

The meeting was called to order at 1:07 PM by Board President, Charles Lupo with the Pledge of Allegiance.

PRESENT: Trustees: Present were Board President - Charles Lupo, Vice President - Joyce Carmody, Treasurer - Eugene Murphy, Board Secretary - Thomas Hardman, Trustee - Wayne Steinman, Trustee – Michael Blank and Trustee - Fay Weinstein.

Management Staff: Present were Community Manager – Jim Snyder, Accounting Administrator – Michelle Lampard and Recreation Director – Mary Lighthipe. Also present was Michael Polulak from McGovern Legal Services.

APPEARANCES: Melissa DePalma from Manchester Township Senior Services spoke about the different services and programs available to those individuals over the age of 60 years old.

C. Lupo stated the Board responded to allegations made by a resident at the April 5th open Board meeting through the Associations Attorney.

FIRST ORDER OF BUSINESS:

Trustee Violation statement read by T. Hardman: All Trustees of Leisure Village West agree to abide by a Trustee Code of Conduct- Regarding Board Member's Conduct and Confidentiality. Trustee, J. Carmody has been charged with violating The Trustee Code of Conduct for disclosing information regarding upcoming contract negotiation strategies that the Association will be entering. Board Members shall not disclose *Information related to pending or anticipated litigation or contract negotiations*. Trustee J. Carmody denied this claim and presented an email in an effort to support her position. Trustee J. Carmody has asked for the charge to be dismissed. This is Trustee J. Carmody's second formal warning regarding breaching the Trustee Code of Conduct. A third violation by Trustee J. Carmody would result in the President of the Board of Trustees recommending the Board vote to initiate the removal process of Trustee J. Carmody at the Open Meeting of the Trustees.

ITEMS VOTED ON: (continued in "Community Manager's Report)

T. Hardman moved to waive the reading of the minutes. W. Steinman seconded. All were in favor. Motion carried.

T. Hardman moved to approve the April 5, 2023 minutes. E. Murphy seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

F. Weinstein moved to approve the new Policy Resolution regarding Private Resident to Resident Lessons for a Fee on Common Elements. W. Steinman seconded. There was a comment from the audience and a vote was than called. All were in favor. Motion carried.

M. Blank moved to approve the purchase of 14 stacking armchairs for use in Willow Hall, Club Encore, and Leisure Fair from Worthington Direct at a cost of \$2,372.40. The funds to meet this expense will be provided by account #3150 – Property Fund. F. Weinstein seconded. There were comments from the audience and a vote was than called. All were in favor. Motion carried.

E. Murphy moved to approve the revisions to the Alternate Dispute Resolution (ADR) Charter. F. Weinstein seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

PRESENTATION OF REPORTS:

COMMITTEE REPORTS:

B. Owens, Chairperson, gave a report for the Architectural Committee.

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

C. Corvo, Chairperson, gave a report for the Finance Committee.

M R. McCarthy, Chairperson, gave a report for the Administration Committee.

C. Lupo stated that the new Trustee Liaison for the Community Services Committee is M. Blank.

M. Lighthipe gave a report for Recreation.

COMMUNITY MANAGER'S REPORT: (J. Snyder)

On March 1, 2023, Management presented the Board with a recommendation to purchase three (3) pumps and motors and was approved by the Board on April 5, 2023. Unfortunately, by the time the order could be placed, there was a price increase from when it was originally quoted. W.B. Drilling's original quote was \$9,185.33 and has increased to \$10,470.42. Management did contact the companies who originally submitted bids. Zoro is out of stock and Grainger cost is \$11,677.71. Management is recommending to rescind the previously approved motion from April 5th and approve the purchase of three (3) pump and motors from W.B. Drilling at a cost of \$10,470.42. The funds to meet this expense will be provided by account #3260 – Capital Replacement/Irrigation-Well Motors. *E. Murphy moved to rescind the motion from April 5th and approve to purchase the three (3) pump and motors from W.B. Drilling for a total cost of \$10,470.42. The funds to meet this expense will be provided by account #3260 – Capital Replacement/Irrigation-Well Motors. T. Hardman seconded. There was no discussion and a vote was called. All were in favor. Motion carried.*

As you are aware, the United States Postal Service (USPS) will no longer replace cluster mailboxes. It is now the community's responsibility to replace these boxes at the Associations expense. There has become a need to move forward and replace two mailboxes that are in very poor condition. Management went out to bid to obtain the costs associated with purchasing two (2) 16 mail-slot cluster boxes. The following is the pricing received with tax and shipping included;

Vendor	Two (2) 16 Box Cluster Box
Mailbox.com	\$4,392.95
Mailbox Works	\$4,406.03
Direct Mailboxes	\$4,518.23
National Mailboxes	\$4,285.15
LPCM	\$4,369.72
Budget Mailboxes	\$4,547.51
Global Ind.	\$5,659.55

Management is requesting Board approval to purchase two (2) 16 box cluster mailboxes from National Mailboxes for a total cost of \$4,285.15. The funds to meet this expense will be provided by account #3230 – Capital Replacement/Common Buildings. The Board will vote on this at the next open Board meeting on June 7, 2023.

Part of the approved Azek project is replacing the unit's gutter system with new 6" gutters and replacement leaders. During this year's cycle, the Association will be replacing the gutter systems on 50 units. The average cost per unit is \$800.00. Management is requesting Board approval to replace the gutter system on fifty (50) Azek units for a cost of \$40,000.00. The funds to meet this expense will be provided by account #3270 – Capital Replacement/Roofs. The Board will vote on this at the next open Board meeting on June 7, 2023.

UPS has tentatively approved to place a drop box in the village for residents only. The Board will vote on this at the next open Board meeting on June 7, 2023.

Updates were provided on the Willow Pergola replacement and the Club Encore pool renovation. The Bocce courts will begin in September.

Residents should report any damage to their units to the Maintenance Department. Insurance claims could be denied for neglect if not reported in a timely manner to the Association.

For the village to comply with HUD's regulatory requirements for the age verification of residents, the Association is requesting all residents to fill out the age verification form that is posted on Frontsteps and available at the Association office.

The Club Encore kitchen is being installed.

Part of the original plan to renovate the Club Encore patio is to replace the patio furniture. A sub-committee was made up to develop the furniture needs for the patio. With that plan in mind, Management went out to bid for the table and chairs needed for the patio. These are in a two-tier category based on the quality of the furniture.

Tier One Vendors	Total	Notes
The Wickery	\$48,365.10	Same vendor as firepit furniture
Premium Poly Patios	\$50,364.67	
Amish Yard	\$56,922.38	
Dutch Crafters	\$62,637.56	

Tier Two Vendors	Total	Notes
King's Home Furniture	\$33,650.76	
Pollywood	\$44,025.75	No balcony HT

Management is recommending to purchase the tier-one quality furniture from The Wickery for a cost of \$48,365.10. The funds to meet this expense will be provided by account #3150 – Property Fund. Upon recommendation from Management, *F. Weinstein moved to approve the purchase of the tier-one quality furniture from The Wickery for a cost of \$48,365.10. The funds to meet this expense will be provided by account #3150 – Property Fund. E. Murphy seconded. There was a resident comment and then a vote was called. All were in favor. Motion carried.*

Parking violations continue in the village. There is no parking permitted on any LVW street during the hours of 2:00 am to 6:00 am except where 72 hours parking signs are posted. The Association will continue to ticket vehicles parked overnight on the street between 2:00 am and 6:00 am.

Permits are required for many changes a unit owner wishes to make. There is no charge for these permits which may be obtained at the Association Office.

Pets must always maintain full control of the animal. The animal must always be leashed while outside of the unit. Owners are responsible for removing their pet's wastes from the common elements and units and are to place the wastes in their own garbage receptacle, not in any public receptacle or storm drain. Droppings must be picked up immediately and put into the owners' own receptacle

containers. Pets must be walked in the streets (at the curb) and in such open or wooded areas not used for recreational purposes or parking facilities, or in common areas. Any pet violation will result in a \$250.00 fine.

There are four HVAC units at Leisure Fair. The first two units were replaced two years ago as phase one of the replacement plan. There is a need to replace the remaining two HVAC units. The following bids were received:

Equipment/Vendor	Brand/Model	Price
Renegade Mechanical LLC	Remove existing units and install two new Coleman HVAC units	\$23,031.00
Dwyer Services	Remove existing units and install two new Bryant HVAC units	\$23,113.70
Toms River Heating and Cooling	Remove existing units and install two new Lennox HVAC units	\$26,656.25

Management is recommending to contract with Renegade Mechanical LLC to install two (2) new Coleman HVAC units at Leisure Fair for a cost of \$23,031.00 and Manchester Township permits for a cost of \$400.00, for a total cost of \$23,431.00. The funds to meet this expense will be provided by account #3230 – Capital Replacement/Common Buildings. Upon recommendation from Management, *F. Weinstein moved to contract with Renegade Mechanical LLC to install two (2) new Coleman HVAC units at Leisure Fair for a cost of \$23,031.00 and Manchester Township permits for a cost of \$400.00, for a total cost of \$23,431.00. The funds to meet this expense will be provided by account #3230 – Capital Replacement/Common Buildings. T. Hardman seconded. There was no discussion and a vote was called. All were in favor. Motion carried.*

H. Height, I.T Facilities Manager stated that the Maintenance Department must frequently diagnose underground wire breaks and broken water lines around the community and residential units. Maintenance is currently using some old and outdated detection equipment for finding some of these breaks; however, the equipment is not capable of finding many of these breaks and is due for replacement. On several occasions, Maintenance has had to call in outside companies to aid in the location of breaks. This has proven to be very expensive. Management believes it would be most cost-effective to have the same equipment these companies are using in-house, so they can diagnose and fix the problems more quickly and cost-effectively. The detection unit most used in this industry is the Radiodetection RD7200. Management had a dealer representative onsite recently to demonstrate this unit. The results were outstanding, so Management went out to bid and the bids are listed below: (quotes include tax and shipping)

Equipment / Vendor	Brand / Model	Price
Eastcom Associates Inc.	Radiodetection RD7200	\$5,049.76
Subsurface Solutions	Radiodetection RD7200	\$5,139.33
EBay	Radiodetection RD7200	\$6,930.63

Management is recommending to purchase the Radiodetection RD7200 locator kit from Eastcom Associates Inc. for a total cost of \$5,049.76. The funds to meet this expense will be provided by account #3150 – Property Fund. The Board will vote on this at the next open Board meeting on June 7, 2023.

The Board requested that Management research pricing for an ADA Chair Lift for the Willow pool. Management reached out to Millennial Pool Management for their recommendation. They are recommending a SR Smith 400 lb. capacity chair lift. Management reviewed this model as well as other brands of lift chairs. Also considered were portable models. After reviewing all options, the SR Smith offers the best mobility, safety, and ease of use. Management is recommending contracting with Millennial Pool Management for the purchase and installation of a SR Smith 400 lb. capacity pool lift.

Equipment / Vendor	Brand / Model	Price
Millennial Pool Management	SR Smith 400 lb. capacity pool lift	\$14,394.38
Carmona Pool Services	Declined to Bid	n/a
Candlewood Pools	Declined to Bid	n/a
Pool Operations	Declined to Bid	N/a

Upon recommendation from Management, W. Steinman moved to purchase and install a SR Smith 400lb. capacity pool lift from Millennial Pool Management for a cost of \$14,394.38. The funds to meet this expense will be provided by account #3230 – Capital Replacement/Common Buildings. T. Hardman seconded. There were comments from the audience and then a vote was taken. All were in favor. Motion carried.

UNFINISHED BUSINESS:

1. Club Encore Patio Structure: Management is waiting on bids.

There was no new business.

M. Blank made a statement regarding security and J. Snyder followed up announcing scams that have been circulating.

The next open Board meeting will be held on Wednesday, June 7, 2023 at 7:00 PM in the auditorium at Willow Hall.

There being no further business, the Board meeting adjourned at approximately 3:35 PM.



Samantha Bowker
Administrative Assistant



Tom Hardman
Board Secretary

Approved: June 7, 2023