

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, OCTOBER 19, 2022 at 1:00 PM WILLOW HALL

- PLEDGE OF ALLEGIANCE

### APPOINTMENT OF NEW TRUSTEE

- CALL TO ORDER
- ROLL CALL

### ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the August 31, 2022 annual meeting of members minutes.
3. Motion to approve the September 7, 2022 minutes.
4. Motion to approve resolution regarding End of Support of R-22 Based HVAC Equipment.
5. Motion to release funds for year one of the Common Area Lighting Project not to exceed \$50,456.00. This expense will be provided by account #3230 - Capital Replacement/Common Buildings. The unaudited balance for this account as of 8/31/22 is \$1,021,960.78.
6. Motion to approve the expense of \$1,550.76 for the Water Allocation Permit to the DEP. This expense will be provided by account #3260 - Capital Replacement/Irrigation-Well Motors. The unaudited balance for this account as of 8/31/22 is \$167,511.62.

### PRESENTATION OF REPORTS:

#### I. COMMITTEE REPORTS

- Architectural Committee (Barbara Owens)
  - *Approve new Chairperson - Barbara Owens and two new members*
- Community Services Committee (Joy Carmody)
  - *Welcome Committee - Approve two new members*
- Finance Committee (Charles Corvo)
- Administration Committee (Mary Rose McCarthy)

#### II. RECREATION REPORT

(Mary Lighthipe)

#### III. COMMUNITY MANAGER'S REPORT

(Jim Snyder)

### UNFINISHED BUSINESS

1. Club Encore Patio Renovation - (Phase two)
2. Technology Ad-Hoc Committee

### NEW BUSINESS

The next open Board meeting will be held on Wednesday, November 2, 2022 at 7:00 PM in the auditorium at Willow Hall.

- 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 and, if necessary, the Community Manager.

POSTED: October 11, 2022

The meeting convened at approximately 1:00 PM with the Pledge of Allegiance.

Present were Board members: Thomas Hardman, Louis Maiocco, Fay Weinstein and Al DAmato. Also present were Community Manager – Joseph Schultz, Service Manager – Jim Snyder and Accounting Administrator – Michelle O'Connor.

T. Hardman, BOT Official gave welcome remarks and explained the purpose of the meeting.

1:05 PM: Residents were given one last opportunity to submit a ballot or change a vote.

The Election Chairperson, Carolyn Thompson gave welcome remarks and explained the process for the election.

The polls were closed and it was announced that quorum had been reached. The meeting was then suspended so that the Election Committee could open, scan, batch and tally the votes submitted by the residents. The meeting was streamed live on FIOS channel 974 and observers were welcomed in Willow Hall.

The final results of the 2022-2023 Trustee Election as follows:

Wayne Steinman	826
Eugene Murphy	512
Linda Miller	431
Bella Gilbert	379
Paula Escudero	215
Marlene Repoli	1

The new Trustees for the 2022-2023 year are Wayne Steinman with a three-year term and Eugene Murphy with a three-year term.

The meeting ended at approximately 4:17 PM

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Samantha Bowker  
Administrative Assistant

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Tom Hardman  
Board Secretary

Approved: PENDING

The meeting was called to order at 1:00 PM by Board President, Charles Lupo with the Pledge of Allegiance.

PRESENT: Trustees: Present were Charles Lupo, Joyce Carmody, Eugene Murphy, Thomas Hardman, Wayne Steinman and Fay Weinstein.

Management Staff: Community Manager – Joseph Schultz, Service Manager – Jim Snyder, Accounting Administrator – Michelle Lampard and Recreation Director – Mary Lighthipe. (Michael Polulak from McGovern Legal Service, LLC)

FIRST ORDER OF BUSINESS:

C.Lupo moved to accept Al DAmato's resignation as Trustee. There was no discussion and a vote was called.

- W. Steinman – Yes
- F. Weinstein – No
- T. Hardman – Yes
- E. Murphy – Yes
- J. Carmody – Yes
- C. Lupo – Yes

Motion carried. (A. DAmato made a statement) – M. Polulak left the meeting at 1:05 PM.

C. Lupo stated that the Board of Trustees are accepting candidates wishing to fill the vacated position on the Board. Applicants may join the list of candidates by emailing a letter of intent to [association@lvwa.net](mailto:association@lvwa.net) before the deadline of the end of business day on October 14<sup>th</sup>, 2022.

S. Bowker, Administrative Assistant stated the procedures for the 2022-2023 Election of Officers. The voting for President, Vice President, Treasurer and Secretary took place and the results are as follows:

Reorganization of officers for 2022-2023 year:

Charles Lupo	President
Joyce Carmody	Vice President
Eugene Murphy	Treasurer
Thomas Hardman	Secretary
Fay Weinstein	Trustee
Wayne Steinman	Trustee

Liaison Assignments were assigned as follows by the Board President, C. Lupo:

Administration Committee	Wayne Steinman
Architectural Committee	Thomas Hardman
Community Services Committee	Joy Carmody
Finance Committee	Eugene Murphy

C. Lupo gave the official report from the 2022 Trustee Election.

ITEMS VOTED ON: (continued in Community Manager's Report)

T. Hardman moved to waive the reading of the minutes. W. Steinman seconded. All were in favor. Motion carried.

T. Hardman moved to approve the August 3, 2022 minutes. E. Murphy seconded. There was no discussion and a vote was taken. All were in favor. Motion carried.

W. Steinman moved to approve the Welcome Committee charter. J. Carmody seconded. There was no discussion and a vote was taken. All were in favor. Motion carried.

*The Board approved Janice Saylor as a member to Community Services Committee.*

F. Weinstein moved to approve the purchase of new kitchen equipment for Willow Hall from Johnson's Restaurant Equipment Inc. and to have Curry Electric install the required electric circuit for a total cost of \$9,739.90. This expense will be provided by account #3230 – Capital Replacement/Common Buildings. J. Carmody seconded. There was no discussion and a vote was taken. All were in favor. Motion carried.

E. Murphy moved to approve the purchase of the Skyvac Interceptor (gutter cleaning machine) from Clean Direct Inc. for a cost of \$7,536.25. This expense will be provided by account #3151 – Property Fund/Additions. T. Hardman seconded. There was no discussion and a vote was taken. All were in favor. Motion carried.

PRESENTATION OF REPORTS:

COMMITTEE REPORTS:

M. R. McCarthy, Chairperson, gave a report for the Administration Committee.

E. Traeger, Chairperson, gave a report for the Architectural Committee.

F. Weinstein, Trustee Liaison, gave a report for the Community Services Committee.

There was no report for the Finance Committee.

M. Lighthipe, Recreation Director, gave a report for the Recreation Department.

COMMUNITY MANAGER'S REPORT: (J. Snyder/J. Schultz)

J. Snyder announced that Monday, September 12<sup>th</sup> is bulk pick-up in the village which is a week-long process by the Township. The Willow Pool will remain open for residents only from September 6<sup>th</sup> through September 30<sup>th</sup> without an attendant. The Encore pool is closed and the Board is contemplating some renovations for the pool. On August 26<sup>th</sup>, the civil action complaint was filed against Manchester Township regarding water service repairs in the village. There is no longer a guard at the

Route 37 gate. Visitors must use the Route 70 gate to enter the village or receive a QR code from the resident they visiting. There were some troubles with the electrical panel at Willow Pool Pump House. Curry Electric was called to investigate and it was determined that the panel needed to be replaced. This was an original electrical panel from the time of the construction of the pump house. Due to the fact that pool service could not be delayed or interrupted this was imperative to replace the panel. *E. Murphy moved to approve Curry Electric to replace the electrical panel at the Willow Hall Pool Pump House for a cost of \$2,275.97. This expense will be provided by account #3230 – Capital Replacement/Common Buildings. T. Hardman seconded. There was no discussion and a vote was taken. All were in favor. Motion carried.*

UNFINISHED BUSINESS:

1. The Board discussed some new ideas for phase two of the Club Encore patio renovation and a new proposal will be submitted for review.

NEW BUSINESS:

1. The resolution regarding the "End of Support for R-22 Refrigerant based HVAC Equipment" was presented as attached to the agenda. The Board will vote on this at the next open Board meeting.
2. The Board is seeking technically savvy residents to serve on a committee with the initial goal of finding a solution to eventually replace the current transponder system. Interested residents may send a letter of intent to [association@lvwa.net](mailto:association@lvwa.net) or drop off/mail to the Association office.

The next open Board meeting will be held on Wednesday, October 5, 2022 at 1:00 PM in the auditorium at Willow Hall.

There being no further business, the Board meeting adjourned at approximately 1:50 PM.

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Samantha Bowker  
Administrative Assistant

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Tom Hardman  
Board Secretary

Approved: PENDING

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## RESOLUTION

### End of Support for R-22 Refrigerant Based HVAC Equipment

WHEREAS, the Leisure Village West Association Board of Trustees pursuant to Article VI POWERS AND DUTIES OF THE BOARD OF TRUSTEES, SECTION 1. The Board of Trustees shall have and exercise all lawful powers and duties necessary for the proper conduct and administration of the affairs of the Association and the operation and maintenance of Leisure Village West and may do or cause to be done all such other lawful acts and things as are not by law.

WHEREAS, SCHEDULE A Paragraph f. establishes the maintenance, repairs of plumbing lines and fixtures and electrical wiring in individual units; maintenance and repairs of air conditioners, heating units, and appliances in individual units (any appliance purchased as optional equipment is not covered by maintenance).

WHEREAS, ARTICLE XVII, MISCELLANEOUS, SECTION 5. AMENDMENT OF SCHEDULES Asserts that Schedules attached to the Bylaws are working documents of the Association that are subject to amendment at the discretion of the Board of Trustees.

WHEREAS, R22 refrigerant is illegal to manufacture or import into the country, and the planned price increase to bring its use to a close is no longer economically or legally viable.

NOW, THEREFORE, the Association adopts the following restrictions and regulations for maintaining HVAC systems with R22 refrigerant.

1. Effective on or about September 30, 2022, the Association shall no longer use R22 in residential units.
2. Starting on or about October 1, 2022, and ending September 30, 2025, The Association may use an approved R22 refrigerant drop-in replacement only after obtaining a waiver from the unit owner and only to the amount allowable by law once in any of the three years outlined in this resolution. The Association will not add refrigerant to any refrigerant leaking system.
3. Effective October 1, 2025, the Association shall no longer add R22 refrigerant or its drop-in replacement refrigerant to any HVAC units. The Association will continue to repair other covered components of the system.

Secretary,

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Voted and Approved: PENDING



# 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 7, 2022

Re: Common Area Lighting Project

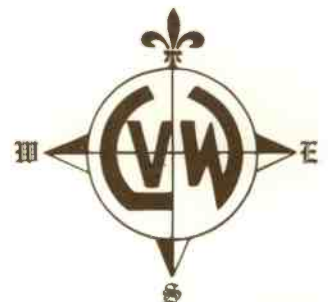
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Last year the Board adopted and implemented the Common Area Lighting project and agreed to begin the funding for the 7-year project. At this point, we are approaching the completion of year one of the project and are now requesting the Board to authorize the release of the funds to purchase the materials needed to begin the second year of the project.

**Year 1:** 75 Street Post Lights. Nearing completion.

**Year 2:** Upgrading 135 of the remaining 269 Street Post Lights.

We are asking the Board to approve the release of the funds for year one. This expense is not to exceed \$50,456.00. The expense will be charged to GL # 3230 Capital Replacement Common Buildings.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## Interoffice Memorandum

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To: Board of Trustees

From: Jim Snyder

Date: September 27, 2022

Re: Well Water Allocation

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In 2019, the Board approved us to move forward with applying to the DEP for a Major Modification to our Water Allocation Permit. We contracted with the engineering firm Global Hydro, Inc. to apply for the Well Water Allocations Modification. Our modification request has now been approved by the DEP which increases our monthly water allocations from 24 million gallons to 37 million gallons without exceeding our yearly allocation of 142 million. This now will allow us better utilization of our water when needed. We have now received the final invoice from the DEP for the permit and modification approval fee. The balance due is \$1,550.76

We request the Board of Trustees approve the expense of \$1,550.76 to pay the DEP for the Major Modifications to our Water Allocation Permit. This expense will be charged to GL # 3260 Capital Replacement – Irrigation/Well Motors Fund.

