

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING THURSDAY, SEPTEMBER 20, 2018 WILLOW HALL

1:00PM

Pledge of Allegiance

**APPEARANCES:** U.S. Security Associates

### REORGANIZATION

#### ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the August 15, 2018 and September 5, 2018 minutes.
3. Motion to approve the charters for the following committees: Community Services, Administration, ADR, Advisory Council, Architectural, Election, and Finance.
4. Motion 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.
5. Motion to purchase a 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.
6. Motion to purchase 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.

#### COMMITTEE REPORTS:

Architectural Committee	(Tom Hardman)
Community Services Committee	(To Be Determined)
Finance Committee	(Mary Lou Doner)
Administration Committee	(Judith Langreich)

#### RECREATION REPORT

#### COMMUNITY MANAGER'S REPORT

#### UNFINISHED BUSINESS:

1. Encore lounge/vending
2. Charge for gym badge

#### NEW BUSINESS:

1. LVW Pharmacy, LLC lease
2. Solar expansion contract

#### 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.

LEISURE VILLAGE WEST  
BOARD OF TRUSTEE MEETING

AUGUST 15, 2018  
WILLOW HALL

Present were S. Tozzi, L. Maiocco, C. Lupo, S. Kaufman, and F. Weinstein. Also present were Community Manager – J. Schultz, Service Manager – J. Snyder, Accounting Administrator - M. O'Connor. Recreation Manager, Mary Lighthipe, was absent. Sara Falk-Zitelli was absent.

This meeting commenced at approximately 7:00 p.m. with the Pledge of Allegiance.

Manchester Township Mayor, Kenneth Palmer, was present to discuss the shutting down of 2 wells in the township. He explained that on July 10, 2018, they were notified by the DEP that Well# 8 had an elevated level of radium. This well has been on quarterly testing for a while and it had never exceeded the state limit. The last test put it over the limit. That well was immediately turned off as well as Well # 7 out of caution. Those two wells are usually only used during the summer months when people need to water their lawns. A year ago Well # 8 tested 0 parts radium but the following four tests showed there was some radium present. This well is going to be taken out of commission and not relied upon again. This well was turned on in June, the results came back July 10, and it was shut down that day. Going forward, they can still accommodate our water needs. If there is ever an emergency where we need more water, there is an interconnection with SUEZ water that can be accessed by throwing a switch. The financing is in place to construct a second elevated tower. This will allow the township to have another million gallons of water on reserve. They are also working on creating an interconnection with Lakehurst.

ITEMS VOTED ON:

1. C. Lupo moved to waive the reading of the minutes. S. Kaufman seconded. All present were in favor. Motion carried.
2. F. Weinstein moved to approve the August 1, 2018 minutes. C. Lupo seconded. All present were in favor. Motion carried.

COMMITTEE REPORTS:

Tom Hardman gave the Architectural Committee report.  
No report was given for Community Services Committee.  
Mary Lou Doner gave the Finance Committee report.  
Fran Siddons gave the Administration Committee report for Judy Langreich.

COMMUNITY MANAGERS REPORT

J. Schultz, Community Manager, asked residents to please leave their trash in the receptacles for the garbage collectors to pick up.

J. Schultz, Community Manager, informed residents that parking overnight is becoming problematic. Someone will be going through the Village between the hours of 2am-6am looking for violations.

J. Schultz, Community Manager, informed residents that some people who have been hooked up to Verizon already are receiving bills with a charge for "One time activity-Existing outlet activation-\$60.00". This is an error. Residents should let him know if they receive that on their bill. Two residents have already been credited for that erroneous charge. He also informed residents that anyone who lives south of the bridge towards the Route 37 gate house should have already received their door hanger. If they have not, the number to call is 1-800-501-1172.

LEISURE VILLAGE WEST  
BOARD OF TRUSTEE MEETING

AUGUST 15, 2018  
WILLOW HALL

J. Snyder, Service Manager, discussed the replacing of the floor in Leisure Fair. The current floor is approximately 18 years old. A vinyl planking-style floor can be laid over the existing floor. He has gone out for bid for a looselay Kardean style floor, 5040 sq. ft., 15 yr. commercial guarantee, with a cost of \$20,283.81. It would be installed using in-house labor. There will be a memo to the Board and a vote in the future.

J. Snyder, Service Manager, gave a presentation of the concept of the Encore coffee lounge & vending area.

RECREATION REPORT

J. Schultz, Community Manager, gave the Recreation report.

UNFINISHED BUSINESS

1. Phone System- J. Schultz, Community Manager, discussed that we are looking to install a phone system that will accommodate all of the buildings for Leisure Village West with one number to call and then press a button to choose a department. It is a premise-based phone system with a cloud option. Eventually we are looking to create our own network. The recommendation of the technology committee is to contract with Voixis Communications for a premise-based company-wide phone system. The cost is \$13,054. This expense will be charged to GL#-3150-Property Fund-Replacements.

2. Stage Lighting- J. Schultz, Community Manager, explained that the current lighting system in Willow Hall is complicated and there are not enough volunteers due to this issue. The committee is asking for approval to purchase a less complicated system. It is the recommendation to purchase the ETC CS40 stage lighting console from Hayden Production Services for a total purchase price of \$2,302.53. This expense will be charged to GL# 3150-Property Fund-Replacements.

3. Roof Engineering results-J Schultz, Community Manager, informed residents that the final report is not yet in, but according to preliminary results, the roof at Willow Hall has approximately 10 years of life left, Leisure Fair is at end of life, and Encore is structurally sound. The roofs at Willow Hall and Leisure Fair would require replacement prior to any solar installation.

NEW BUSINESS

1. Charters-Will be voted on at the 9/20/18 meeting.

BOARD REPORT

None

The business meeting was adjourned at 8:02pm.

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Michele Schoenig, Acting Administrative Assistant

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Sara Falk-Zitelli  
Board Secretary

Approved: September 20, 2018

LEISURE VILLAGE WEST  
LVWA ANNUAL MEETING OF THE MEMBERS

SEPTEMBER 5, 2018  
WILLOW HALL

Present were S. Tozzi, L. Maiocco, C. Lupo, S. Kaufman, S. Falk-Zitelli and F. Weinstein. Also present were Community Manager – J. Schultz, Service Manager – J. Snyder, Accounting Administrator - M. O'Connor and Recreation Manager, Mary Lighthipe.

This meeting commenced at approximately 12:34 p.m. with the Pledge of Allegiance.

Carolyn Thompson, Election Committee Chair, read the Statement of Verification regarding the mailing of the ballots. She stated the ballots for the LVWA 2018 Election were delivered to the Lakehurst Post Office on Monday, August 6, 2018.

Sal Tozzi, BOT President, informed residents that members may vote, change their vote, or revoke any proxy until 1:00 pm. Anyone in line to vote at 1:00 pm was permitted to cast their vote.

Carolyn Thompson, Election Committee Chair, stated shredding of voided ballots would be done at this time.

**1:00 pm**

Sal Tozzi, BOT President, called for the final votes, changes, or revocation of proxies.

Carolyn Thompson, Election Committee Chair, closed the voting and certified that quorum had been met. The ballot counting began.

Sal Tozzi, BOT President, stated that certification had been reached. He called for a motion from the floor to suspend the meeting until the count has been made and reconvene once the count has been completed. The motion was made by resident Wayne Steinman and seconded by resident Pat Masterson.

Sal Tozzi, BOT president, reconvened this meeting at approximately 5:00 pm.

The meeting was turned over to Carolyn Thompson, Election Committee Chair, who thanked all the candidates, KLVW-TV, the Board of Trustees and the Election Committee.

Carolyn Thompson, Election Committee Chair, read the Election results as follows:

**Fay Weinstein ----- 846**

**Al DAmato ----- 761.5**

**Eugene Murphy (1 Year Term)--- 677**

**Thomas B. Ferrell----- 505**

**Shirley Anthony----- 480**

**Vincent DePalma----- 432**

**Eileen R. McCarthy----- 238.5**

**Margo McGowan----- 90**

Sal Tozzi, BOT President, closed the meeting at approximately 5:20 pm.

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Michele Schoenig, Acting Administrative Assistant

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Sara Falk-Zitelli  
Board Secretary

Approved: September 20, 2018

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# **COMMUNITY SERVICES COMMITTEE**

## **CHARTER STATEMENT**

The Community Services Committee has been established by the Board of Trustees and rescinds any and all prior charters for activities or resident services. This committee is comprised of three (3) standing subcommittees:

### **1. ACTIVITIES SUBCOMMITTEE**

- Works with the Recreation Department to provide interesting events and activities that will appeal to a broad spectrum of residents.
- Works with clubs and groups to assign event times and venues to not conflict with Recreation-sponsored events.

### **2. SERVICES SUBCOMMITTEE**

- Works with the Recreation Department to provide services to individual residents.
- Coordinates reporting of Association services to Recreation Director and the membership.

### **3. CLUB SUBCOMMITTEE**

- Works with the Recreation Director to assign times and venues for club or group activities and assists with conflicts.
- Reviews requirements for club and group status.

### **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.**

**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 Association's insurance.**

### **ORGANIZATION**

**The selection of the Chairperson shall be recommended by the members of the committee. These recommendations will be forwarded to the Board of Trustees by the Trustee Liaison for confirmation. As part of the assignment to this post,**

the Chairperson shall be a member of the Advisory Council and report to the Board at the Board workshop. The Chairperson and the committee shall assist the Recreation Director with fulfilling the duties of this charter.

Members of the committee must be approved by the Board. The approved volunteers must have the necessary experience or expertise, based upon their resume, to carry out the work of the committee.

The Board of Trustees will review the position of Chairperson on an annual basis.

#### **OPERATION OF THE COMMITTEE**

Written reports and monthly minutes shall be submitted to the Administration Office on the Friday prior to the BOT Workshop meeting.

The Community Services Committee oversees the following components:

- Bingo
- Blood Pressure/Glucose Screening
- Bus
- Clubs
- Helping Hands
- KLWW
- Monthly Movie
- Print Shop
- Recycling
- Viston
- Welcome

Approved: September 20, 2018

## **ADMINISTRATION COMMITTEE**

### **CHARTER STATEMENT**

The Administration Committee, comprised of approved volunteers, was established by the Board of Trustees to advise, assist and recommend to the Board the updating, revision and additions to Association Bylaws, Master Deed and other pertinent documents of the Association. The Committee is also responsible for reporting on proposed or passed public laws which may affect the Association. The Committee's responsibilities also include the recommendations regarding development of policies, rules and procedures. The Committee performs other tasks and projects as requested by the Board as communicated through the Trustee Liaison.

#### **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.**

**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 Association's insurance.**

#### **ORGANIZATION**

- 1. The selection of the Chairperson shall be recommended by the members of the Committee. These recommendations will be forwarded to the Board of Trustees by the Trustee Liaison for confirmation. As part of the assignment to this post, the Chairperson shall be a member of the Advisory Council and report to the Board at the Board Workshop.**
- 2. The membership size of the Committee shall be limited to a workable odd number determined by the Chairperson in concert with Administration members, and approved by the Board of Trustees.**
- 3. If a member cannot attend a regularly scheduled meeting, he/she must get the Chairperson's approval. Three unapproved absences may be grounds for dismissal from the Committee.**
- 4. The Administration Committee will accept applications from residents on an "as needed basis" for participation in the volunteer program as outlined herein:**

**Individuals seeking to become members of the Administration Committee prepare a written request, along with a resume or detailed information on their experience, and submit it to the Committee Chairperson, who distributes copies to the Committee**



members for their information, input, and approval.

Then if appropriate, the candidate is asked to attend an interview session to determine the candidate's suitability to the division and the needs of the division. If found to be an acceptable addition, the Chairperson will recommend to the Board of Trustees that they appoint the individual as a new member of the Division.

5. Subject matter or proposals must be submitted in writing one-month prior to the Committee meeting.
6. 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.

### **MEETINGS**

Meetings of the Committee are usually held the second Monday of the month. The Chairperson shall establish the dates for all regular meetings and/or Special meetings.

### **OPERATION OF THE DIVISION**

The work of the Committee shall be carried out by the total membership of the Committee or by committees and/or Ad Hoc committees as determined by the Chairperson and shall consider the following but not limited to:

1. Review and recommend modifications to the Association's governing documents such as the Master Deed, Bylaws, Rules and Regulations, Resident Handbook and other matters assigned by the Board of Trustees.
2. The Committee shall furnish status reports on all projects requested by the Board of Trustees and Community Manager.
3. Written reports and minutes of the meetings of the Committee shall be submitted to the Association Administration office by the Friday prior to a Board workshop meeting.
4. The Administration Committee will coordinate with other divisions as appropriate.

The Committee will operate under established Parliamentary Rules and Robert's Rules of Order or the governing documents of the Association.

Approved: April 1, 2009

Amended & Approved: March 6, 2013

Amended & Approved: September 3, 2014

Amended & Approved: March 9, 2016.

Amended & Approved: May 4, 2016

Amended & Approved: January 4, 2017

Amended & Approved: September 20, 2018

## **ALTERNATE DISPUTE RESOLUTION (ADR) COUNCIL**

### **CHARTER STATEMENT**

The New Jersey Condominium Act, N.J.S.A. 46:8b-14(k) requires the Association to provide a fair and efficient procedure for the resolution of disputes between unit owners and the Association, and between unit owners, and between clubs as an alternative to litigation.

An Appeals Board (ADR) was established in 1993 by the Board of Trustees of Leisure Village West Association. The purpose of the Appeals Board is to provide a fair and efficient procedure for the resolution of disputes that arise within Leisure Village West.

#### **CONFIDENTIALITY**

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

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

**Council 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 Association's insurance.**

#### **ORGANIZATION**

1. An Alternative Dispute Resolution Council is hereby established.
2. The Chair shall be a non-trustee approved volunteer selected by the Board of Trustees. The Chair shall have a two (2) year term of office and may be reappointed by the Board of Trustees. Any vacancy in the office shall be filled by appointment of the Board of Trustees.
3. The Chair shall recommend to the Board of Trustees, non-trustee approved volunteers to serve and/or be reappointed as Hearing Officers (Mediators) for a two (2) year term, whose function will be to participate in the established appeals process and render recommendations or non-binding decisions.
4. The ADR process shall be formal and shall not be electronically recorded. A party may be represented by counsel.
5. Participation in the ADR process is entirely voluntary.
6. Hearing Officers/Mediators may not provide legal advice nor will they prepare any written agreements between the parties.

## **COMMITTEE OPERATION**

Members of the ADR Council shall adhere to a dress code established by the ADR.

Any dispute relating to acts or omissions which may violate the L.V.W. Articles of Incorporation, the Master Deed, the Bylaws and the Rules and Regulations of the Association (collectively called "the Governing Documents") or any other housing or Association related issues may be resolved by appeal to the ADR Council.

An appeal procedure will be considered after all avenues of resolution have been explored.

Within ten days after receipt of the letter of appeal from the appellant, the Community Manager shall forward such request along with all applicable documentation to the Chair of the ADR Council.

The Chair of the ADR Council will contact all parties to the dispute to establish a date and time for the Hearing.

The Chair of the ADR Council shall designate no more than three (3) members of the ADR Council to conduct the mediation, one of whom will be designated as Presiding Chair. An alternate, non-voting member will also be designated. (The alternate will serve in the event any of the regular designees cannot complete his assignment.)

The appeal shall be conducted in an orderly fashion. All parties to the dispute shall have the opportunity to present facts and argument(s) both orally and/or in writing, and may present and examine witnesses.

Appeals before the Hearing Officers/Mediators shall be private. Attendance shall be limited to the parties involved and secretary of the Association.

There shall be no fee for the cost of an appeal to the ADR Council.

There is no further administrative appeal from the recommendation or non-binding decision of the Council.

## **TRUSTEE AND PUBLIC NOTIFICATION**

When Association funds are involved, the Chair of the ADR Council shall announce any recommendation or non-binding decision made by the Council at a subsequent Board of Trustees meeting.

Amended & Approved	November 1, 2006
Amended & Approved:	December 1, 2010
Amended & Approved:	May 4, 2016
Amended & Approved:	September 20, 2018

**ADVISORY COUNCIL**  
**CHARTER STATEMENT**

The Advisory Council's purpose is to advise and assist the Board with wide-ranging issues and problems, when requested.

**CONFIDENTIALITY**

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

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

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**ORGANIZATION**

**The Advisory Council is comprised of the Chairs of the Finance, Architectural, Administration and Community Services Committees.**

Approved: February 21, 1996  
Amended & Approved: May 4, 2016  
Amended & Approved: September 20, 2018

# **ARCHITECTURAL COMMITTEE**

## **CHARTER STATEMENT**

The Architectural Committee is a standing committee mandated by the LVW Bylaws to advise and assist the Board of Trustees. The Committee's charge is to provide advice and recommendations in those areas concerned with maintaining the esthetics and market value of the community. The Committee assistance will include recommendations pertaining to the maintenance of the common facilities and other elements of Leisure Village West including the residential units, limited common areas and the architectural aspects to promote and sustain a harmonious atmosphere amongst residents.

### **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.**

**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 Association's insurance.**

### **ORGANIZATION**

The date of the monthly meeting shall be established by the Chairperson. The members of the Committee shall be approved volunteers. The approved volunteers shall have experience and/or expertise related to carry out the routine work of the Committee and the special projects and tasks assigned by the Board of Trustees, as communicated through the Trustee Liaison. The Chairperson shall appoint a co-chairperson to support Committee activities. As part of the assignment to this post, the Chairperson shall be a member of the Advisory Council and report to the Board at the Board workshop.

Individuals seeking to become members of the Architectural Committee prepare a written request, along with a resume or detailed information on their experience, and submit it to the Committee Chairperson, who distributes copies to the Committee members for their information, input, and approval.

Then, if appropriate, the candidate is asked to attend an interview session to determine the candidate's suitability to the Committee and the needs of the Committee. If found to be an acceptable addition, the Chairperson will recommend to the Board of Trustees that they appoint the individual as a new member of the Committee.

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.

The membership size shall be limited to working members. If a member does not attend three consecutive meetings of the Committee for reasons other than health, away for a period of time, or conflict with other activities, and does not notify the Chairperson of their absence, that person will no longer be considered a member. Their name will be submitted to the Board of Trustees and shall be notified in writing they are no longer considered a member of the Committee.

#### **OPERATION OF THE COMMITTEE**

The work of the Committee as assigned by the Board of Trustees shall be carried out by the appropriate standing and Ad Hoc Committees, as assigned by the Committee Chairperson. The Committee and its subcommittees will operate under "Roberts Rules of Order."

The Committee shall give monthly status reports on all projects requested by the Board of Trustees and staff. Written reports and the monthly minutes of the Committee shall be submitted to the Administration Office on the Friday prior to the BOT Workshop Meeting.

#### **STANDING SUBCOMMITTEES**

The standing subcommittees of the Committee are:

- Architectural Specifications
- Permits
- Environmental & Energy
- Inspections

#### **COMMITTEE AND TRUSTEE NOTIFICATIONS**

The Committee will acknowledge a Board of Trustees special request following their first meeting after receipt of the request. The acknowledgement will be made to the Board at the following Trustee workshop and must include the estimated time and date when a report will be submitted to the Board of Trustees for review and action.

## STANDING SUBCOMMITTEE

### ARCHITECTURAL SPECIFICATION SUBCOMMITTEE

#### RESPONSIBILITIES

This subcommittee shall:

Provide and maintain an Architectural Advisory manual containing specifications covering additions and alterations to residential units and surrounding common and limited common areas while preserving the harmony and esthetics of the community. All specifications shall be in accordance with the governing documents of Leisure Village West Association and approved by the Board of Trustees, and in compliance with Federal, State and local government regulations that apply.

The Architectural Advisory manual shall be reviewed and the subcommittee shall provide updated recommendations to the Board on an as needed basis. This manual shall be made available to all Association Members at the Leisure Village West Association Office.

## STANDING SUBCOMMITTEE

### PERMITS

#### RESPONSIBILITIES

This subcommittee shall:

Review specific requests for changes in residential elements and adjacent common areas to determine if they conform to all the governing documents of the Association.

Make certain that the work to be performed is in accordance with the specification covering the type of work requested by the unit owner. Assure that the unit owner requesting a permit receives the applicable specifications to prevent misunderstanding.

Recommend any changes to the unit owner which will make the request conform to the Association's approved specifications.

Advise the unit owner that it is his/her responsibility to obtain all permits, Association and Township, which are necessary to accomplish the work requested.

Refer special, questionable or unusual requests from unit owners to the Architectural Specifications Subcommittee Chairperson for his/her review. Any changes to or additional specifications required will be recommended to Board of Trustees for review and appropriated action.

Inspect the completed work to determine if it is in accordance with the permit request and specifications.

Related correspondence by staff to the unit owner will be copied to the Chairperson of the Committee.

STANDING SUBCOMMITTEE  
**ENERGY & ENVIRONMENTAL SUBCOMMITTEE**  
RESPONSIBILITIES

This subcommittee shall:

Review any lighting request(s) that may affect village safety.

Recommend energy changes which will be cost effective to the Association, without impairing the members enjoyment of the community. This includes any item in the common areas, common buildings, street and walkway lighting, etc.

Recommend any corrective measure that will limit accident exposure to the Association and its members.

Recommend changes to the general common areas, which will improve the appearance of the Village.

STANDING SUBCOMMITTEE  
**INSPECTIONS**  
(Exterior Units, Adjacent Common, and Limited Common Areas)  
RESPONSIBILITIES

This subcommittee shall:

Establish and maintain an inspection program of the residential units' exterior and adjacent common and limited common areas. Priorities and coordination will be established with the village staff to expedite on-going maintenance programs. Violations observed during survey process will be written up and turned in to the Association office. The staff in turn will review the unit owner's file, advise the unit owner of the violation, and take the corrective actions necessary to enforce compliance. Related correspondence by staff to the unit owner will be copied to the Chairperson of the Committee.

Amended & Approved: April 6, 2005  
Amended & Approved: August 15, 2012  
Amended & Approved: October 2, 2013  
Amended & Approved: May 4, 2016  
Amended & Approved: January 4, 2017  
Amended & Approved: September 20, 2018



**ELECTION COMMITTEE  
CHARTER STATEMENT**

The Election Committee is established as a standing committee of the Board of Trustees of Leisure Village West Association.

**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.**

**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 Association's insurance.**

**ORGANIZATION**

Each year, the Board of Trustees shall appoint an Election Committee composed of no less than eight (8) nor more than twenty (20), approved volunteers. The Board of Trustees, at its discretion, shall appoint a Chairperson to the Election Committee.

Volunteers for the committee shall submit a letter of intent and resume to the Chairperson of the Committee in care of the Association Secretary.

Each year, the Board of Trustees shall have the opportunity of approving the selection of the members of the Election Committee.

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 Board of Trustees who will confirm or reject the appointment.

If a member misses three (3) unexcused consecutive meetings of the Election Committee for reasons other than health, that person will no longer be considered a member.

The functions of the Committee, as determined by the Board of Trustees, are as follows:

- a. **Oversee, manage and conduct the various events associated with and required during elections for:**
  - 1. **The position of member of the Board of Trustees**
  - 2. **Referendum votes for Master Deed changes**
  - 3. **Referendum votes for Bylaw changes**
- b. **Conduct the actual voting process, the counting of the votes cast, and certify the results to the Board of Trustees.**

**Within the above broad guidelines, the Election Committee shall:**

- a. **Conduct the election, count the votes cast, certify the results to the Board of Trustees, and prepare and place on LVWA media the appropriate announcement to the membership.**
- b. **In the event a specific election vote is challenged, be prepared to provide an Investigative Subcommittee to the Board of Trustees, so as to assist in the equitable and impartial disposition of the challenge.**

**Amended & Approved: May 4, 2016**

**Amended & Approved: September 20, 2018**

## **FINANCE COMMITTEE**

### **CHARTER STATEMENT**

The Finance Committee is established by and reports to the Board of Trustees of Leisure Village West Association. It is charged with advising and assisting the Board in their financial control and governance processes so that they can uphold the highest standards of business conduct in the financial management of the Association.

The Committee's responsibilities include recommendations and assistance as requested to the Board of Trustees, such as:

1. Recommending budgets and maintenance fees.
2. Monthly and annual reviews of operation results compared to budget
3. Evaluating the reliability and integrity of accounts, financial records and related statements and reports.
4. The reviewing of adequate control systems in place to protect the Association against loss caused by waste, negligence or fraud.
5. Performing internal audits and/or studies when and if requested.
6. Periodically reviewing current investment practices and recommending strategies to optimize income.

#### **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.**

**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 Association's insurance.**

#### **ORGANIZATION**

The members are Leisure Village West Association approved volunteers selected by the Finance Committee and appointed to the Committee by the Board of Trustees. The Finance Committee shall select people who have work or other experience that indicates they can contribute to the work of the Committee.

Individuals seeking to become members of the Finance Committee prepare a written request, along with a resume or detailed information on their experience, and submit it to the Committee Chairperson, who distributes copies to the Committee members for their information, input, and approval.

Then if appropriate, the candidate is asked to attend an interview session to determine the candidate's suitability to the Committee and the needs of the Committee. If found to be an acceptable addition, the Chairperson will recommend to the Board of Trustees that they appoint the individual as a new member of the Committee.

In addition, if a former Committee member who left the Committee in good standing wishes to again become a member of the Committee and there is an opening, the former member should submit a written request to the Committee's Chairperson.

The Chairperson is selected by the Finance Committee for approval by the Board of Trustees. (The Chairperson then selects another member, to serve as Co-Chairperson, to assist in performing the various requirements and responsibilities of the Committee). As part of the assignment to this post, the Chairperson shall be a member of the Advisory Council and report to the Board at the Board workshop.

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.

The membership size of the Committee shall be limited to no more than 9 members with the concurrence of the Trustee Liaison, and approved by the Board of Trustees.

The Trustee Liaison is the Treasurer of the Association.

### **MEETINGS**

Regular monthly Committee meetings will be held on the fourth Tuesday of each month unless they are rescheduled because of holidays or for other reasons. Robert's Rules of Order will govern the meetings. The Board will be informed of any scheduled changes or special meetings.

#### **"Confidential Information" includes but is not limited to:**

- A. Information concerning Association Member's Association financial account and payment history;
- B. Communications between the Association's attorneys and Association management, board members and/or Committee members;
- C. Contract bids and contract negotiation information;
- D. Information involving threatened, pending or actual litigation;
- E. Information regarding Association employees', potential Association employees' and former Association employees' personal identification information (such as social security number), their hiring, firing, evaluation or discipline;
- F. Information regarding an Association member's personal identification information (such as social security number) and an Association member's medical information;
- G. Information related to an Association member's alleged violation of an Association rule, regulation or restriction including, but not limited to, all information submitted to ADR Council;
- H. Information expressly designated in writing by the Association's Board of Trustees or Manager as confidential.

Amended & Approved: February 5, 2003  
Amended & Approved: August 1, 2012  
Amended & Approved: November 6, 2013  
Amended & Approved: August 1, 2014  
Amended & Approved: November 4, 2015  
Amended & Approved: May 4, 2016  
Amended & Approved: January 4, 2017  
Amended & Approved: September 20, 2018

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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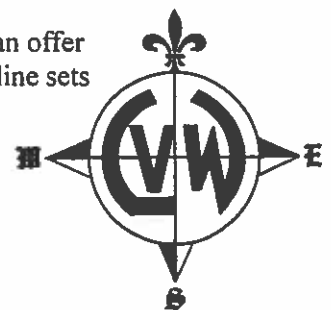
To: Board of Trustees  
From: Howard Height  
Date: July 30, 2018  
Re: Company-wide Phone system

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Company	System Type	Upfront Costs	Monthly Costs
Voixis	Premise	\$13,054.00	\$496.00
Vonage	Cloud	\$3,130.70	\$757.88
Extreme Technology	Premise	\$8,703.77	\$242.50
Telephone Technology	Premise	\$17,905.23	\$399.00
Telex	Premise	\$7,975.00	\$473.00
Ameritel	Cloud	\$4,283.75	\$788.55
Extreme Technology	Cloud	\$12,455.06	\$614.30
R19	Cloud	\$4,347.00	\$588.16
Tele-Dynamics	Cloud	\$2,250.00	\$907.36
Verizon	Cloud	\$106.69	\$882.66

After review by the Technology Committee and Staff, we had narrowed the selection from 10 bids received to 2 potential solutions. Those solutions were Vonage, a National Corporation with a cloud based solution, and Voixis, a New Jersey based company that is an affiliate of our current Verizon phone-line reseller, Cooperative Communications. Voixis is proposing a Premise based system, where we would own the equipment, but the system management would still be cloud based with redundancy built in. The Technology committee is recommending Voixis based on the following criteria:

- **PRICE** – While Voixis has a higher up-front cost (than Vonage), the monthly cost is \$261.88 less. The pay back on the initial investment is 3.15 years after which LVWA will be saving \$3,142.56 per year.
- **QUALITY OF PHONES** – Voixis has their own line of phones custom built for them. The “feel” is much more substantial than the Yealink IP Phones provided by Vonage (and most of the other bidders). The features of the phones are equal or better.
- **COURTESY PHONES and EMERGENCY PHONES at GATES.** – Voixis can offer basic-styled hand-sets and auto-dialers. Vonage cannot. They only offer multiline sets and the auto-dialing feature is not available.

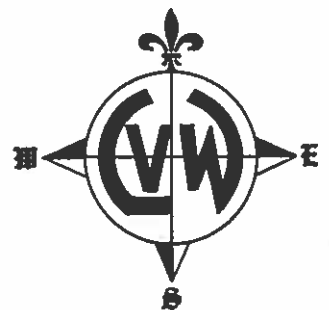


# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

- **CUSTOMIZATION** - Voixis has the ability to send technicians onsite to aid with the initial set-up and ongoing support for each Office, Gate House, Lobby courtesy phone, Pool courtesy phones, and Gate emergency phones. They offer more customization to include using many of our existing phone numbers and setting up individual E-911 for each location. Vonage is web- based only with no onsite support.
- **FAMILARITY** – We already have a successful long-time relationship with Cooperative Communications (Voixis parent company). They have saved LVWA a great deal of money over the years and the support has always been outstanding.

We recommend contracting with Voixis Communications for a premise-base company- wide phone system. The cost is \$13,054.00. This expense will be charged to GL# 3150 – Property Fund – Replacements.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees

From: Howard Height

Date: July 30, 2018

Re: Stage Lighting Console – Willow Hall

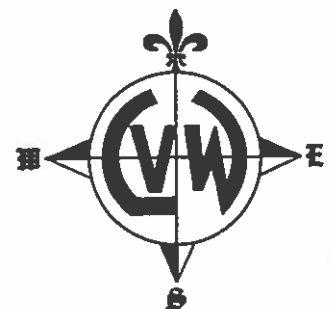
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I have been asked by the Board of Trustees to research the replacement of the Stage Lighting Console at Willow Hall. The current system is computer based only. It is difficult for the resident volunteers to learn and operate, and within the past year has had several glitches. An ad-hoc lighting committee and staff met at the hall recently to demo a new ETC ColorSource lighting console. The committee found the ETC CS40 easy to operate and feel it will facilitate getting more volunteer operators as well as ease of operation for current resident volunteers. The console is 100% compatible with the existing LED stage lights system in Willow Hall.

Vendor	Equipment	Price
Hayden Production Services	ETC CS 40 console, Set-up and training incl.	\$2,302.53
B&H Audio Video	ETC CS40 console , NO set-up or Training	\$2,877.81
Full Compass	ETC CS40 console , NO set-up or Training	\$2,877.81
Stage Lighting Store.com	ETC CS40 console , NO set-up or Training	\$2,877.81

(Prices include tax and shipping)

We recommend purchasing the ETC CS40 lighting console from Hayen Production Services for a total purchase price of \$2,302.53. This expense will be charged to GL# 3150 – Property Fund – Replacements.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

Date: August 2, 2018

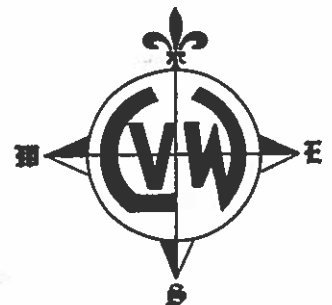
Re: Leisure Fair Vinyl Plank Flooring

There has become a need to replace the flooring at the Leisure Fair Building. We have obtained samples and quotes for the purchase of Commercial Vinyl Plank Style flooring Material only that can be installed in the Leisure Fair Building. This product carries a 15 year commercial warranty.

### Leisure Fair Complete Building 5,012 Square Feet

Item	MFR	Style	Color	Size	QTY	Unit	Unit Cost	Total w/ Tax Glue and Shipping	Notes
Flooring	Kardean	Looselay Longboard	TBD	59" X 10"	5,040	SF	\$3.55	\$ 20,283.81	Lay over
Glue	Kardean	Glue for above		4 Gal.	7	Pails	\$149.50		800 SF CVG
Flooring	Armstrong	Lux Plank	TYBD	36" x 6"	5,040	SF	\$2.99	\$ 17,274.42	Tear Up
Glue	Armstrong	Glue for above		4 Gal.	7	Pails	\$149.50		800 SF CVG
Shipping	Truckload							\$85.00	

It is our recommendation to purchase the Kardean Looselay Longboard flooring and supplies from Design Alternative for a cost of \$20,283.81. This expense will be charged to GL # 3230 Capital Replacement – Common Buildings.





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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** JOE SCHULTZ  
**SUBJECT:** LEISURE VILLAGE WEST PHARMACY LLC. LEASE  
**DATE:** 09/13/2018  
**CC:** M. O'CONNOR

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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.

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**INTEROFFICE MEMORANDUM**

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**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

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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
<b>For a total of 338.99 kw system .....</b>	<b>\$813,564.00</b>

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.