. The State will issue a Registration Certificate ID# at no cost to the Club. The Registration Certificate# is valid for two years. Once the Registration Certificate ID# is received, the Club should apply for an annual license through Manchester Township. The township requires Clubs to list the dates of all 50/50 raffles. Clubs may apply separately for any special raffle event.

2. Groups:

- a. Must declare specific goals and may not collect dues or have any other financial transactions.
 - i. Provide simple Bylaws or document that constitute rules to be followed by its participants.
 - ii. One or more contact person is required.
 - iii. Meeting space shall be provided based upon size of participants and availability.
 - iv. Fund-raising and/or raffle events are not permitted.
 - v. May invite guest speakers/entertainers subject to LVW's general rules and policies (for example, LVW's restriction on partisan political presentations).
 - vi. May organize no-cost events limited to once monthly on their primary scheduled date.

Adopted by BOT: July 5, 2000
 Revised: July 3, 2002
 Revised: July 18, 2007
 Revised: April 7, 2010
 Revised: June 5, 2013
 Revised: November 5, 2014
 Revised: July 19, 2017
 Revised: December 5, 2018
 Revised: PENDING