

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, SEPTEMBER 18, 2019 WILLOW HALL

1:00PM

Pledge of Allegiance

APPEARANCES: Harvey Janelli from the Census Bureau
Allied Security Services

ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the September 4, 2019 minutes.
3. Motion to approve the revisions to Specification 7_3, "Alteration or Removal of Unit Interior Wall".

COMMITTEE REPORTS:

Architectural Committee	(Tom Hardman)
Community Services Committee	(Eleanor Berardis)
Finance Committee	(Mary Lou Doner)
Administration Committee	(Judith Langreich)

RECREATION REPORT

COMMUNITY MANAGER'S REPORT

UNFINISHED BUSINESS

1. Multifunction Color Copier
2. Proposed Bylaws Amendment Relating to Leasing or Rental of Units
3. Technology Committee Charter

NEW BUSINESS

- The Annual Meeting of Members will be held on Friday, September 27, 2019 at 10:00 AM in the Willow Hall Auditorium. The next open Board meeting will be held on Wednesday, October 2, 2019 at 1:00pm in the Willow Hall Auditorium.

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 L. Maiocco, C. Lupo, E. Murphy, F. Weinstein, A. Damato, S. Falk-Zitelli and S. Tozzi. Also present were Community Manager – J. Schultz, Accounting Administrator – M. O'Connor. Absent were Recreation Director – M. Lighthipe and Service Manager – J. Snyder.

This meeting commenced at approximately 7:00 PM with the pledge of allegiance.

ITEMS VOTED ON:

F. Weinstein moved to waive the reading of the minutes. C. Lupo seconded. All were in favor. Motion carried.

F. Weinstein moved to approve the August 21, 2019 minutes. A. DAMato seconded. All were in favor. Motion carried.

J. Schultz, Community Manager gave a report for the Recreation Department.

COMMUNITY MANAGER REPORT: (J. Schultz)

Reported the Association received permission to operate the solar for the Association Building and Club Encore.

UNFINISHED BUSINESS:

1. The Board presented again and discussed replacing the printshop equipment with a multifunction color copier which will also be used for any Recreation copying. Bids received were presented. It is the recommendation from management to lease a multifunction color copier from TGI for \$383.85 per month for 60 months, at a total cost of \$23,031.00. This expense will be provided by account #8317 – Printing and Copying Expense. The Administration Committee will not review the leasing of the multifunction color copier as it was stated at the last meeting. The Board tabled this item until the next Board meeting.
2. The proposed Bylaws Amendment Relating to Leasing or Rental of Units will be reviewed by the Administration Committee.
3. The proposed Technology Committee Charter will be reviewed by the Administration Committee before Board approval.

NEW BUSINESS:

1. The proposed revisions to Specification 7_3, "Alteration or Removal of Unit Interior Wall" was presented and will be voted on at the next open Board meeting on September 18, 2019.

It was announced that the Town Hall regarding the Pools will be held on Wednesday, October 30, 2019 at 1:00 PM in the Auditorium at Willow Hall. Residents are encouraged to attend to give their input and feedback from the pool season. No decisions will be made at the Town Hall. A new Pool Committee will be formed and the information from the

Town Hall meeting will be given to them to discuss for next year. More details for the Town Hall will be provided at the next open Board meeting on September 18, 2019.

It was also announced that garbage is not to be placed curbside. Household trash is collected twice a week from the recessed trash container which is located in your 5-foot area. All trash should be put in bags before being placed in the container. Any bagged household trash that does not fit into the container should be placed near the container on the day of scheduled pickup. Residents that place their garbage at the curb may be subject to a fine and trash will not be picked up.

The next open Board meeting will be held on Wednesday, September 18, 2019 at 1:00 PM in the Willow Hall Auditorium. There will be two guest speakers; Allied Security Services and the Census Bureau.

Residents are encouraged to vote for the Trustee Election. Since quorum was not met at the August 30th Annual Meeting, the next Annual Meeting of Members will be held on Friday, September 27, 2019 at 10:00 AM in the Willow Hall Auditorium.

There being no further business, the Board meeting adjourned at approximately 7:24 PM.

Samantha Bowker
Administrative Assistant

Fay Weinstein
Board Secretary

Approved: PENDING

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. 7_3

SPECIFICATION FOR ALTERATION OR REMOVAL OF UNIT INTERIOR WALL

MANCHESTER PERMIT REQUIRED

A Leisure Village West Association Approved Permit is required for this structural modification by a contractor or qualified mechanic with liability and property damage insurance coverage registered with the LVW Association. The Association reserves the right to inspect the completed job.

ANY CHANGE IN OR DAMAGE TO COMMON ELEMENT FACILITIES, SUCH AS THE PLUMBING, HEATING OR WIRING SYSTEMS SHALL BE SATISFACTORILY RESTORED BY THE OWNER AT HIS EXPENSE.

SPECIFICATION

1. This specification applies only to unit internal partitions and does not cover any opening or removal of portions of an external wall.
2. Before approval of this modification, a careful determination shall be made as to whether or not the wall or portion of wall to be removed is load-bearing. The roof in all models is supported by trusses that bear principally on outside walls, however Greenery(*) models have blowers in the attic, generally located near the access stair and cluster of stud walls at one of the bathrooms. **Inspection must assure that blower support is not involved.**
3. Detailed drawings with measurements must be presented with application for any and all wall modifications. Drawings must indicate preexisting plumbing and or electrical affected by wall removal.
4. All work shall be performed by licensed contractor(s) and must be approved by the Manchester Building Department, responsible for all construction and enforcement of the New Jersey Uniform Construction Code.
2. ~~In models without attic access or other inspection difficulties, authorization may be given by:~~
3. ~~_____~~
4. ~~Observation: If there is an open recess above it (as in many Encore models) or it contains sliding doors, it is obviously not load bearing.~~
 - a. ~~Prior determination: If there is precedent in an exactly duplicate model unit, this fact may be used to authorize proceeding. Prior known modifications at the date of this specification are as follows:~~
 - b. ~~_____~~
 - c. ~~Pickford: Wall between living room and dining room~~

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- d. _____
- e. ~~Regency: Portion of wall between kitchen and dining room containing sliding door (to built-in cabinet)~~
- f. _____
- g. ~~Hastings: Wall between kitchen and library/den, or the walled closet/dry bar between dining room and living room.~~
- h. _____
- i. ~~Winfield: Portion of wall between living room and sunroom~~
- j. _____
- k.a. (*) "Greenery" models are: Concord, Falmouth, Nantucket, Wheaton, Oxford, Stratford, Blair, St Tropez, Hastings

Approved: April 6, 2005
PENDING

DRAFT

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees
 From: Mary Lighthipe
 Date: July 9, 2019
 Re: Multifunction Color Copier

I have been asked to research a multifunction color copier for possible replacement of the existing Print Shop equipment. Utilizing today's technology new levels of production are possible with the use of just one copier. Proposals are listed below.

Company	Equipment	Speed	Service Rates	Copies per month	FMV Lease	Purchase
TGI	Ricoh IM 6000	60 PPM Color/Black	\$.007 Black \$.06 Color	5,000 Black 1,000 Color	\$383.85 \$23,031.00 over 60 mo.	\$21,239.68 Including quarterly service of \$303.88 5,000 Black 1,000 Color
Stewart	Xerox C8055	55 PPM Color/Black	\$.008 Black \$.055 Color	2,000 Black 1,000 Color	\$478.75 \$28,725.00 over 60 mo.	\$22,134.26 Including quarterly service of \$227.11 2,000 Black 1,000 Color
Shore Business	Kyocera	60 PPM Color/Black	\$.0079 Black \$.053 Color	2,000 Black 1,000 Color	\$413.67 \$24,820.20 over 60 mo.	\$22,229.10 Including quarterly service of \$220.07 2,000 Black 1,000 Color

Bids were accepted on copiers offering very similar features (details attached). Sales tax is included. TGI offers the most favorable package. This expense will be charged to GL# 8317 Printing & Copying Expense.



TECHNOLOGY COMMITTEE CHARTER STATEMENT

PURPOSE

To investigate, evaluate and recommend existing and new technological instruments and services for modern, efficient operations in Leisure Village West.

ORGANIZATION

The Board of Trustees shall appoint a Technology Committee composed of not more than 9 resident owner members, in good standing, with the concurrence of the Trustee Liaison assigned to the committee, and approved by the Board of Trustees.

The Committee is made up of owner-residents to include but not limited to web designers, graphic designers, content managers, database administrators, engineers, network administrators, programmers, and web hobbyists.

The Chairperson is selected by the committee for approval by the Board of Trustees.

The Board of Trustees will review the position of Chairperson on an annual basis. In the event the position is vacated for any reason, the members of the Committee will recommend a successor to the position. This shall be submitted to the Trustee Liaison for submittal to the Board of Trustees who will confirm or reject the appointment.

COMMITTEE OPERATION

When the Board of Trustees requires additional information on questions of a technical nature, the Committee will research and provide reports to the Community Manager or the Technical Manager, as determined by the Board of Trustees.

Example of tasks of technical nature – including but not limited to web design, networking, databases, telecommunications between Association buildings and employees.

MEETINGS

Meetings of the Committee are usually held at a meeting to be determined. The Chairperson shall establish the dates for all regular meetings and/or Special meetings.

SPECIAL NOTE REGARDING CONFIDENTIALITY

Members shall keep the committee's confidential information in strictest confidence. Members shall not disclose or discuss such information to anyone outside of the Committee unless authorized to do so. The member shall not make use of any confidential information for their own purpose or the benefit of anyone else.

Members are obligated to maintain the confidentiality of such matters and information even after the member leaves the Committee.

Committee members understand that failure to comply with the above paragraphs could lead to claims by the Association or other persons or entity, and that such disclosure may cause such claims to not be covered by the Associations insurance.