

## AGENDA

### LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, OCTOBER 18 , 2017 WILLOW HALL

**7:00PM**

Pledge of Allegiance

PowerPoint Presentation

Liaison Assignments

#### Items to be voted on:

1. Motion to waive the reading of the **minutes**.
2. Motion to approve the October 4, 2017 **minutes**.
3. Motion to approve revised **Specification 2\_6** - "Installation of Window Shutters".
4. Motion 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, 858A 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.
5. Motion to memorialize the purchase of two diesel 2004 E-350 Ford **mini school buses** from Cartime Auto Wholesale Group for a total cost of \$7,000.00. This expense was provided by account# 3150 - Equipment Replacement Fund.

#### DIVISION REPORTS

Architectural Division	(Tom Hardman)
Resident Services	(Sara Falk-Zitelli)
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
2. Revised Policy - "Copy Charge of LVW Association Documents".

#### 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, Sara Falk-Zitelli, Charles Lupo, Sandra Kaufman, Louis Maiocco and Fay Weinstein. Also present were Community Manager – Joseph Schultz and Recreation Director – Mary Lighthipe.

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

The first order of business, R. Klotz, Chairperson of the Election Committee gave a report to the Board of Trustees and Association members regarding the votes and ballot results for the 2017 Trustee Election.

Roberta Klotz, Chairperson of the Election Committee swore in Charles Lupo, Sara Falk-Zitelli and Sal Tozzi for their 3-year term effective October 1, 2017 as Trustees. She also swore in Fay Weinstein for a 1-year term effective October 1, 2017 as a Trustee.

S. Bowker, Administrative Assistant stated the procedures for the 2017 Election of Officers.

Reorganization of officers for the 2017-2018 year

President	Elaine Baumeister
Vice President	Sal Tozzi
Secretary	Sara Falk-Zitelli
Treasurer	Charles Lupo
Trustee	Sandra Kaufman
Trustee	Louis Maiocco
Trustee	Fay Weinstein

Liaison Assignments will be announced at the next open meeting on October 18, 2017.

Items voted on were:

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

C. Lupo moved to approve the September 20, 2017 minutes. F. Weinstein seconded. All in favor. Motion carried.

S. Kaufman moved to rescind award to First Choice Heating and Cooling and award contract with Statewide Conditioning Inc. to install 2 new Lennox Standard Efficiency Rooftop package units for Willow Hall Auditorium and Stage at a total cost of \$51,160.00. This expense will be charged to account# 3230 – Capital Replacement/ Common Buildings. C. Lupo seconded. All in favor. Motion carried.

L. Maiocco moved to memorialize the purchase of a Landpride PTO Driven Slicing Over Seeder, model number OS1548-023553 from Ace Outdoor Power at a total cost not to exceed \$8,443.11. This expense will be funded by account# 3150 – Equipment Replacement Fund. S. Tozzi seconded. All in favor. Motion carried.

J. Schultz, Community Manager requested that the Board memorialize at the next open Board meeting on October 18, 2017 the replacement of electrical panels at 48A, 57B, 52D & 44C Edinburgh Lane, 612A Devonshire Lane, 858A Winchester Court and 72D Cambridge Circle that were needed from December 20, 2016 to September 30, 2017 from Curry Electric at a total cost of \$5,926.00. This expense was provided from account# 3295 – Capital Replacement Exterior Restoration and Unit Infrastructure. He asked that residents make every effort to prevent clutter from the electrical panels in the garage area and from the electric heaters in units for safety reasons. He also asked that residents take advantage of the motion sensor lights offered by the Maintenance Department for a charge to provide better lighting at the units. He also requested that the Board memorialize at the next open Board meeting on October 18, 2017 the purchase of two vehicles to replace the Painters Van and Seasonal transportation from Cartime Auto Wholesale Group for a total cost of \$7,000.00. This expense was provided by account# 3150 Equipment Replacement Fund. He clarified that the price for the bulk television service from Verizon will be \$30.00 and that the LVW website will reflect this. He mentioned that the Board is working on the policy regarding Access to Records. He gave a report on the pool usage counts for both pools from May 26, 2017 to September 10, 2017. He also mentioned that the Board is discussing the purchase of the LeisureVillageWest.com domain name.

M. Lighthipe gave a report for the Recreation Department.

#### UNFINISHED BUSINESS

1. A two-minute video that gave an explanation regarding the proposed Master Deed and Bylaws amendments on Capital Expenditures was presented to Association members.

#### NEW BUSINESS

1. The revision for Specification 2\_6, "Installation of Window Shutters" was presented and will be voted on at the October 18, 2017 open Board meeting.
2. The revision for the Policy, "Copy Charge of LVW Association Documents" was presented and will be voted on at the October 18, 2017 open Board meeting.

There being no further business, the business portion of the Board meeting adjourned at 1:50p.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 2:08p.m.

The next Board of Trustee meeting is scheduled for Wednesday, October 18, 2017 at 7:00PM in Willow Hall.

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Samantha Bowker  
Administrative Assistant

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Sara Falk-Zitelli  
Board Secretary

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

DRAFT

**SPECIFICATION NO. 2\_6**  
**INSTALLATION OF WINDOW SHUTTERS**

**PERMIT REQUIRED**

Page 1 of 1

Trustee Approved

Date: January 2009

**SPECIFICATION FOR INSTALLATION OF WINDOW SHUTTERS**

**MATERIAL**

Window shutters must be of aluminum or plastic construction, and either a one-piece closed louver or raised panel design.

**COLOR**

Shutter color must be black or match trim or siding color of the unit. The choice of color must be approved before any work is commenced. ~~Adjacent unit shutters must match.~~

**DIMENSION & INSTALLATION**

Window shutters must be installed in accordance with the manufacturer's instructions, and the shutter length must be the length of the window.

The unit owner shall notify the Physical Plant Division Inspector (name and phone number on face of PERMIT) when work has been completed.

**INSTALLER**

Window installation must be made by a contractor who is registered with the Division of Consumer Affairs. Such contractor must furnish the Leisure Village West Association Office with a current certificate of insurance before unit owner can apply for a permit, and before any work can begin.

**TERMS & CONDITIONS**

A copy of the TERMS AND CONDITIONS, as attached to the resident's permit applies to all of the above.

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees

From: Thomas Hasko

Date: September 26, 2017

Re: Replacement of Electrical Panels

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Listed below is a breakdown of the electrical panel changes from 12/20/2016 to 09/30/2017. Curry Electrical, Vend-ID 1621. Purchase Orders attached.

Replacement date	PO #	Address	Amount	Tax	Permit	Total
12/30/2016	38600	48A Edinburgh	\$ 750.00	\$ 0	\$ 76.00	\$ 826.00
12/30/2016	38599	57B Edinburgh	\$ 750.00	\$ 0	\$ 76.00	\$ 826.00
01/19/2017	38745	612A Devonshire	\$ 995.00	\$ 0	\$ 76.00	\$ 1071.00
02/24/2017	39008	858A Winchester	\$ 750.00	\$ 0	\$ 76.00	\$ 826.00
03/06/2017	39049	44C Edinburgh	\$ 750.00	\$ 0	\$ 76.00	\$ 826.00
03/28/2017	39180	72D Cambridge	\$ 750.00	\$ 0	\$ 76.00	\$ 826.00
08/24/2017	40259	52D Edinburgh	\$ 725.00	\$ 0	\$ 0	\$ 725.00
<b>Total</b>						<b>\$5926.00</b>

I am requesting that the Board memorialize \$5926.00. The following expenses from GL # 3295 Capital Replacement Exterior Restoration and unit infrastructure.



# 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

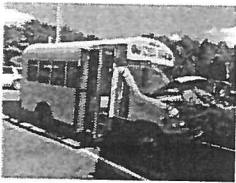
Date: October 3, 2017

Re: Replacement of Painters Van and Seasonal Transportation Bus.

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The Ford E250 1997 Painters Van has been due for replacement and now needs to be replaced. The Ford E45 2003 Seasonal Transportation Bus has also been due for replacement and also now needs to be replaced. We have been searching for their replacements for some time and we now have an opportunity to purchase two recently retired diesel 2004 E-350 Ford mini school buses for \$3,500 each from Cartime Auto Wholesale Group. These two vehicles are imperative to our daily maintenance operation. Similar vehicles with the same characteristics are going for over \$4,500.00 each.

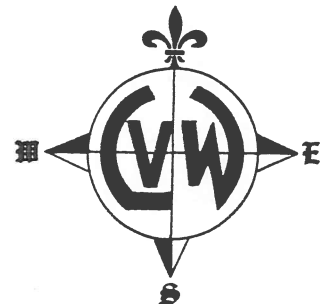
These vehicles do not last long and this is a time sensitive purchase.



Cartime Auto Wholesale Groups (2) E350 Buses \$3,500.00

We are requesting the B.O.T to memorialize the purchase of the two vehicles outlined above from Cartime Auto Wholesale Group for a total cost of cost of \$7,000.00 charged to account GL # 3150 Equipment Replacement Fund.

Please Note\* all taxes and registration fees will be paid at the DMV at the time of registration.



**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.

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**MASTER DEED and BYLAWS AMENDMENT**

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**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**

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**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: \_\_\_\_\_



# LEISURE VILLAGE WEST PROPOSED MASTER DEED & BYLAWS AMENDMENT

Amend the LVW “Bylaws”, Article III, Section 10:

**Original:**

All decisions of the members including capital expenditures, other than the expenditure of the Association funds the purposes set forth in Schedule A annexed hereto, shall require for passage, affirmative vote of the members representing at least **80 percent** in interest of the undivided ownership of the Condominiums as a whole. The Trustees shall be governed in the making of capital expenditures, other than expenditures made for the purposes set forth in Schedule A annexed hereto, and in other actions by decision made by the members as provided in this section. All other decisions shall require for passage, the affirmative vote of at least a majority of the members in good standing and entitled to vote.

**Change to:**

All decisions of the members including capital expenditures, other than the expenditure of the Association funds the purposes set forth in Schedule A annexed hereto, shall require for passage, affirmative vote of the members representing at least **55 percent** in interest of the undivided ownership of the Condominiums as a whole. The Trustees shall be governed in the making of capital expenditures, other than expenditures made for the purposes set forth in Schedule A annexed hereto, and in other actions by decision made by the members as provided in this section. All other decisions shall require for passage, the affirmative vote of at least a majority of the members in good standing and entitled to vote.

Amend the “Amended and Consolidated Master Deed and Declaration of Restrictive and Protective Covenants”, Section 17:

**Original:**

LEISURE VILLAGE WEST ASSOCIATION may acquire recreational facilities whether or not contiguous to the Condominium property for the enjoyment, recreation and benefit of Unit owners. Such recreational facilities may consist of a community hall or auditorium, arts and crafts rooms, card rooms, meeting rooms, woodworking shop, swimming pool, pool building, lakes or ponds, golf courses, shuffleboards, etc., and the fees, costs and expenses of acquiring, maintaining, operating, repairing or replacing any of such facilities and the personal property used in the operation of enjoyment of the same, shall be common expenses. The purchase or acquisition for value of additional recreational facilities with funds of LEISURE VILLAGE WEST ASSOCIATION shall be deemed to be a capital expense and thus require authorization by an affirmative vote of **80 percent** of the interest of the members representative of the undivided ownership of the Condominium as a whole, notwithstanding anything to the contrary in the Bylaws.

**Change to:**

LEISURE VILLAGE WEST ASSOCIATION may acquire recreational facilities whether or not contiguous to the Condominium property for the enjoyment, recreation and benefit of Unit owners. Such recreational facilities may consist of a community hall or auditorium, arts and crafts rooms, card rooms, meeting rooms, woodworking shop, swimming pool, pool building, lakes or ponds, golf courses, shuffleboards, etc., and the fees, costs and expenses of acquiring, maintaining, operating, repairing or replacing any of such facilities and the personal property used in the operation of enjoyment of the same, shall be common expenses. The purchase or acquisition for value of additional recreational facilities with funds of LEISURE VILLAGE WEST ASSOCIATION shall be deemed to be a capital expense and thus require authorization by an affirmative vote of **55 percent** of the interest of the members representative of the undivided ownership of the Condominium as a whole, notwithstanding anything to the contrary in the Bylaws.

RESOLUTION  
COPY CHARGE FOR ASSOCIATION DOCUMENTS  
AMENDED JUNE 3, 2009 October 18, 2017

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, **on October 18, 2017, 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\* ----- \$ .15 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)

~~Completion of Condominium Information Request Forms as required by banks and other lending institutions  
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No Charge~~

~~Copying and/or Faxing of L.V.W. Association ----- \$ .75 pre page for the 1<sup>st</sup> page documents\*  
----- thru the 10<sup>th</sup> page;  
\$ .50 per page for the 11<sup>th</sup> page thru the 20<sup>th</sup>  
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.~~

\_\_\_\_\_  
Board Secretary

Approved: September 2, 1998  
Revised: June 3, 2009  
Revised: Pending