

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, NOVEMBER 15, 2017 WILLOW HALL

1:00PM

Pledge of Allegiance

### Items to be voted on:

1. Motion to waive the reading of the **minutes**.
2. Motion to approve the November 1, 2017 **minutes**.
3. Motion to approve the Club Encore HVAC engineering study by **Lockatong Engineering** at a total cost not to exceed \$25,000.00. This expense will be charged to account# 3230 - Capital Replacement Fund/ Common Buildings.
4. Motion to approve the renovation of the **Club Encore Kitchen** using a combination of outside contractors along with LVW labor and project management for a cost not to exceed \$56,000.00. This expense will be charged to account# 3230 - Capital Replacement Fund/ Common Buildings.
5. Motion to approve the Association to contract with Baxter Associates to replace the **Colonial Access Gate** for a total cost of \$4,275.00. This expense will be charged to account# 3150 - Property Fund/ Replacements.
6. Motion to approve revised **specification 1\_9A**, "Driveway Handrail".
7. Motion to approve revised **specification 1\_9**, "Condo 96, Pressure Treated Wood Decks and Railings".

### DIVISION REPORTS

Architectural Division	(Tom Hardman)
Resident Services	(Beverly Craft)
Finance Division	(Mary Lou Doner)
Administration Division	(Judith Langreich)

RECREATION REPORT

COMMUNITY MANAGER'S REPORT

### UNFINISHED BUSINESS

1. Proposed Master Deed/ Bylaws Amendment - Capital Expenditures

### NEW BUSINESS

BOARD REPORT

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 Elaine Baumeister, Sal Tozzi, Charles Lupo, Sara Falk-Zitelli, Sandra Kaufman, Louis Maiocco and Fay Weinstein. Also present were Community Manager – Joseph Schultz, Service Manager – Jim Synder, Accounting Administrator – Michelle O'Connor and Recreation Director – Mary Lighthipe.

This meeting commenced at approximately 1:00p.m with the Pledge of Allegiance.

ITEMS VOTED ON:

S. Falk Zitelli moved to waive the reading of the minutes. C. Lupo seconded. A vote was called and all were in favor. Motion carried.

F. Weinstein moved to approve the October 18, 2017 minutes. S. Tozzi seconded. A vote was called and all were in favor. Motion carried.

S. Tozzi moved to approve revised resolution, "Copy Charge for Association Documents". S. Kaufman seconded. A vote was called and all were in favor. Motion carried.

S. Kaufman moved to approve the Association to replace 31 driveways located at 9A&B, 1052A&B, 1059A&B Buckingham Drive, 446A&B Heather Court, 492A&B New Castle Court, 637A&B Devonshire Lane, 811A Westminster Court, 864A&B and 927A&B Liverpool Circle, 901A&B Stratford Court, 966A&B and 1118A&B Thornbury lane, 1042A&B, 1043A&B, 1088A&B and 1097A&B Canterbury Drive for a total cost of \$39,609.22. This expense will be charged to account# 3275 – Capital Replacement/ Concrete Driveways. S. Tozzi seconded. C.Lupo stated that as of September 30, 2017 the unaudited balance for account# 3275 is \$79,531.00. A vote was called and all were in favor. Motion carried.

L. Maiocco moved to approve the Association to contract with Clearwater Well Drilling for the decommissioning of the existing well# 4 located at 773 Liverpool Circle and the installation of a new 6" well for a total cost of \$7,606.00. This expense will be charged to account# 3260 – Capital Replacement Fund/ Irrigation-Well Motors. S. Kaufman seconded. C. Lupo stated that as of September 30, 2017 the unaudited balance for account# 3260 is \$113,244.00. A vote was called and all were in favor. Motion carried.

S. Falk-Zitelli moved to authorize the Association to contract with Roofing Masers to replace 8-additional roofs located at 733A&B Chatham Lane, 564A,B,C&D Mayfair Road and 726A&B Wooton Court for a total cost of \$36,872.50. This expense will be charged to account# 3270 – Capital Replacement/Roofs. S. Kaufman seconded. C. Lupo stated that as of September 30, 2017 the audited balance of account# 3270 is \$866,576.00. A vote was called and all were in favor. Motion carried.

L. Maiocco moved to approve Eugene Murphy as a member to the Finance Division. F. Weinstein seconded. All in favor. Motion carried.

S. Kaufman moved to appoint Beverly craft as Chairperson to the Resident Services Division. S. Tozzi seconded. All in favor. Motion carried.

COMMUNITY MANAGERS REPORT

J. Schultz, Community Manager reported that the Board agreed to install a controlled entry system at Club Encore as a pilot program and will also set procedures for the use. He asked the Board to release the funds allocated to Lockatong Engineering regarding the engineering study of the Club Encore HVAC system for a cost not to exceed \$25,000.00. This expense will be charged to account# 3230 – Common Buildings/ Capital Replacement Fund. The Board will vote on this at the next open Board meeting on November 15, 2017. He mentioned that an Ad hoc Committee will be looking into warranties on appliances and Heating and Air Conditioning units. He also mentioned that the Board is looking into several options regarding the original structure located at the Club Encore entrance; discussion will continue at the next open Board meeting on November 15, 2017. J. Schultz stated that the Association researched leasing gym equipment verse owning due to concerns brought forward at the last Board of Trustee meeting. He also stated that the treadmill is currently out of order and would like approval for the replacement.

S. Tozzi moved to approve replacing the Landice L-8 treadmill with a True B/C650T treadmill from Gym Source for a total cost of \$5,123.59. This expense will be charged to account# 3150 – Capital Equipment Replacement Fund. S. Kaufman seconded. A vote was called and all were in favor. Motion carried.

J. Schultz also stated that the Board agreed not to extend the original offer in which the Association incurred the cost for the added returns or stanchions, if needed, at a cost not to exceed \$50.00. However, the Board did agree to continue offering the payment plans for the purchase of gates.

J. Snyder, Service Manager requested approval for the renovation of the Club Encore Kitchen using a combination of outside contractors along with LVW labor and project management at a cost not to exceed \$56,000.00. This expense will be charged to account# 3230 – Capital Replacement Fund/ Common Buildings. This will be voted on at the next open Board meeting on November 15, 2017. He mentioned that the wooden gate at Colonial has reached the end of its expected life-cycle and is due for replacement. He is recommending to contract with Baxter Associates to replace the Colonial access gate for a total cost of \$4,275.00. This expense will be charged to account# 3150 – Property Fund/ Replacements. This will be voted on at the next open Board meeting on November 15, 2017. He also mentioned that Statewide Conditioning is contracted with the Association to replace the Heating and Cooling packaged units for the Willow Hall Auditorium and Stage with Lennox Standard Efficiency units; since the units are now only made in a down flow configuration with the ducting at the bottom and our installation requires a side flow design, Statewide will replace the units with a York Brand and for a cost reduction of \$2,000.00.

M. Lighthipe gave a report for the Recreation Department.

UNFINISHED BUSINESS

1. The Board agreed that they will publicize the referendum regarding Capital Expenditures in the Master Deed and Bylaws. The Board will report at the next open Board meeting on November 15, 2017 when the ballots will be delivered to the residents.

NEW BUSINESS

1. Revisions to Specification 1\_9A, "Driveway Handrail" was presented and will be voted on at the next open Board meeting on November 15, 2017.
2. Revisions to Specification 1\_9, "Condo 96, Pressure Treated Wood Decks and Railings" was presented and will be voted on at the next open Board meeting on November 15, 2017.

E. Baumeister, Board President stated the timeframes for Board workshop and open meetings. She also stated that the Board is working on the procedures for recording the various resident communications received and the policy for Access to Records. She mentioned that the 2018 open Board meeting schedule will be published in the December LVW magazine and the LVW organization chart with names will be published in the January LVW magazine.

There being no further business, the business portion of the Board meeting adjourned at 2:05p.m.

An audience comments period followed with residents raising questions and concerns or seeking clarification about a variety of issues. This will be considered in combination with all communication received from residents. Issues of the village with significance will be put on the agenda for future Board of Trustee meetings.

The meeting ended at approximately 2:31p.m.

The next Board of Trustee meeting is scheduled for Wednesday, November 15, 2017 at 1:00p.m in Willow Hall.

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Samantha Bowker  
Administrative Assistant

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Sara Falk-Zitelli  
Board Secretary

Approved: \_\_\_\_\_

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INTEROFFICE MEMORANDUM

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**TO:** BOARD OF TRUSTEES  
**FROM:** JOE SCHULTZ  
**SUBJECT:** ENCORE HVAC ENGINEERING  
**DATE:** OCTOBER 27, 2017  
**CC:** MICHELLE LAMPARD, SAMANTHA BOWKER

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Last November 2nd, 2016, the Board gave consent to contract with Lockatong Engineering to provide an engineering study of the Club Encore HVAC system. The scope of the project was to develop a replacement strategy, to include the Board desire to improve the comfort of our membership, in addition to improving the efficiency of the system. This engineering plan, when finalized, was to be included in the overall build cost of the project. Now, after several revisions, the Board with advisement from the Architectural Division, has agreed not to pursue this costly and extensive solution.

At this point, we'll need to separate this phase of the build as we will not be utilizing Lockatong's solution or oversight. To that end, I ask for the Board's approval to release the funds to Lockatong Engineering for services rendered. Notably, even after several change orders, Lockatong's final costs remain below that of all other quotes received, ranging between \$26,000 - \$41,000. The bidders included Becht Engineering, Associated Technology, Energy Squared Inc, and The Falcon Group.

In summation, I recommend we release the funds allocated to Lockatong Engineering at a cost not to exceed \$25,000.00 with the funds provided by G/L # 3230 Common Buildings of the Capital Replacement Fund.

# 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: October 26, 2017

Re: Club Encore Kitchen Renovations

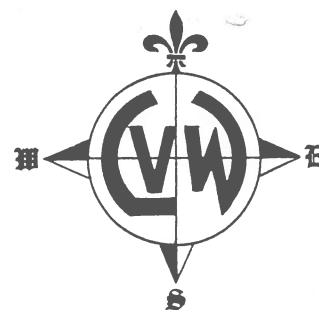
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By the direction of the B.O.T last spring we had started the process of reviewing the use of the Encore Kitchen and putting together costs associated with the renovations requested. With that information we called in Commercial Kitchen design and equipment sales professionals and put together the costs. The plan and costs were shared with the Finance Division in a project planning meeting. The Finance Division suggested scaling down the project to a more affordable plan. With the assistance of the Division we have finalized the estimated costs associated with the new renovation plan. Listed below is the summary of the costs. Details and drawings are attached.

Material Costs	\$ 36,260.92
Contractors Costs	\$ 18,968.00
Total	\$ 55,228.92

Note\*\* Contractors consist of a Licensed Plumber, Electrician and Fire Suppression installer. .

We are requesting the approval for the renovation of the Club Encore Kitchen using a combination of outside contractors along with LVW labor and project management at an cost not to exceed \$56,000.00. The funding for this project will be from GL # 3230 Capital Replacement Fund / Common Buildings.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees

CC: Jim Snyder

From: Howard Height

Date: October 31, 2017

Re: Colonial Access Gate Replacement

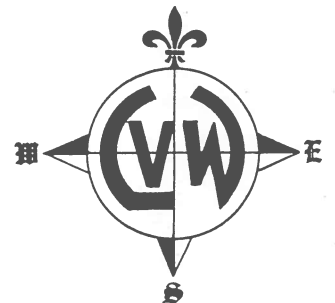
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I have been asked to research the costs to replace the Colonial access control gate. This is the gate with the wooden arm. The gate has reached the end of its expected life-cycle and is due for replacement. Below are the quotes received:

All quotes include tax and installation

Vendor		Price
Baxter Associates	GPS 112 Auto gate with 10' arm and loop detector	\$ 4,275.00
Deterrent Technologies	GPS 112 Auto gate with 10' arm and loop detector	\$ 4,809.38
Service Works Inc.	GPS 112 Auto gate with 10' arm and loop detector	\$ 5,486.97

It is my recommendation to contract with Baxter Associates to replace the Colonial access gate. The total cost is \$ 4,275.00. This expense will be charged to GL# 3150 – Property Fund – Replacements.



## SPECIFICATION NO. 1\_9A

Permit required

Page 1 of 1

Approved: September 7, 2016

### **Specification for Driveway Hand Rail** **(Required to meet Residents special physical needs)**

#### **GENERAL**

A Leisure Village West Association permit is required for this installation. The contractor must furnish the Association a Certificate of Insurance before a Permit is issued or work cannot be started. The LVW Association reserves the right to inspect the completed installation.

A diagram of railing installation must be submitted to the LVW Association prior to issuing a permit. The proposed installation must be reviewed by the LVW Architectural Division prior to approval of permit and installation.

#### **SPECIFICATIONS**

- A 12" concrete walk must be installed along driveway.
- Railing can only be installed if driveway has a 8 degree or more pitch.
- Only prior approved Iron Railings may be installed.
- Railing Height must be 36" - 42"
- Railing color must be black
- Railing must be installed as per industry standards.
- Railings may be installed next to concrete driveway in a concrete base on lawn.
- Railings for asphalt driveways must be anchored in the concrete curb.

#### **TERMS AND CONDITIONS**

A copy of the TERMS & CONDITIONS, as attached to the residents 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.

Trustee Approved: September 7, 2016  
Revised: Pending Approval



## SPECIFICATION NO. 1\_9

Approved: July 3, 2013

### CONDO 96

### PRESSURE TREATED WOOD DECKS AND RAILINGS AND PRIVACY FENCES

1. The purchaser of a unit in Condo 96 with wood deck will have agreed to the following condition imposed by the developer:

"The Grantor shall have the right to construct wooden decks in lieu of patios, which wooden decks shall be a limited common element dedicated to the exclusive use of the unit owner to which unit the wooden deck abuts. The repair and maintenance of the wooden deck and the open space and property below the wooden deck (defined as the wooden deck area as constructed), will be the responsibility of the unit owner. In the event that the unit owner shall not maintain the wooden deck area, then the Association shall have the right to come upon the area and maintain it in a manner consistent with the remainder of the condominium, at the owner's expense."

2. In lieu of pressure treated wood, resident may use a composite material (such as Trex).
3. Wood decks shall conform to and not exceed the configurations and dimensions shown on the diagrams *figure 1*. While some decks were expanded by Leisure Technology as a condition of purchase by the original owners, no such expansions are permitted to existing resident-owned units.
4. If the resident (owner) deems it necessary to change decking and no railing was provided by the developer, then the current resident (owner) must provide a railing to bring it up to current code. Railings shall be constructed as shown in Figure 2.

Also as noted in item #2, resident may choose alternate material such as vinyl in lieu of pressure treated wood.

5. A peripheral planting area not more than 3 feet wide along the edge of the deck or expanded deck is permitted. In which may be planted flowers, bushes or shrubs but which shall be maintained to not exceed 4 feet in height above the deck floor level.
6. A Manchester Township Permit is required for any changes to deck reconstruction or size change. Re-decking does not require a Township permit.

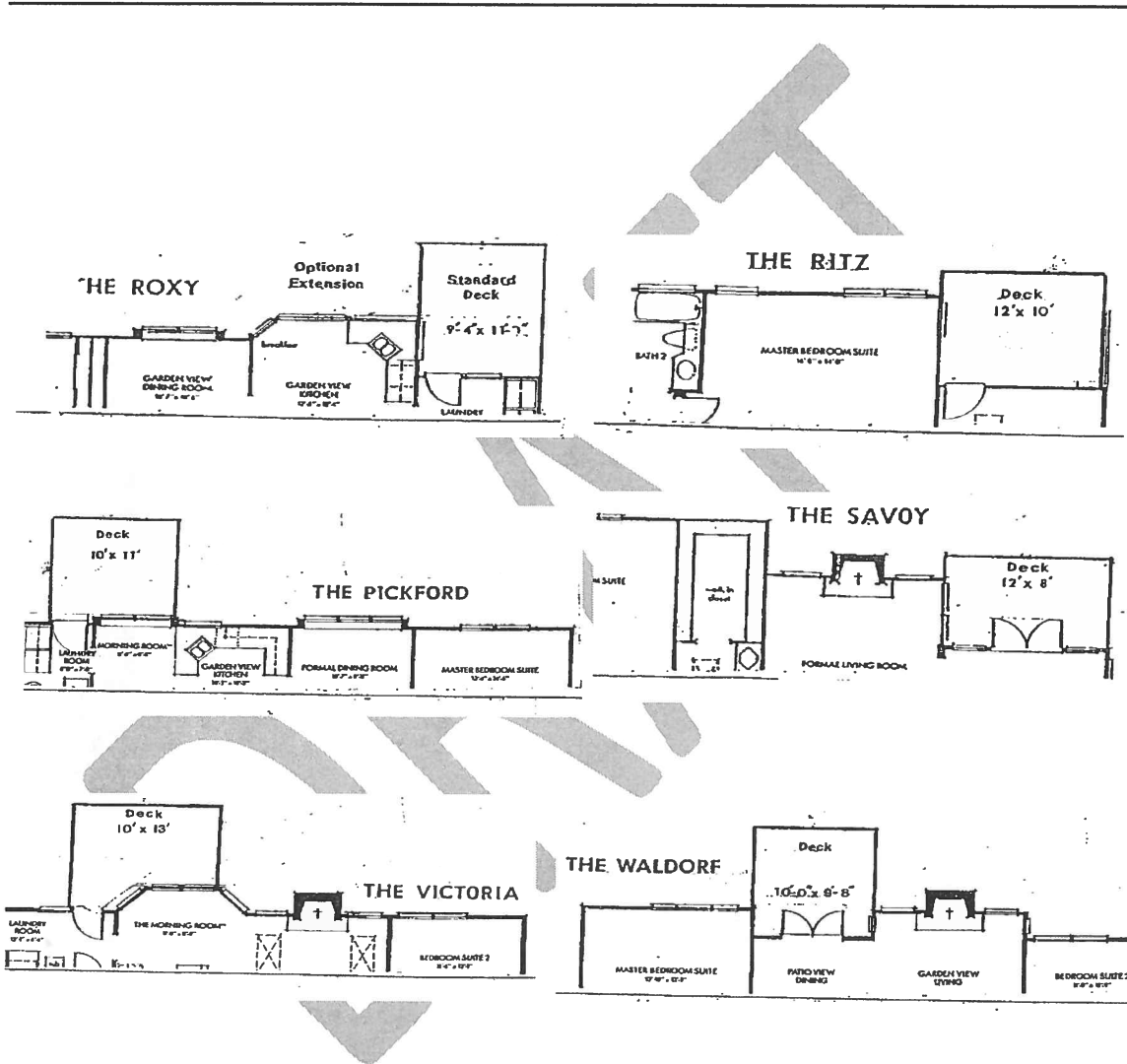
### PRIVACY FENCES

1. Privacy fence can only be installed if deck areas are within 5 feet of each other.
2. Fence must be attached to deck
3. The Maintenance Department must approve the installation of the privacy fence.
4. The Fence must be the same style and type of vinyl fencing installed in the Village.
5. The Owner will be responsible for all costs and up keep of the fence.

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

ALL RESPONSIBILITY FOR THE MAINTENANCE OR REPLACEMENT OF THIS IMPROVEMENT IS THAT OF THE OWNER OR SUBSEQUENT OWNER AND NOT THAT OF THE LEISURE VILLAGE WEST ASSOCIATION. THE ASSOCIATION RESERVES THE RIGHT TO INSPECT THE INSTALLATION.

Figure 1



LEISURE VILLAGE WEST ASSOCIATION

CONDO 96 WOOD DECKS

RAILING DETAIL

SCALE: 3/4" = 1'-0"

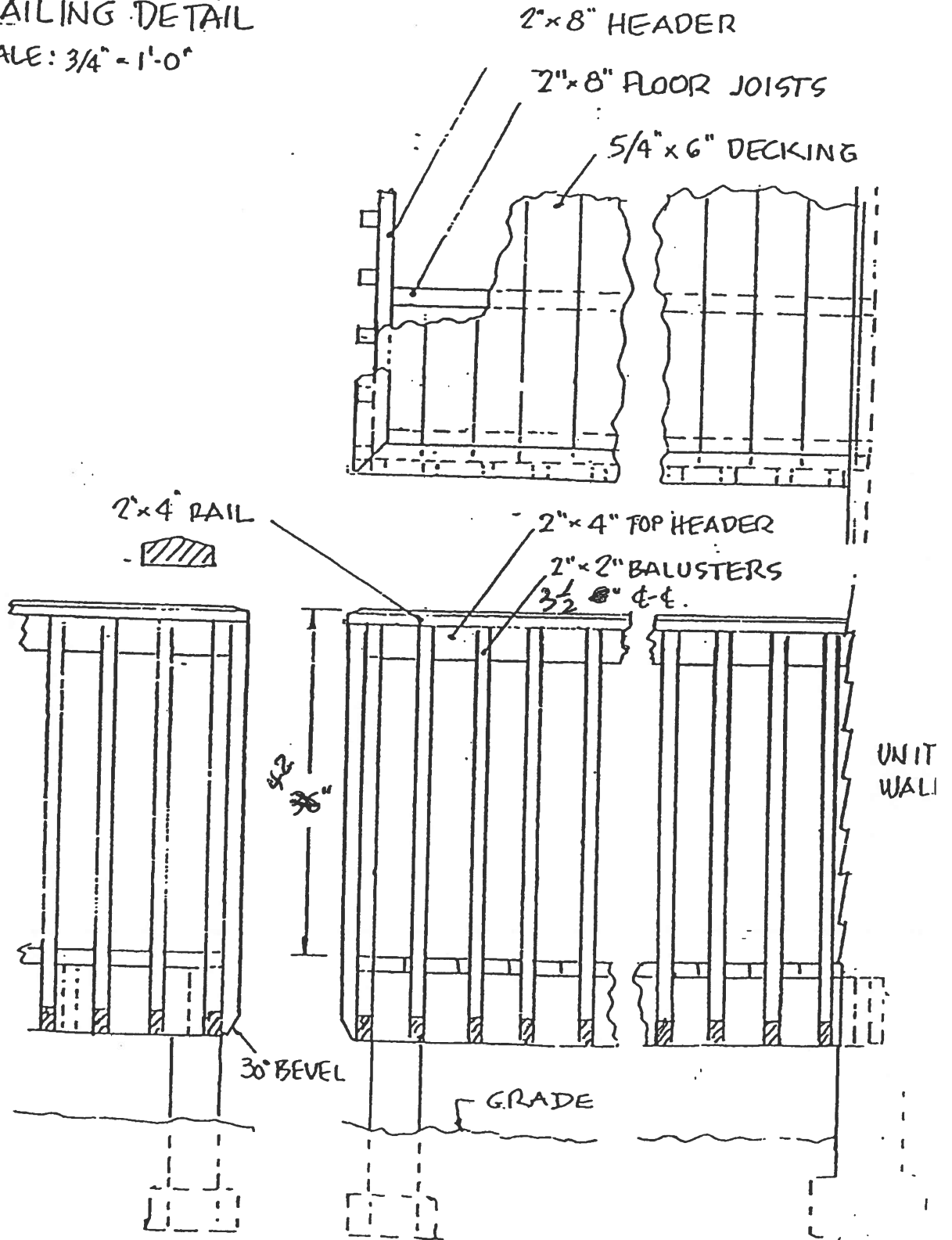


Figure 2