

LEISURE VILLAGE WEST
BOARD OF TRUSTEE MEETING

NOVEMBER 1, 2017
WILLOW HALL

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.


Samantha Bowker

Administrative Assistant



Sara Falk-Zitelli

Board Secretary

Approved: November 15, 2017