

## AGENDA

### BOARD OF TRUSTEES MEETING WEDNESDAY, MAY 4, 2016 WILLOW HALL

1:00 PM

Pledge of Allegiance

R. Klotz, Chair of the Election Committee, to swear in new trustee.

Items to be voted on:

1. Motion to approve the April 6, 2016 and April 20, 2016 minutes.
2. Motion to authorize the Association to contract with **C.J. Hesse** to replace the outside roads of Thornbury Lane for total cost of \$217,425.50 and for Huntington Drive & Buckingham Drive side roads for a total cost of \$112,350.50. The total cost for both projects is \$329,776.00. The funds to meet this expense will be provided by account 3290-Capital Replacement-Roads.
3. Motion to approve the amended **Election Policy**, a copy of which is attached to and made part of these minutes.
4. Motion to approve the amended **Election Committee Charter**.
5. Motion to approve the amended **Door to Door Policy**, a copy of which is attached to and made part of these minutes.
6. Motion to approve the **Italian American Social Club** bylaws.
7. Motion to authorize the Association to contract with **Roofing Master** to replace 9,231 linear feet of gutter at \$3.00 per foot for a total cost of \$27,693.00. The funds to meet this expense will be provided by account 3270-Capital Replacement-Roofs.
8. Motion to memorialize the Association's payment to **Curry Electrical Contracting** for replacement of electrical panels at 57A Edinburgh; 29D Edinburgh; 13B Cambridge; 17A Gramercy; 60A Buckingham and 1A Edinburgh for a total cost of \$5,256.00. The funds to meet this expense were provided by account #3295-Capital Replacement-Exterior Restoration & Unit Infrastructure.
9. Motion to authorize the Association to purchase three pumps and three motors from **Ferguson Enterprises** for a cost of \$4,606.41 charged to account #3260- Capital Replacement Fund-Irrigation/ Well Motors.

Manager's Report

Financial Report

Recreation Report

#### OLD BUSINESS (Items Pending)

1. Bylaws amendment
2. Hotwire update
3. Vinyl fencing

## **NEW BUSINESS**

### 1. Notice of Solicitation- June magazine

#### 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.

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees  
From: Gene Caravella  
Date: April 7, 2016  
Re: Road Paving Bids

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The 2016 Road Paving Project consists of Thornbury Lane (outside roads) and Huntington Drive & Buckingham Drive (side roads). Bids are based upon a per ton price. Final tonnage may vary based on actual tonnage used.

The following bids have been received for Thornbury Lane (outside roads), (estimated 2,250 tons):

C.J. Hesse, Inc. ....	\$217,425.50
Earle Asphalt Company.....	\$227,413.08
Esposito Construction.....	\$290,870.00
Johnson & Baran.....	\$249,340.00
Meco, Inc.....	\$344,700.00

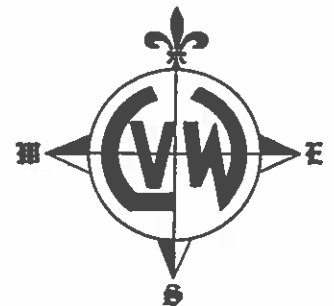
**We recommend signing a contract with C.J. Hesse, Inc. for a total cost of \$217,425.50.**

The following bids have been received for Huntington Drive & Buckingham Drive (side roads), (estimated 1,200 tons):

C.J. Hesse, Inc. ....	\$112,350.50
Earle Asphalt Company.....	\$120,009.79
Esposito Construction.....	\$152,700.00
Johnson & Baran.....	\$149,550.00
Meco, Inc. ....	\$172,525.00

**We recommend signing a contract with C.J. Hesse, Inc. for a total cost of \$112,350.50.**

**If approved, the total cost for both bids will be \$329,776.00. Funds for the 2016 Road Paving Project will be allocated from Account #3290 – Capital Replacement Roads.**



THORNBURY LANE (OUTSIDE ROADS) BIDS

1 1/2" MANHOLE INSERTS (UNIT)	RESET VALVE BOXES (UNIT)	BIT BASE REPAIR (TON)	MILLING VAR DEPTH (YARDS SQ)	1 1/2" BIT CONC SURFACE (TON)
30	18	50	21000	2250

TOTAL QTY

GRAND TOTAL

VENDOR PRICING PER UNIT

C.J. HESSE	\$ 250.00	\$ 50.00	\$ 0.01	\$ 2.40	\$ 70.50
EARLE ASPHALT	\$ 213.13	\$ 0.01	\$ 42.78	\$ 2.28	\$ 76.00
ESPOSITO CONSTRUCTION	\$ 150.00	\$ 15.00	\$ 82.00	\$ 3.25	\$ 95.00
JOHNSON & BARAN	\$ 250.00	\$ 30.00	\$ 80.00	\$ 3.80	\$ 70.00
MECO, INC.	\$ 325.00	\$ 25.00	\$ 75.00	\$ 5.25	\$ 98.00
	\$ 217,425.50				
	\$ 227,413.08				
	\$ 290,870.00				
	\$ 249,340.00				
	\$ 344,700.00				

HUNTINGTON & BUCKINGHAM (SIDE ROADS) BIDS

1 1/2" MANHOLE INSERTS (UNIT)	RESET VALVE BOXES (UNIT)	BIT BASE REPAIR (TON)	MILLING VAR DEPTH (YARDS SQ)	1 1/2" BIT CONC SURFACE (TON)
13	10	50	10000	1200

TOTAL QTY

GRAND TOTAL

VENDOR PRICING PER UNIT

C.J. HESSE	\$ 250.00	\$ 50.00	\$ 0.01	\$ 2.40	\$ 70.50
EARLE ASPHALT	\$ 213.13	\$ 0.01	\$ 42.78	\$ 2.39	\$ 76.00
ESPOSITO CONSTRUCTION	\$ 150.00	\$ 15.00	\$ 82.00	\$ 3.25	\$ 95.00
JOHNSON & BARAN	\$ 250.00	\$ 30.00	\$ 80.00	\$ 5.20	\$ 75.00
MECO, INC.	\$ 325.00	\$ 25.00	\$ 75.00	\$ 4.25	\$ 101.50
	\$ 112,350.50				
	\$ 120,009.79				
	\$ 152,700.00				
	\$ 149,550.00				
	\$ 172,525.00				



**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 1<sup>st</sup> 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](http://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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## **ELECTION COMMITTEE**

### **CHARTER STATEMENT**

Approval Pending

The Election Committee is established as a standing committee of the Board of Trustees of Leisure Village West Association.

#### **SPECIAL NOTE REGARDING CONFIDENTIALITY**

Because of the sensitive confidential nature of issues reviewed and discussed at meetings, it is imperative that the activities of the meetings not be discussed outside the meetings, except for discussions with individuals or entities who are directly affiliated with the Committee. Committee members and guests will be required to sign a Non-Disclosure Agreement. Failure to comply with the "Special Note Regarding Confidentiality" may result in removal from the Committee and/or expulsion from the meeting.

#### **ORGANIZATION**

Each year, in accordance with the Chronology established for the annual election, the Board of Trustees shall appoint an Election Committee composed of not more than sixteen (16), resident-members in good standing. The Board of Trustees, at its discretion, shall appoint a Chairperson to the Election Committee.

Membership on the Election Committee shall be composed of Association members in good standing. The Chairperson of this Committee shall be a resident-volunteer appointed by the Board of Trustees. As part of the assignment to this post, the Chairperson shall be a member of the Advisory Council.

Volunteers for the committee shall submit a letter of intent and resume to the chairman of the committee in care of the Association Secretary.

Each year, the Board of Trustees shall have the opportunity of approving the selection of the members of the Election Committee.

The Board of Trustees will review the position of chairperson on an annual basis. In the event the position is vacated for any reason, the members of the Division will recommend a successor to the position. This shall be submitted to the Trustee Liaison for submittal to the Board of Trustees who will confirm or reject the appointment.

If a member misses three (3) unexcused consecutive meetings of the Election Committee for reasons other than health, that person will no longer be considered a member.

The functions of the Committee, as determined by the Board of Trustees, are as follows:

- a. Oversee, manage 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 changes

b. Conduct the actual voting process, the counting of the votes cast, and certify the results to the Board of Trustees.

Within the above broad guidelines, the Election Committee shall:

a. 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](http://www.lvwcreeper.com) the appropriate announcement to the membership.

b. 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.

**DEFINITIONS**

Association:	Leisure Village West Association
Association Secretary:	Administrative Secretary of the Association; may be the Administrative Assistant referenced in the Leisure Village West Association Bylaws, Article VII, Section 5 to assist the Board Secretary.
Board Secretary:	An Officer of the Board of Trustees, Secretary of the Board; position referenced in Leisure Village West Association bylaws, Article VII, Section 5 as Trustee Secretary.
Election:	An occasion where the Leisure Village West Association requires resident-member balloting such as, but not limited to, Election of trustees, Bylaws amendments or referendum.
Owner or Unit Owner:	Owner of Record as shown in the records of Ocean County Clerk. See Bylaws, Article 1, Section i.
Member:	The owner or co-owners of a unit. Article 1, Section 4. Also, for purposes of voting, an Associate Member who has been given voting rights by the Member. See Bylaws, Article 1, Section 5.
Member in Good Standing:	In good standing only if he has paid all installments due for assessment. See Bylaws, Article 3, Section 3, Paragraph (p).

Amended & Approved:

LEISURE VILLAGE WEST ASSOCIATION, INC.

POLICY RESOLUTION

**DOOR TO DOOR SOLICITATION  
OR OTHER CANVASSING WITHIN LEISURE VILLAGE WEST**

MAY 4, 2016 (Pending Approval)

**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; and

**WHEREAS**, The Association was established and exists by a certain **Master Deed** recorded on **February 8, 1982, in the Ocean County Clerk's Office in Deed Book 4044 page 111 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, Leisure Village West is a private residential general public and;

WHEREAS, the security and tranquility of the Community is deemed enhanced by the enforcement of regulations designed to control door to door solicitation and canvassing; and

WHEREAS, the obligation to establish policy and appropriate rules and regulations has developed upon the Trustees of Leisure Village West Association,

IT IS NOW THEREFORE, this            day of    2016, declared to be the policy of the Leisure Village West that:

1. There shall not be any door-to-door solicitation by residents or non-residents for business or commercial purposes by any person within the Village.
2. There shall be no door-to-door solicitation of funds by charitable or non-profit organizations. Solicitation of charitable funds may be conducted at club meetings or at a manned table properly identified in the clubhouses (Association approval required for table, in the lobby, in clubhouses only).
3. Leisure Village West, Local or National political campaigning or canvassing must be conducted in accordance with the following restrictions on the time, place and manner of such activities:
  - a. Time:
    - i. All door-to-door political campaigning or canvassing must occur during daylight hours, but not before 11:00 a.m. or after sunset, regardless of the presence of "daylight." If a residence has a "do not disturb," "do not campaign," "no solicitation" or similar-type sign on his/her door, it shall indicate that the resident does not want anyone knocking or ringing his/her doorbell for political, charitable or commercial purposes. Persons campaigning or canvassing are expected to respect such signs.
    - ii. Reservations for common area facilities shall comply with the existing time requirements/restrictions for such reservations. This includes duration limitations and/or the earliest and latest permitted hours of use for such reservations.
  - b. Place:
    - i. In order to use common area facilities for political campaigning, a reservation must be made in accordance with the regular reservations policy in place at the time the reservation request is made.

- ii. In order to conduct door-to-door political campaigning or canvassing, the persons or groups conducting the activity(ies) must notify the Association's management office at least twenty-four (24) hours in advance of such activity(ies). Notice may be given via phone, fax, letter or email.

c. Manner/Method:

- i. In-person, door-to-door campaigning or canvassing is only permitted during the hours listed above.
- ii. Written materials: In the event a person or group distributes written materials, such person(s) or group(s) must comply with U.S. Postal Service laws regarding placing materials in mailboxes. All notices left at/on doors shall be secured in a manner that does not damage doors and which also prevents materials from being blown onto the common property. Person(s) who cause litter on the common property as a result of political or canvassing materials being distributed may be fined, and the cost of cleaning up such litter may be assessed to the responsible person(s).

- 4. Enforcement: A notice of violation shall be sent to any unit owner in violation of these rules, which shall set a date by which the unit owner must comply with the rules. If the unit owner fails to correct the violation by the stated deadline, the unit owner shall be fined ten (\$10.00) dollars for every day the violation remains outstanding. (Each day shall be considered a separate violation.) In the event the Association incurs any costs, including reasonable legal fees, in the enforcement of these rules or the collection of fines charged hereunder, the Association shall be entitled to collect such costs, fees and expenses from the offending unit owner.
- 5. In the event a court of competent jurisdiction finds any part of this resolution to be unenforceable as a matter of law, such determination shall not affect the remaining provisions, which shall remain in full force and effect.
- 6. Any conflicting provision in any prior rule, regulation or resolution is hereby null and void.

Dated: December 20, 1989  
Revised & Accepted:: January 23, 1990  
Revised & Accepted: April 1, 1998  
Revised & Accepted: May 6, 1998

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Sue Nordell, Secretary



**LEISURE VILLAGE WEST ASSOCIATION, INC.**

Resolution Type: Policy No.

Pertaining To: Solicitation, Campaigning and Canvassing in the Association

Duly adopted at a meeting of the Board of Trustees of the Leisure Village West Association, Inc. held this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Officer

Vote:

YES   NO   ABSTAIN   ABSENT

_____ , Trustee	___	___	___	___
_____ , Trustee	___	___	___	___
_____ , Trustee	___	___	___	___
_____ , Trustee	___	___	___	___
_____ , Trustee	___	___	___	___
_____ , Trustee	___	___	___	___
_____ , Trustee	___	___	___	___

Attest:

Leisure Village West Association, Inc.

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

\_\_\_\_\_, President

File:

Book of Minutes:

Book of Resolutions:

Policy  
Administrative  
Special  
General

Book No.

Page No.

_____	_____
_____	_____
_____	_____
_____	_____

Resolution Effective: IMMEDIATELY.





## CONSTITUTION AND BY-LAWS REVISED 4/1/16

### ITALIAN AMERICAN SOCIAL CLUB OF LEISURE VILLAGE WEST 1000 BUCKINGHAM WEST MANCHESTER, NJ 08759

#### ARTICLE I – NAME

This organization shall be known as the Italian America Social Club of Leisure Village West, herein referred to as “This Organization”.

#### ARTICLE II – OBJECTIVES

The objectives of this Organization shall be to promote, organize social events and programs.

#### ARTICLE III – MEMBERSHIP & INCORPORATION

##### SECTION 1 – MEMBERSHIP

- A. The membership of this Organization shall be composed only of residents of Leisure Village West.
- B. All members must pay their dues for the ensuing year (date TBA), to be in good standing.
- C. Monthly General meetings shall be open to any and all residents who wish to attend same, except for those special events and/or celebrations designated for “accredited members only”. Trips for outings for which tickets are sold shall be offered first to accredited members of this Organization and then to all other residents and guest.

##### SECTION 2 – INCORPORATION

- A. This Organization is a non-profit, non-political organization.
- B. 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 accredited members in a form of a dinner selected by the Executive Board.

#### ARTICLE IV – DUES

- A. Annual dues for members of this Organization are fixed at \$5.00 per person, due and payable (date TBD) of each ensuing year, as directed by the Executive Board.

#### ARTICLE V – CALENDAR YEAR

- A. The terms of office shall run from (dates TBD)
- B. The membership calendar year shall run from (dates TBD)

#### ARTICLE VI – MEETING DATES

- A. Meetings will be held on the third Monday of each month. Should the meeting fall on a holiday, the meeting date shall then be determined by the Executive Board at the previous Board meeting General meetings will begin at 6:30PM.
- B. The Executive Board shall meet on the (day TBD) prior to the Third Monday of each month. Executive Board meetings will be held at (TBD).

- C. The President, and/or the Board members may call special Executive Board meetings. Members shall be notified seven (7) days in advance of the Special meeting as to the following: the starting time, the place, and the business to be transacted. This meeting shall be limited to only that business.

## ARTICLE VII – OFFICERS

### SECTION A – ELECTIONS

1. Elections shall take place in the month of (date TBD) of each year
2. Newly elected officers shall be installed during the month (date TBD)
3. Elected officers shall take office in the month of (date TBD) following the date of the election

### SECTION B – STRUCTURE

1. The Executive Board shall be composed of the following elected members:
  - President
  - Vice-President
  - Treasurer
  - Secretary

### SECTION C – ELIGIBILITY

Only a person, male or female of Italian descent, born of parents, one of whom is of Italian descent and is a member in good standing in this Organization shall be eligible to serve as an elected officer.

### SECTION D – DUTIES

The Executive Board shall recommend and oversee the policies and actions of this Organization.

### SECTION E – TERM OF OFFICE

1. The Executive Board shall be elected for a term of one (1) year.
2. Thereafter, an annual election will be held to fill any vacancy that should occur. The term of office for ensuring elections shall be as in paragraph above.
3. In the event any elected position shall be vacated, for any reason, said position should be filled by a temporary appointment until the next annual election. The term of any vacated position shall be the unexpired time of the original term.

## ARTICAL VIII - DUTIE OF OFFICERS

### A. President

1. The President shall preside at all Executive Board and General Meetings and shall conduct the proceedings in an orderly and authoritative manner. He/She shall not vote except to resolve a vote.
2. The President upon assuming office must name his/her Parliamentarian. He/She must also name his/her Standing Committee Chairpersons.
3. The President shall be Ex-Officio member of all committees.
4. The President shall be required to co-sign all checks with the Treasurer.

### B. Vice-President

1. The Vice-President shall assume all duties of the President in his/her absence and shall accept assignments as requested by the President.
2. The Vice-President shall be designated alternate check co-signer in the absence of the President or the Treasurer.

### C. Secretary

1. The Secretary shall record the minutes of all the Executive Board and General meetings and prepare them in a clear and accurate account for readings and approval. All minutes must be typed and prepared in book form for the archives.
2. The Secretary shall receive all mail, and answer all mail as directed by the President, and shall have access to the mail box and paraphernalia therein.

**D. Treasurer**

1. The Treasurer shall receive all monies from the Membership Chairperson and all other committee persons, present receipts thereof and enter all monies into accounts as prescribed in an authorized bank of Savings Institution.
2. The Treasurer must keep an accurate account of all transactions in an approved bookkeeping system, maintain current reconciliation of bank statements.
3. The Treasurer shall sign all checks and co-signed by the President and/or a designee, and shall report the financial status of this Organization at all meetings.

**E. Membership**

1. The Membership Chair-people shall receive all membership dues, keep accurate records and transmit all monies to the Treasurer for accounting and depositing
2. The Membership Chair-people shall prepare and maintain an accurate membership list and sign the membership cards.

**ARTICLE IX – NOMINATIONS**

- A. The nominating committee shall consist of at least two (2) persons from the general membership and two (2) or more persons from the Executive Board or Committee persons.
- B. The nominating committee shall select qualified members of this Organization for the various officers.
- C. Upon receiving the selected nominees consent to have his/her name placed on the slate, the list is then presented to the Executive Board for its approval.
- D. Upon approval of the Board, one or two months before the (month TBD) election, the slate is read to the general membership. The day of the election, the slate is read again at the General Meeting, and the President will ask for nominations from the floor. The election shall then proceed.

**ARTICLE X – QUORUM**

- A. The Executive Board of this Organization currently consists of four (4) persons. A quorum would be at least 3 persons.
- B. A quorum for our General Meeting will be 66-2/3% of our membership.

**ARTICLE XI – AMENDMENTS TO THE BY-LAWS**

- A. Proposals for amendment shall be offered in writing to the Executive Board. The Executive Board shall review the amendment proposals with the Constitution and By-Laws Committee, prior to the next scheduled membership meeting.
- B. The Executive Board with a 2/3 vote must approve amendments first.
- C. All amendments to the original By-Laws are to be read two (2) time to the General Membership before being voted on. They shall be submitted to their members for a majority vote of those members present. Majority being construed as a 2/3 vote of the quorum.
- D. If passed by the members the amendments shall become effective at the next regular meeting.

**ARTICLE XII – RESOLUTION**

A majority vote of a quorum is necessary for the passage of any Resolution or amendment thereof. A quorum shall be defined to be at least one-third of the Executive Board in attendance at a scheduled meeting.

**ARTICLE XIII – RULES**

In the absence of specific By-Laws and/or Rules, the parliamentary procedures as outlined in Robert's Rules of Order and/or the rules governing clubs as approved by the LVW Board of Trustees shall be followed.

**ARTICLE XIV – STANDING COMMITTEES**

- A. The Standing Committees of this Organization shall be:
  1. Constitution and By-Laws
  2. Nominating
  3. Membeship
  4. Entertainment
  5. Publicity
  6. Sunshine
  7. Hospitality
  8. Any other committee(s) deemed necessary

- B. The President, with the approval of the Executive Board, shall appoint the chairperson of all Standing Committees. The Chairperson will in turn appoint members, as needed, to their respective committee.
- C. No Committee may formulate any policy for this Organization.

#### ARTICLE XV – ORDER OF BUSINESS

- A. The Order of Business for all General and Executive Board meetings shall be as follows:
  - 1. Call to Order
  - 2. Pledge of Allegiance
  - 3. Roll call of Officers
  - 4. Reading of minutes
  - 5. Sunshine
  - 6. Treasurer's Report
  - 7. Committee Reports
  - 8. Old or unfinished business
  - 9. New Business
  - 10. Adjournment

Submitted: April 1, 2016

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## Interoffice Memorandum

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To: Board of Trustees

From: Jim Snyder

Date: March 3, 2016

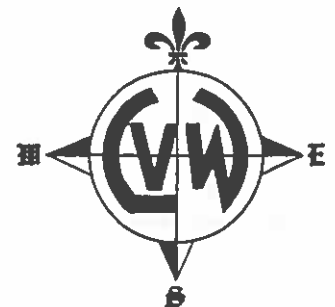
Re: 2016 Roofing / Gutter Replacement

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We have established our 2016 roofing schedule. We are now replacing the gutters at the time of the roof replacement. Listed below are the three bids received. 2016 will require 9,231 linear foot of gutter replacement. 2016 Roofing/Gutter list attached.

Gutter Contractor	Linear Foot Price	2016 Replacement	Project Total
Roofing Master	\$ 3.00	9,231	\$ 27,693.00
Hart to Hart	\$ 3.25	9,231	\$ 30,000.75
Russo Gutters	\$ 3.50	9,231	\$ 32,308.50

It is our recommendation for the replacement of 9,231 linear feet of gutter at the lowest price available. The current lowest price is from Roofing Master at a cost of \$3.00 per foot for a total of \$27,693.00. (We are asking to reserve the option to switch contractors if and when a lower linear foot price becomes available.) This expense is to be charged to GL # 3270 Capital Replacement-Roofs.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## Interoffice Memorandum

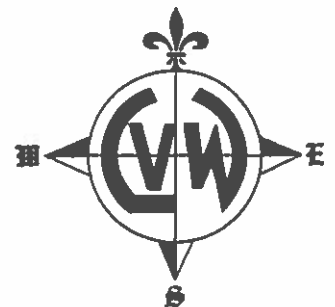
To: Board of Trustees  
From: Thomas R Hasko  
Date: April 20, 2016  
Re: Replacement of Electrical Panels

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I am requesting that the Board memorialize \$5,256.00 paid to Curry Electrical Contracting, LLC., for the replacement of electrical panels from GL # 3295 Capital Replacement Exterior Restoration and Unit Infrastructure.

Listed below is a breakdown of the panel changes:

Replacement date	PO #	Address	Amount	Total
02/23/2016	36557	57A Edinburgh	\$ 976.00	\$ 976.00
02/23/2016	36557	29D Edinburgh	\$ 976.00	\$ 976.00
03/01/2016	36585	13B Cambridge	\$ 826.00	\$ 826.00
03/04/2016	36601	17A Gramercy	\$ 826.00	\$ 826.00
03/29/2016	36783	60A Buckingham	\$ 826.00	\$ 826.00
03/29/2016	36783	1A Edinburgh	\$ 826.00	\$ 826.00
<b>Total</b>				<b>\$ 5,256.00</b>





# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees

From: Jim Snyder

Date: April 18, 2016

Re: Irrigation Pump and motors (Final copy)

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As we are starting the 2016 irrigation season, there is a need to have well pumps and motors in stock. Last season there was a need to replace 3 pump and motors ( well #'s 22, 28 & 43) . Listed below are quotes for this year's purchase. Our current vendor Ferguson Enterprises Inc. continues to have the lower cost.

Vendor	Item	Description	Qty	Ea.	Total	\$0.07	Grand Total
Ferguson	SL7QJ404	LF 70 GMP 5HP pump end	3	\$685.02	\$2,055.06	\$143.85	\$4,606.41
Ferguson	F2243038602	5HP 230V 1PH 3W 4 Sub. Motor	3	\$750.00	\$2,250.00	\$157.50	
Central	pugou75gs50	LF 70 GMP 5HP pump end	3	\$1,186.19	\$3,558.57	\$249.10	\$6,816.21
Central	pugoum50412	5HP 230V 1PH 3W 4 Sub. Motor	3	\$937.24	\$2,811.72	\$196.82	
Water Pump	2243038602	5HP 230V 1PH 3W 4 Sub. Motor	3	\$1,753.77	\$5,261.31	\$368.29	\$11,415.98
Supply	4PWP60G50	5HP Pump	3	\$1,802.61	\$5,407.83	\$378.55	
Grainger	7yt26	Well Pump head 5 HP & Motor	3	\$4,352.00	\$13,056.00	\$913.92	\$13,969.92
Drillspot	7YT21	Well Pump head 5 HP & Motor	3	\$4,308.48	\$12,925.44	\$904.78	\$13,830.22

We are requesting the purchase of three pumps and three motors from Ferguson Enterprises, Inc for a cost of \$4,606.41 charged to account # 3260 Capital Replacement Fund –Irrigation / Well Motors.

