

## AGENDA

### BOARD OF TRUSTEES MEETING WEDNESDAY, OCTOBER 5, 2016 WILLOW HALL

REVISED OCTOBER 3, 2016

**1:00 PM**

Pledge of Allegiance

#### FIRST ORDER OF BUSINESS

Roberta Klotz, Chairperson of the Election Committee to swear in new Trustees

Reorganization of officers for the 2016-2017 year

Liaison Assignments

Items to be voted on:

1. Motion to approve the September 7, 2016 and September 21, 2016 **minutes**.
2. Motion to approve to add on 575 A&B Sheffield Drive, 548 A,B&C Norwich Court and 825A Liverpool Circle to the Roofing Masters 2016 **Roofing contract** for a total cost of \$26,445.00. This expense will be charged to account #3270 – Capital Replacement – Roofs.
3. Motion to memorialize the purchase of two pumps and two motors from **Ferguson Enterprises, Inc.** for a cost of \$3,070.94. This expense was charged to account #3260 – Capital Replacement Fund – Irrigation/ Well Motors.
4. Motion to approve the **Bylaws** for the Westernaires.
5. Motion to approve Rosemary Moran to the **Election Committee**.

#### COMMUNITY MANAGER'S REPORT

#### RECREATION REPORT

#### UNFINISHED BUSINESS

1. Hotwire Update

#### NEW BUSINESS

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 Manager of Resident Services and, if necessary, the Community Manager.

# 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: September 29, 2016

Re: Irrigation Pump and motors (Final copy)

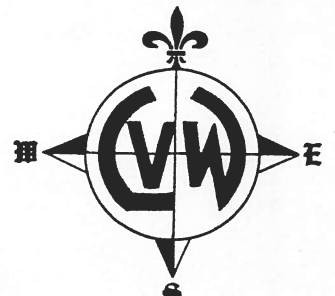
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We started the 2016 irrigation season with the purchase of three well pump and motors. This season we have had the need to use those 3 pump and motors at wells # 30, 39 and 42. In order to replenish an on hand stock, there was a need to purchase two more pump and motors to carry us through the remainder of the season. One of these had to be use on well # 13 and the remaining one is in stock.

Listed below are quotes received for the two well pump and motors to be memorialized.

Vendor	Item	Qty	Description	Sub Total w/ tax	Shipping	Total
Ferguson	F2243038602/SL70J404	2	Well Pump head 5 HP & Motor	\$3,070.94	\$ -	\$3,070.94
Pump and Motors	75GS50/M50412	2	Well Pump head 5 HP & Motor	\$3,075.18	\$115.04	\$3,190.22
Lockewell	75GS50412CL	2	Well Pump head 5 HP & Motor	\$4,320.66	\$135.16	\$4,455.82

We are requesting the memorization of two pump and two motors from Ferguson Enterprises, Inc for a cost of \$3,070.94 charged to account # 3260 Capital Replacement Fund -Irrigation / Well Motors.



## Interoffice Memorandum

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To: Board of Trustees

From: Tom Hasko

Date: September 29, 2016

Re: 2016 Roofing Add-ons

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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
575A SHEFFIELD DR	HASTINGS	1996	22	\$4,730.00
575B SHEFFIELD DR	HASTINGS	1996	22	\$4,730.00
548A NORWICH CT	BLAIR	1996	23.5	\$5,052.50
548B NORWICH CT	STRAFFORD	1996	20	\$4,300.00
548C NORWICH CT	OXFORD	1996	19.5	\$4,192.50
825A LIVERPOOL CIR	OXFORD	1997	16	\$3440.00
TOTAL				\$26,445.00

Note \* 548D NORWICH CT was completed in 2013 due to a fire.  
\* 825B LIVERPOOL CIR was completed in 2016 due to a fire.

It is recommended that we add on the above addresses to the Roofing Masters 2016 Roofing Contract, for a total cost of \$26445.00. This expense is to be charged to GL # 3270 Capital Replacement-Roofs.

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## Memorandum

To: Joe Schultz  
From: Mary Lighthipe  
Date: September 19, 2016  
Re: Westemaires Bylaws

Attached are the proposed amendments to the Westemaires Bylaws submitted for Trustee approval.

### Article VIII

D. The deletion of language regarding bank requirements.

F. Expenditure approval for amounts of \$200 or more that had previously been \$50.

### Article IX

The President may continue for a third term of office if there are no nominations from the floor at the end of the second term.

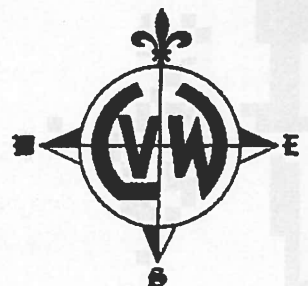
### Article XII

The audit of financial records will take place no later than March 1. This date had previously been January 30.

The proposed amendments were approved by club members at the September 9, 2016 meeting. Upon my review, I find the proposed changes acceptable.

Thank you.

c: Board of Trustees  
S. Bowker



*The Westernaires of Leisure Village West*  
*1 Buckingham Drive*  
*Manchester, NJ 08759*

September 16, 2016

Leisure Village West Association

Board of Trustees  
959 Buckingham Drive  
Manchester, NJ 08759

Attn: Mary Lighthipe, Recreation Director

Re: Revision of Constitution and  
Bylaws

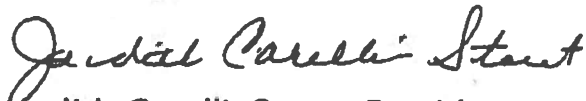
Dear Mary,

You will find enclosed copies of the proposed Amendments to the Constitution and Bylaws and of the Revised Constitution and Bylaws as voted and approved by the members of the Westernaires on September 9, 2016. We are requesting the approval of these amendments by the Board of Trustees at their earliest convenience.

If you have any questions regarding these amendments, you may contact me by telephone at 908-489-1845 or by mail at 584A Kevin Court, Manchester, NJ 08759.

Thank you for your kind consideration.

Very truly yours,

  
Judith Carelli-Stout, President

PROPOSTED AMENDMENTS TO CONSTITUTION AND BY-LAWS OF THE  
WESTERNAIRES OF LEISURE VILLAGE WEST

ARTICLE VIII

D. The Treasurer shall receive all monies and shall give receipts for same, shall reposit in a bank as directed by the President and the Executive Board, within five(5) days after receiving same. The Treasurer shall report the financial condition of the Organization at each meeting giving an accounting of all bank deposits, bank statements, receipts and expenditures, and shall carry on any other and all duties pertaining to his/her office. The treasurer shall keep an accurate written account of all financial transactions. The books shall be open to all bona fide members of the organization. All checks shall be signed by two(2) officers. ~~(delete)~~ as set forth in the Resolution required by and filed the bank institution.

F. The Executive Board shall conduct all the business of the Organization, shall approve the budget, any one expenditure over the amount of two hundred(\$200)dollars and shall approve all Committee reports. the Board shall approve the music selected by the music committee for the concerts before music is procured or purchased.

ARTICLE IX

On or about March 1, the President shall appoint the chairperson of the nominating committee. The Chair of the Committee will select four(4) persons, one from each of the sections of the chorus. They shall report the slate at the last meeting in April at which time additional nominations can be made from the floor. Officers shall be voted upon individually; the one receiving the highest number of votes will be declared "elected". If more than one person is nominated for all or any office, a written ballot shall be used. If only one nominee is presented, the Secretary may cast the vote for the slate. The term of office for all officers is one(1) term. The President shall be eligible for re-election for one(1) more term and may continue for another term if there are no nominations from the floor at the end of the 2nd term.

ARTICLE XII

The financial records of the Organization shall be audicted annually no later than March 1 of the following year by a committee of two (2) members of the Organization.