

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, OCTOBER 3, 2018 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 September 20, 2018, **minutes**.
3. Motion to approve the Leisure Village West Pharmacy, LLC, lease.
4. Motion to approve the agreement with EZnergy for the installation of solar panel systems on Club Encore, Association Office, Willow Hall and Leisure Fair for a total cost of \$813,564.00 with the funds provided by GL#3230 - Capital Replacement - Common Buildings. The installation and material costs for each building involved will be returned and converted into an 84-month lease with a path to ownership at the end. The unaudited balance for this account as of 8/31/18 is \$1,315,199.88.

RECREATION REPORT

COMMUNITY MANAGER'S REPORT

UNFINISHED BUSINESS:

1. Encore lounge/vending
2. Charge for Woodshop badge usage
3. Spec. No. 2_4
4. 2018 Road Paving Project

NEW BUSINESS:

None

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 Sal Tozzi, Lou Maiocco, Charles Lupo, Sara Zitelli, Fay Weinstein, Al DAmato and Eugene Murphy. Also present were Joseph Schultz – Community Manager, Jim Snyder-Service Manager and Mary Lighthipe-Recreation Manager.

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

Dan Keane and Ashley Jansen of U.S. Securities made an appearance to inform residents of the shredding event being held on Saturday, September 22, 2018 from 9am to 12pm in the Encore overflow parking lot. He advised residents of the materials that could and could not be shredded, gave an overview of the parking lot set up and offered bags to residents to hold the materials for shredding. He also informed residents that they can see their materials being shredded. The metrics of the traffic through the gates was also reviewed.

S. Tozzi moved to adopt the LVWA Administrative Resolution Relating to Board Member Term Commencement. Five (5) "Yes" votes: F. Weinstein, C. Lupo, L. Maiocco, S.Falk-Zitelli, S. Tozzi. Motion carried.

Carolyn Thompson, Election Committee Chair, performed the official swearing in of Fay Weinstein and Al DAmato for a term of (3) years, and Eugene Murphy for a term of (1) year.

S. Tozzi called for nominations for the positions of President, Vice President, Secretary and Treasurer of the Board of Trustees.

C. Lupo nominated L. Maiocco for President. All present were in favor.

L. Maiocco nominated C.Lupo for Vice President. S. Falk-Zitelli nominated S. Tozzi for Vice President. First vote taken for C. Lupo as Vice President: Five votes in favor of C. Lupo for Vice President: F. Weinstein, C. Lupo, L. Maiocco, E. Murphy, A. DAmato.

A. DAmato nominated E. Murphy for Treasurer. All present were in favor.

C. Lupo nominated F. Weinstein for Secretary. All present were in favor.

The results are as follows:

President – L. Maiocco

Vice President – C. Lupo

Treasurer – E. Murphy

Secretary - F. Weinstein

L. Maiocco appointed A. DAmato as the Assistant Secretary and S. Falk-Zitelli as Assistant Treasurer.

ITEMS VOTED ON:

1. S. Falk-Zitelli moved to waive the reading of the minutes. C. Lupo seconded. All in favor. Motion carried.
2. S. Falk-Zitelli moved to approve the August 15, 2018 and September 5, 2018 minutes. A. DAmato seconded. All in favor. Motion carried.
3. F. Weinstein moved to approve the charters for the following committees: Community Services, Administration, ADR, Advisory Council, Architectural, Election and Finance. C. Lupo seconded. All in favor. Motion carried.
4. C. Lupo moved to authorize the purchase of a premise-based, company-wide phone system from Voixis Communications for a total cost of \$13,054.00. This expense will be charged to GL#3150 - Property Fund - Replacements. The unaudited balance for this account as of 7/31/18 is \$852,111.42. A. DAmato seconded. All in favor. Motion carried.
5. E. Murphy moved to authorize the purchase of an ETC CS40 stage lighting console for Willow Hall from Hayden Production Services, Inc. for a total cost of \$2,302.53. This expense will be charged to GL#3150 - Property Fund - Replacements. The unaudited balance for this account as of 7/31/18 is \$852,111.42. C. Lupo seconded. All in favor. Motion carried.
6. A. DAmato moved to authorize the purchase of Kardean flooring and supplies for Leisure Fair from Design Alternatives for a total cost of \$20,283.81. This expense will be charged to GL#3230 - Capital Replacement - Common Buildings. The unaudited balance for this account as of 7/31/18 is \$1,307,037.38. C. Lupo seconded. All in favor. Motion carried.

COMMITTEE REPORTS:

Tom Hardman gave the Architectural Committee Report.

No report was given for the Community Services Committee, Finance Committee or Administration Committee.

RECREATION REPORT:

M. Lighthipe, Recreation Manager, gave the report for Recreation.

COMMUNITY MANAGERS REPORT:

J. Schultz, Community Manager, informed residents that Verizon should be ready to complete the village by the end of next week. All residents should be enabled to call for installation at that time. The maintenance fee will be going up \$33.00 (\$30.00 of this is for the Verizon Bulk TV, \$3.00 is for the budget.) Please pay the maintenance fee that is on the new coupons. The Association office will contact any resident who has a credit due. By January, all residents will be paying the fee with no exceptions. If you have not yet called for installation, please call by end of September. Snowbirds will also need to pay the fee from January forward if they have not yet been installed prior to Jan. but will still be entitled to 1 free install when they come back. For a fee, Snowbirds can suspend **additional** services while away, but not the \$30.00 Bulk TV.

J. Schultz informed residents of a "Scam Call" made known to him. The phone number is showing it is Leisure Village and they are looking for credit card information. This is not the Village; do not give out information – this is a scam.

J. Schultz discussed the paving in the Village. Bids were received for the main road on Cambridge Circle and all the side roads on Cambridge. The lowest bids were received from two different vendors for the side roads/driveways and for the main road. If the Board decides to award the contracts based on cost, it is our recommendation to award the contract for the side roads and driveways on Cambridge Circle to C.J. Hesse, Inc. at a cost of \$465,720.00. If the board wishes to do both areas this year, we recommend awarding the contract for the main road of Cambridge Circle to Johnson & Baran at a cost of \$106,045.60. Management would prefer to contract with the same vendor for both projects. Funds for this 2018 Road Paving Project will be allocated from account #3290-Capital Replacement-Roads.

J. Schultz stated there is a change to Specification 2_4, adding the Cambridge model for the Willow section.

J. Snyder, Service Manager, informed residents they will provide a number for residents to call for an anti-tip safety clip for their stoves. Maintenance will also be able to provide these starting in October, 2018.

J. Snyder attended a meeting at the Township. All residents of Manchester will be receiving a new water meter with a device mounted on the outside of the home that will send a signal to the Township with the reading so they don't need to send a meter reader to the unit. The company doing it is called VEPO. All employees will have a background check, ID, and their vehicles will also have a Manchester Township magnetic sign. They will be sending out a mailer in October asking residents to call and make an appointment to change the water meter. The appointment can be scheduled online or by phone. This project will take approximately one year to complete. There is no fee. It will also notify the township if your water is running for 24 hours.

J. Snyder did the first reading for the Lounge/vending in Club Encore. We have determined the best location would be to re-purpose the Art studio and the adjacent storage hall. We propose opening up a portion of the wall. We are going to put a Keurig-K Cup type of vending machine that we will own. The Board has approved a cost not to exceed \$20,000.00 to revamp this area. A formal memo will be presented to the board and placed for voting in the future.

UNFINISHED BUSINESS:

1. Encore lounge/vending - discussed under Manager's report.
2. Charge for gym badge - will be discontinued beginning October 1, 2018.

NEW BUSINESS:

1. LWV Pharmacy, LLC Lease - J. Schultz explained this is a 3 year lease. It is the recommendation to place this on the agenda to approve the lease with Leisure Village West Pharmacy, LLC to fill the vacant commercial office, located at 3B Buckingham Drive, and the income shall be applied to the operating account GL#5995 - Rental Income.

2. Solar Expansion Project - J. Schultz reviewed the agreement with EZnergy, LLC to install four new solar installations starting with Club Encore, continuing with the Association Office, Willow Hall and finishing with Leisure Fair. He recommended the approval of the agreement for a total cost of \$813,564.00 with the funds provided by GL#3230 - Capital Replacement Fund - Common Buildings, with the initial outlay of these funds being reimbursed upon completion of installation, and the lease payments starting after the reimbursement.

BOARD REPORT:

None

There being no further business, the Board meeting adjourned at approximately 2:25 PM.

Michele Schoenig
Acting Administrative Assistant

Fay Weinstein
Board Secretary

Approved: October 3, 2018

INTEROFFICE MEMORANDUM

TO: BOARD OF TRUSTEES

FROM: JOE SCHULTZ

SUBJECT: LEISURE VILLAGE WEST PHARMACY LLC. LEASE

DATE: 09/13/2018

CC: M. O'CONNOR

As the Board is already aware, we have finalized a workable lease with Leisure Village West Pharmacy (Medical Mall Pharmacy) allowing time to fulfill all state requirements necessary and contingent prior to opening a facility located at 3B Buckingham Drive. The lease has an initial three-year term, starting with a grace period of nine months or until doors open, whichever comes first. At that time, the triple net rent of \$1,000 per month begins. The rent shall increase for the third year to \$1,200 triple net, until the end of the initial term, leaving any renewals open to a percentage increase or other negotiable arrangement.

I would recommend we place this on the agenda to approve the lease with Leisure Village West Pharmacy LLC to fill the vacant commercial office, located at 3B Buckingham Drive, and the income be applied to the Operating account 5995 Rental Income.

INTEROFFICE MEMORANDUM

TO: BOARD OF TRUSTEES

FROM: JOE SCHULTZ

SUBJECT: CLUB ENCORE, ASSOCIATION OFFICE, LEISURE FAIR AND WILLOW HALL SOLAR INSTALLATION AND LEASE AGREEMENT

DATE: 09/13/2018

CC: M. O'CONNOR

A comprehensive agreement with EZnergy LLC has been finalized to install four new solar installations starting with Club Encore, continuing with the Association Office, Willow Hall and finishing with Leisure Fair. Each installation shall be complete, reimbursed and lease initiated prior to the next installation to minimize impact on the reserves. These installations and the associated finances are the same as our first installation on the maintenance building, with the exception of a different installation contractor as our previous vendor is no longer providing installs.

As the Board is already aware, the fifteen-year Solar Renewable Energy Credits are an incentive that is scheduled to be reduced to a ten-year incentive plan. The ten-year plan is still a good incentive, however the benefit from the longer term is much more desirable. It is for that reason we would suggest approving all four buildings now, in an effort to experience a more favorable return, before the incentive is reduced.

To be clear, the installation and material costs will be returned for each building involved and converted into an 84-month lease with a path to ownership at the end.

A summation of the details involved are as follows:

Club Encore 403 modules, 147.10 kw system.....	\$353,028.00
Association Office 90 modules, 27 kw system.....	\$64,800.00
Willow Hall 326 modules, 118.99 kw system.....	\$285,576.00
Leisure Fair 153 modules,45.90 kw system	\$110,160.00
For a total of 338.99 kw system	\$813,564.00

In summation, I would recommend we approve the agreement with EZnergy for the installation of solar panel systems on Club Encore, Association Office, Willow Hall and Leisure Fair for a total cost of \$813,564.00 with the funds provided by account number 3230, Capital Replacement Fund-Common Buildings.

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. 2_4

**SPECIFICATION TO INSTALL BATHROOM WINDOW IN OXFORD MODEL IN
GREENERY MODELS AND A CAMBRIDGE FOR THE WILLOW MODELS**

1. Window unit to be Pennco #3010 or equivalent
2. Window size shall be 12" x 36" installed in accordance with manufacturer's instructions.
3. Window unit shall be located 10 1/2" from ceiling of Bathroom.
4. All structural work to conform to Building Code requirements. Any Electrical wiring to be relocated to be in accordance with Electrical Code.
5. Refit all exterior aluminum siding. Return & finish sheetrock.

RESIDENT'S NOTE

A permit is required for all installation by a Contractor, qualified mechanic or resident. Outside contractors or qualified mechanics must furnish the Association Office with a Certificate of Insurance BEFORE a resident can apply for a permit to start the work.

The Association reserves the right to inspect the installation. All responsibility for maintenance or replacement of this improvement is that of the Owner or subsequent owner and not the Leisure Village West Association.

Interoffice Memorandum

To: Board Of Trustees

From: Gene Caravella

Date: September 04, 2018

Re: Road Paving Bids

The 2018 Road Paving Project consists all of the roads and driveways on Cambridge Circle. The bids have been divided into two separate bids due to the large amount of paving involved.

The following bids have been received for the side roads and driveways on Cambridge Circle:

C.J. Hesse, Inc.	\$465,720.00
Johnson & Baran.....	\$506,724.00
L.N. Rothberg & Son.....	\$557,944.00
Earle Asphalt Company.....	\$Did not bid
L&L Paving Company.....	\$Did not bid
Meco, Inc.....	\$Did not bid

The following bids have been received for the main road of Cambridge Circle:

Johnson & Baran.....	\$106,045.60
C.J. Hesse, Inc.	\$129,175.00
L.N. Rothberg & Son.....	\$113,100.00
L&L Paving Company.....	\$Did not bid
Earle Asphalt Company.....	\$Did not bid
Meco, Inc.	\$Did not bid

It is our recommendation to award the contract for the side roads and driveways on Cambridge Circle to C.J. Hesse, Inc at a cost of \$465,720.00. If the Board wishes to do both areas this year, we recommend awarding the contract for the main road of Cambridge Circle to Johnson and Baran at a cost of \$106,045.60

Funds for this 2018 Road Paving Project will be allocated from Account #3290 – Capital Replacement Roads.