

LEISURE VILLAGE WEST  
BOARD OF TRUSTEE MEETING

MAY 6, 2020  
ZOOM CONFERENCE

Present were President – Louis Maiocco, Vice President – Charles Lupo, Treasurer – Eugene Murphy, Secretary – Fay Weinstein, Assistant Treasurer – Al DAmato, Assistant Secretary – S. Falk-Zitelli and Trustee – Salvatore Tozzi. Also present were Community Manager – Joseph Schultz, Service Manager – Jim Snyder and Accounting Manager – Michelle O'Connor. Absent was Recreation Director – Mary Lighthipe.

This meeting commenced at approximately 7:05 PM.

ITEMS VOTED ON: *(continued on page 3)*

F. Weinstein moved to waive the reading of the minutes. S. Falk-Zitelli seconded. All were in favor. Motion carried.

F. Weinstein moved to approve the April 1, 2020 minutes. A.DAmato seconded. All were in favor. Motion carried.

COMMITTEE REPORTS: There were no reports given due to the Committees not meeting.

RECREATION REPORT: There was no report due to no activities taking place during the Coronavirus pandemic.

COMMUNITY MANAGER REPORT:

J. Schultz gave an update on the following: He stated that last year the Association signed a two-year rate endorsement, and that turned out to be prudent as the market has tightened up considerably. The Association was fortunate that the insurance premium only went up a little less than four percent as governed by the rate endorsement. However, still faced two additional problems, with the first being the liability umbrella. Our package insurance carrier, Philadelphia Insurance, was reluctant to write liability umbrellas higher than \$10 million. With a tight market, it was difficult to find other carriers to pick up the remaining \$15 million of what we previously had, a full \$25 million worth of a liability umbrella. This did come down to the wire, but were successful in obtaining full coverage from three different carriers, with only a slight increase over expiring dollars. Another issue, that had to be tackled this year and is mandated by the Bylaws to ensure the common buildings and the units to the maximum insurable values. With the values of the units increasing over the years, requires the Association to increase those limits, so this year the Association secured an additional 40 million worth of coverage raising the collectible number to just over 511 million. This was a necessary and mandated purchase with an increase in premium of nearly \$60,000. Fortunately, the Association anticipated most of this total premium increase of approximately \$112,000 over expiring, so the net effect on the budget won't be nearly as severe. Lastly, we entered into another two-year rate endorsement, which again seems wise, given the current state of the world.

The Board has received several emails requesting a reduction in maintenance fees since some services and/or activities are not available to residents during this pandemic. The Board understands and cannot issue any reduction in maintenance at this time due to several items being budgeted and still being paid such as insurance, guard services, etc. Since some items budgeted may see a decrease/savings, residents may see this reflected in the following year's budget.

In regards to the workforce, he mentioned that they are ramping up services sensibly wherever possible, alternating start times and workdays for some. Basically, there are three teams of employees

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on different days to protect, as best as possible, the workforce from affecting workflow should someone test positive to limit how many would have to be isolated. All calls are routed to homes of the staff who have the ability to work from home. The administration staff is communicating in a group chat where everyone can assist, ensuring the business of the Association continues enforce. The maintenance staff has been outstanding, and helping in every way possible, volunteering for difficult jobs.

Next month, kicks off the annual Election of trustees with the call for nominations. With three potential openings on the Board, he asked that residents step up and run for office. For the election process itself, assuming, meeting in groups may not be possible during the span of our election process, some modifications will need to be made this year. The most substantial change will be for the candidates' forum and the meet and greets. For these events, they will have to be conducted over some virtual meeting programs like Zoom or similar. They will still be broadcast live over the community channels, but questions may come through other media, including email, letters, or possibly other live communication methods. These items will be ironed out over the next couple of weeks to be sure. Secondly, the election will only be conducted via paper ballot; voting machines will not be utilized. Currently, the plan will still allow for anonymous voting on the business day prior to and at the Annual Meeting of Members, otherwise known as Election Day. Again the exact nuances of that will be announced.

J. Snyder gave an update for the Maintenance Department. He stated that five-foot area inspections will begin in June. Residents are asked to not place their garbage at the curb. Recycling will not be picked up if it is in a plastic bag. Residents must use a reusable container. The Grounds Department as well as the other departments are staggering their shifts. They are continuing to mow the lawns and are currently in the Sheffield area. Weed whacking has begun. The seasonal crew has begun working for this season. The tree program has begun with the delivery and installation of the Ornamental Pears, the remainder of the trees will be delivered next week with installation to follow. The seasonal flowers were delayed a week due to the weather. Insect service requests are being taken and power washing will be resuming shortly. The Azek project is still on-going; it has been slowed but uninterrupted. Appliance and in-house emergencies are being taken care of daily. Outside house maintenance work is still being completed. The 2020 roofing project has begun. The exterior of Club Encore has been painted. The shuffleboard courts at Club Encore have been cleaned up. The siding and trimming painting is underway.

The Recreation Department is still cleaning and sanitizing all Clubhouses and Association buildings as per the CDC guidelines. The Maintenance employees' temperatures are checked every morning and all employees are wearing masks/gloves. The pools are running and Residents will be updated on the opening of the pools when the Governor provides the guidelines.

The unfinished business is deferred until regular open meetings are resumed and residents are able to participate in discussion.

There was no new business.

Although not part of the business portion of the meeting, some emails that were sent to the Board were addressed such as the CDC guidelines for masks and testing, visitors on Mother's Day and testing in the Village for residents, which the Board has looked into and has opted not to participate in.

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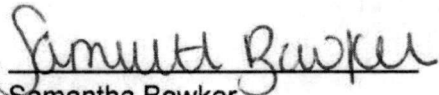
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J. Schultz presented the temporary resolution relating to re-opening the Golf Courses. The Governor has signed Executive Order No. 133 which provides that public and private golf courses may reopen as long as certain procedures consistent with the executive orders set forth in the temporary resolution are enacted and followed. After discussion, S. Tozzi moved to amend the temporary resolution to state that the Associations golf courses reopen to Association Residents only (not only Golf Club Members and not to allow Guests). E. Murphy seconded. All in favor. Motion carried. *F. Weinstein then moved to accept the temporary resolution relating to the re-opening of the Golf Courses. C. Lupo seconded. All in favor. Motion carried.* The Board also agreed to open only the Willow Golf Course and have all residents that chose to sign up for a tee-time agree to sign a waiver.

Currently, all other outdoor activities including fishing at the pond are prohibited until further notice. The Board will discuss the openings of outdoor activities when guidelines are provided from the Governor.

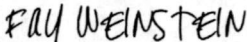
The next open Board meeting is scheduled for Wednesday, June 3, 2020 at 1:00 PM via Zoom conference.

There being no further business, the Board meeting adjourned at approximately 7:51 PM.



Samantha Bowker  
Administrative Assistant

DocuSigned by:



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Fay Weinstein  
Board Secretary

Approved: June 3, 2020