AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, NOVEMBER 1, 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 October 18, 2017 minutes.
- 3. Motion to approve revised resolution, "Copy Charge for Association Documents".
- 4. Motion to approve the Association to replace 31 driveways located at 9 A&B, 1052 A&B, 1059 A&B Buckingham Drive, 446 A&B Heather Court, 492 A&B New Castle Court, 637 A&B Devonshire Lane, 811A Westminster Court, 864 A&B and 927 A&B Liverpool Circle, 901 A&B Stratford Court, 966 A&B and 1118 A&B Thornbury Lane, 1042 A&B, 1043 A&B, 1088 A&B and 1097 A&B Canterbury Drive for a total cost of \$39,609.22. This expense will be charged to account# 3275 Capital Replacement/ Concrete Driveways.
- Motion 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.
- Motion to authorize the Association to contract with Roofing Masters to replace 8-additional roofs located at 733 A&B Chatham Lane, 564 A,B,C&D Mayfair Road and 726 A&B Wooton Court for a total cost of \$36,872.50. This expense will be charged to account# 3270 - Capital Replacement/Roofs.

COMMUNITY MANAGER'S REPORT

RECREATION REPORT

UNFINISHED BUSINESS

1. Proposed Bylaws/Master Deed Amendment - Capital Expenditures

NEW BUSINESS

- 1. Revised Specification 1_9A, " Driveway Handrail"
- 2. Revised Specification 1_9, "Condo 96, Pressure Treated Wood Decks and Railings"

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.

LEISURE VILLAGE WEST BOARD OF TRUSTEE MEETING

Present were E. Baumeister, S. Tozzi, C. Lupo, S. Falk-Zitelli, S. Kaufman, L. Maiocco and F. Weinstein. Also present were Community Manager – J. Schultz and Service Manager – J. Snyder.

This meeting commenced at approximately 7:00p.m with the Pledge of Allegiance.

Liaison Assignments:

Finance DivisionArchitectural DivisionAdministration DivisionResident Services

L. Maiocco S. Kaufman F. Weinstein S. Falk-Zitelli

The Board asked if anyone is interested in chairing the Resident Services Division to please submit a letter to the Administrative Assistant in the Association office by November 1st.

J. Schultz gave a PowerPoint presentation regarding the "Trustee Orientation". This PowerPoint will be posted on LVWCreeper.com and copies will be made available to residents.

ITEMS VOTED ON:

L. Maiocco moved to waive the reading of the minutes. S. Kaufman seconded. All in favor. Motion carried.

C. Lupo moved to approve the October 4, 2017 minutes. S. Tozzi seconded. All in favor. Motion carried.

S. Kaufman moved to approve revised Specification 2_6, "Installation of Window Shutters". C. Lupo seconded. All in favor. Motion carried.

S. Tozzi moved to memorialize the replacement of electrical panels from December 20, 2016 through September 30, 2017 at 48A, 57B, 52D & 44C Edinburgh Lane, 612A Devonshire Lane, 848A Winchester Court and 72D Cambridge Circle from Curry Electric at a total cost of \$5,926.00. This expense was provided by account# 3295 – Capital Replacement Exterior Restoration and Unit Infrastructure. S. Kaufman seconded. All in favor. Motion carried.

C. Lupo moved to memorialize the purchase of two diesels 2004 E-350 Ford mini buses from Cartime Auto Wholesale Group for a total cost of \$7,000.00. This expense was provided by account# 3150 – Equipment Replacement Fund. S. Kaufman seconded. All in favor. Motion carried.

LEISURE VILLAGE WEST BOARD OF TRUSTEE MEETING

DIVISION REPORTS

T. Hardman gave a report for the Architectural Division.

M. Doner gave a report for the Finance Division.

S. Zitelli gave a report for Resident Services.

There was no report for the Administration Division.

J. Schultz gave a report for the Recreation Department.

J. Schultz, Community Manager proposed revisions to Specifications 1_9A, "Driveway Handrails" and 1_9, "Condo 96, Pressure Treated Wood Decks and Railings". These will be presented to the residents at the next open Board meeting on November 1, 2017. He notified residents that the Board met with the Verizon engineer and explained the process for the build that will take place soon. He stated that the Association will be working on the Resident Directory and requested that residents update their information including their emergency contact information with the Association office. He reminded residents of the holiday decorations rules. He also mentioned that the Board is contemplating a different set-up of the stage at the open Board meetings.

J. Snyder, Service Manager indicated upcoming resolutions for the Board to approve at the November 1, 2017 Open Board meeting; the Association to replace 31 driveways located at 9 A&B. 1052 A&B, 1059 A&B Buckingham Drive, 446 A&B Heather Court, 492 A&B New Castle Court, 637 A&B Devonshire Lane, 811A Westminster Court, 864 A&B and 927 A&B Liverpool Circle, 901 A&B Stratford Court, 966 A&B and 1118 A&B Thornbury Lane, 1042 A&B, 1043 A&B, 1088 A&B and 1097 A&B Canterbury Drive for a total cost of \$39,609.22. This expense will be charged to account# 3275 - Capital Replacement/ Concrete Driveways; the Association to contract with Clearwater Well Drilling for the decommissioning of the existing well# 4 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; and the Association to contract with Roofing Masters to replace 8-additional roofs located at 733 A&B Chatham Lane, 564 A,B,C&D Mayfair Road and 726 A&B Wooton Court for a total cost of \$36,872.50. This expense will be charged to account# 3270 -Capital Replacement/Roofs. He mentioned that the treadmill is due for replacement and is currently out of order due to electrical issues and presented quotes from Universal Fitness, Gym Source and Ocean Fitness. He is recommending replacing the Landice L-8 treadmill with the True B/C650T treadmill from Gym Source for a total cost of \$5,123.59. The Board will need to discuss this item further. He stated that gate purchases prior to June 30, 2017 were billed to residents at \$400.00 each; the Association agreed to incur the cost for the added returns or stations if needed at a cost not to exceed \$50.00. Any charge from Carl's fencing above the \$50.00 was passed along to the resident. He asked the Board if they would like to extend this offer permanently to residents and continue to offer the payment plan for gates. This will require further discussion by the Board. He mentioned that the Board received a letter from a resident regarding the condition of the tennis courts; this was evaluated by the Maintenance Department and all necessary repairs have been made.

LEISURE VILLAGE WEST BOARD OF TRUSTEE MEETING

UNFINISHED BUSINESS

- J. Schultz stated that the Board received suggestions from residents to create greater publicity of the referendum regarding the proposed amendment on Capital Expenditures in the Master Deed and Bylaws; the Board agreed that the liaisons from the Administration and Finance Division will speak to the Chairpersons regarding soliciting clubs to encourage residents to vote on this referendum.
- The Board will revise the original proposal to the resolution, "Copy Charge for LVW Association Documents". This will be presented to the residents at the next open Board meeting on November 1, 2017. J. Schultz also mentioned that the Board is working on revising the policy for "Access to Records".

There was no new business.

E. Baumeister mentioned that the Board is working on summarizing key issues brought to the Board through a variety of ways along with audience comments which was raised at the last open Board meeting; the Board agreed to use this meeting and several more to review and experiment how it could be done more effectively. She stated that the Board approved the 2018 Board meeting schedule and will be published in the December LVW magazine. The Board will also look into adding more night meetings for next year. She also mentioned that the Board is looking at putting together Ad-Hoc Committees to review the Election Policy, Bylaw Amendments, etc.

There being no further business, the Board meeting adjourned at approximately 9:02p.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 9:24p.m.

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

Samantha Bowker Administrative Assistant

Sara Falk-Zitelli Board Secretary

Approved: _____

RESOLUTION <u>COPY CHARGE FOR ASSOCIATION DOCUMENTS</u> <u>AMENDED JUNE 3, 2009 October 18, 2017</u>

WHEREAS it has been brought to the attention of the Board of Trustees of Leisure Village West Association that the policy entitled APPROVAL TO CHARGE FOR FILLING OUT MORTGAGE INFORMATION dated May 24, 1989 (copy attached) and amended June 3, 2009 specifies charges that are inconsistent with the actual costs of time and materials required.

WHEREAS the requirement to provide a reasonable copy charge to members, where applicable, also exists in the ACCESS TO RECORDS POLICY and the need to provide a cohesive fee schedule is justified.

NOW THEREFORE, at a duly called meeting of the Board of Trustees, <u>on October 18, 2017</u>, on June 3, 2009, which a quorum was present, the Board resolved that the aforesaid policy shall immediately become null and void and from this day forward the approved charges shall be as detailed in the following schedule.

Copying of L.V.W. Association Documents* ------ \$.10 per page.

There shall be no charge for completion of condominium Information request forms as required by banks and other lending institutions.

*These charges are in agreement with the provisions of N.J.S.A. 47:1A-1.2. and N.J.S.A. 45:22A-46(a) and N.J.S.A. 46:8B-13(a)

Copying and/or Faxing of L.V.W. Association	\$.75 pre page for the 1 st page documents*
	\$.50 per page for the 11 th page thru the 20 th
	page
	\$.25 per page for all pages over 20

*These charges are in agreement with the provisions of N.J.S.A. 47:1A-1.2.

Examples: 1. Condominium Information Request Forms usually consist of two pages, thus such a ---- completed form would incur a charge of \$2.00

2. The L.V.W.A. Bylaws currently consist of 18 pages, thus the charge would be \$11.50.

- 3. The L.V.W.A. Master Deeds are typically 21 pages, thus incurring a charge of \$12.75.
- 4. Monthly Financial Statements ordinarily consist of 12 pages, which would incur a charge of \$8.50
- 5. The auditor's Year-end Financial Statement is made available to residents at no cost if picked up at the time of the annual open meeting, however, at all other times the 21-page report would be subject to a charge of \$12.75.

Upon receipt of payment, a copy can be faxed or electronically copied.

Approved: September 2, 1998 Revised: June 3, 2009 Revised: <u>Pending</u>

Board Secretary

Leisure Village West Association

AT MANCHESTER, NEW JERSEY Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

Date: October 2, 2017

Re: 2018 Driveway Replacements

Below you will find the list of driveways that we are requesting for replacement during the 2018 fiscal year. The funding to complete 31 driveways in-house at a cost of \$39,609.22 will be charged to GL # 3275 Capital Replacement-Concrete Driveways.

Number	Letter		Length	Width	Size	Cost
Unit	Unit	Street	D/W	D/W	Sq. Foot	\$3.75
9	A	Buckingham	76	15	1140	\$2,322.11
9	В	Buckingham	76	15	1140	\$2,322.11
446	A	Heather	14	12	168	\$630.00
446	В	Heather	14	12	168	\$630.00
492	A	New Castle	22	12	264	\$990.00
492	В	New Castle	22	12	264	\$990.00
637	A	Devonshire	20	12	240	\$900.00
637	В	Devonshire	20	12	240	\$900.00
811	A	Westminster	19	12	228	\$855.00
864	A	Liverpool	19	12	228	\$855.00
864	В	Liverpool	19	12	228	\$855.00
901	A	Stratford	20	12	240	\$900.00
901	В	Stratford	20	12	240	\$900.00
927	A	Liverpool	44	12	528	\$1,980.00
927	В	Liverpool	44	12	528	\$1,980.00
966	Α	Thornbury	45	12	540	\$2,025.00
966	В	Thornbury	45	12	540	\$2,025.00
1042	A	Canterbury	20	12	240	\$900.00
1042	В	Canterbury	20	12	240	\$900.00
1043	Α	Canterbury	20	12	240	\$900.00
1043	В	Canterbury	20	12	240	\$900.00
1052	Α	Buckingham	49	12	588	\$2,205.00
1052	В	Buckingham	49	12	588	\$2,205.00
1059	А	Buckingham	24	12	288	\$1,080.00
1059	В	Buckingham	24	12	288	\$1,080.00
1088	А	Canterbury	19	12	228	\$855.00
1088	В	Canterbury	19	12	228	\$855.00
1097	А	Canterbury	20	12	240	\$900.00
1097	В	Canterbury	20	12	240	\$900.00
1118	А	Thornbury	43	12	516	\$1,935.00
1118	В	Thornbury	43	12	516	\$1,935.00

Completed 2017 Completed 2017

9324 \$39,609.22

Leisure Village[®] West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

Date: October 16, 2017

Re: Irrigation Well Replacement

We have been experiencing trouble with irrigation well # 4 located at 773 Liverpool Circle. This well can no longer pump adequate water. This well is one of the last two 4" wells originally installed. We have sent out an RFP and have received three quotes for the decommissioning of the old well and the installation of a new 6" well (listed below),

Listed below are the three bids received for a replacement of well.

Well Drilling	Seal to	Permits	6 Inch	Supply	Cost per
Contractor	DEP Reg.	State & local	Well	pump & motor	well
Clearwater	Yes	Yes	Yes	Yes	\$7,606.00
WB Drilling	Yes	Yes	Yes	Yes	\$9,075.00
KGR	Yes	Yes	Yes	Yes	\$14,985.00

We are requesting to contract with Clearwater Well Drilling for the decommissioning of existing well # 4 and the installation of a new 6" well at a cost of \$7,606.00. This expense will be charged to GL # 3260 Capital Replacement Fund Irrigation / Well Motors.



Leisure Village[®] West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Tom Hasko

Date: October 18, 2017

Re: 2017 Roofing Add-ons

We are requesting that the following roofs be added to this year's roofing cycle due to the deteriorating conditions and several leaks.

ADDRESS	MODEL	YEAR	SQUARES	COST
733A CHATHAM	OXFORD	2003	19.5	\$ 4,192.50
733B CHATHAM	OXFORD	2003	19	\$ 4,085.00
564A MAYFAIR	STRATFORD	1995	20	\$ 4,300.00
564B MAYFAIR	HASTINGS	1995	22	\$ 4,730.00
564C MAYFAIR	HASTINGS	1995	22	\$ 4,730.00
564D MAYFAIR	BLAIR	1995	23.5	\$ 5,052.50
726A WOOTON	BLAIR	1999	23.5	\$ 5,052.50
726B WOOTON	ST TROPEZ	1999	22	\$ 4,730.00
TOTAL				\$ 36,872.50

It is recommended that we add on the above addresses to the Roofing Masters 2017 Roofing Contract, for a total cost of \$36,872.50. All permits and taxes are included. This expense is to be charged to GL # 3270 Capital Replacement-Roofs.



LEISURE VILLAGE WEST ASSOCIATION, INC. ABSENTEE BALLOT AND QUORUM PROXY

NOTE: IF YOU ARE UNABLE TO ATTEND THE MEETING, THIS ABSENTEE BALLOT MUST BE RECEIVED BY THE ASSOCIATION NO LATER THAN ______, 2017 AT 1:00 P.M

MAIL TO: Leisure Village West Association, Inc. 959 Buckingham Drive Manchester, New Jersey 08759

BALLOT - PLEASE MARK YOUR VOTE, COMPLETE OWNER INFORMATION AND SIGN

Explanation: The Board recognizes that the 80% "yes" votes required for a capital expense are generally perceived to be insurmountable and may impede the Board's responsibility to preserve the character and value of our Village and of our investment.

MASTER DEED and BYLAWS AMENDMENT

Do you vote to amend the Association's Master Deed and Bylaws from an 80 percent requirement to a 55 percent requirement of affirmative votes of all unit owners to approve Capital Expenditures?

() Yes, I vote in favor of amending the Master Deed and Bylaws

() No, I vote not to amend the Master Deed and Bylaws

This document shall also serve as my directed proxy to the Board Secretary to be voted as indicated above and shall also serve toward the establishment of quorum at the meeting and any adjournments thereof.

ONLY ONE BALLOT MAY BE EXECUTED AND RETURNED PER UNIT.

Name (print):	Date:
Name (signature):	
Address:	

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 he 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 LEISURE VILLAGE WEST ASSOCIATION MANCHESTER, NEW JERSEY

SPECIFICATION NO. 1_9

Approved: July 3, 2013

Know what's below.

Call before you dig.

1-800-272-1000

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.

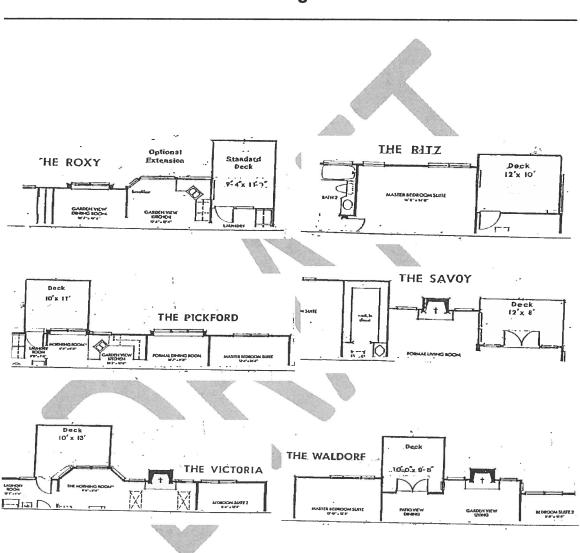
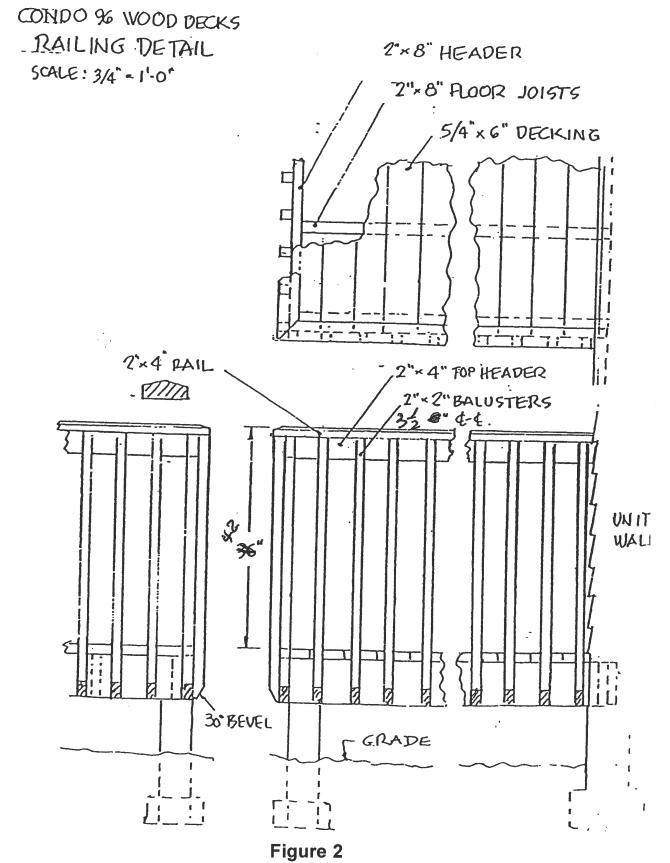


Figure 1

LEISURE VILLAGE WEST ASSOCIATION



Revised: Oct 1, 2003 Revised: Pending Approval