

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

**PRESENT:** Trustees: Present were President - Fay Weinstein, Vice President - Wayne Steinman, Treasurer - Eugene Murphy, Secretary - Steven Leslierandal, Trustee - Charles Lupo, Trustee - Al DAmato and Trustee - Ivan Gilbert.

Management Staff: Present were Community Manager – Jim Snyder, Accounting Administrator – Michelle Lampard and Recreation Director – Mary Lighthipe.

**APPEARANCE:** Martin Lynch, Tax Assessor from Manchester Township was present to explain that the Township will be conducting a complete reassessment of all properties in the town for the tax year 2025. The purpose is to determine the “fair market value” of each property as of 10/1/2024. This will ensure a fair and equitable distribution of the tax burden among all property owners. LVW inspections will start in the next two weeks. The impact will be for August 2025 billing. Any questions, residents may contact Manchester Township at 732-657-8121. (He left the meeting at 2:02 PM)

**ITEMS VOTED ON:**

S. Leslierandal moved to waive the reading of the minutes. C. Lupo seconded. All present were in favor. Motion carried.

S. Leslierandal moved to approve the January 3, 2024 minutes. W. Steinman seconded. There was no discussion and a vote was called. All present were in favor. Motion carried.

**PRESENTATION OF REPORTS:**

**COMMITTEE REPORTS:**

S. Leslierandal, Trustee Liaison, gave a report for the Architectural Committee.

Michael Morizio, Chairperson, gave a report for the Community Services Committee.

Charles Corvo, Chairperson, gave a report for the Finance Committee.

Mary Rose McCarthy, Chairperson, gave a report for the Administration Committee.

M. Lighthipe gave a report for the Recreation Department.

**COMMUNITY MANAGER'S REPORT:** (J. Snyder)

PowerPoint presentation regarding the **JCP&L Infrastructure Investment Program**. This will include Grid Modernization, System Resiliency, and Substation Modernization., Template letters will be posted on Frontsteps and available at the Association office if residents are interested in supporting this upgrade.

PowerPoint presentation regarding the new law for **Reserve Study and Funding Obligations** in S2760/A4384. The Association will need to hire either a reserve specialist, a licensed engineer, or a licensed architect to prepare a reserve study. This reserve study must be completed by January 8, 2025. The Association is currently out to bid. These will be presented at the next open Board meeting.

**Update on Club Encore Patio Structure:** the Association is waiting for the Township to release the permit. The footings will be laid out on Thursday, February 8<sup>th</sup> and the truss system is due to arrive on February 16<sup>th</sup>.

**Update on Bocce Courts at Club Encore:** to extend the shade structure, the township is now requiring this to be approved by the planning board. All documents have been submitted and the Association is waiting on approval.

**Update on Manchester Township Water Service Litigation:** The judge decided that the 1972 Easement was clear and unambiguous that the Township is responsible.

**Insurance Bids:** Management has gone out to bid to 11 companies and three are showing interest. The policy is due to expire on 4/15/2024.

**Irrigation Pump and Motor for 2024 Season:** The 2024 irrigation season is approaching. Prior to the start of the season as with every year there is a need to purchase well pumps and motors for on-hand stock. There are currently five pumps and one motor in stock. Management would like to purchase three additional motors for the upcoming season. Management went out to bid and below are the bids received;

Vendor	Qty	Description	Price Ea.	Sub Total	Tax	Shipping	Total
Pump Products	3	5hp well motor	\$1,515.91	\$4,547.72	\$301.29	\$ -	\$4,849.01
Amazon	3	5hp well motor	\$2,593.00	\$7,779.00	\$515.36	\$ -	\$8,294.36
Supreme Water	3	5hp well motor	\$1,349.00	\$4,047.00	\$268.11	\$221.13	\$4,536.24

Management is requesting to purchase three pump motors from Supreme Water Sales for a cost of \$4,536.24. The funds to meet this expense will be provided by account #3260 – Capital Replacement/Irrigation-Well Motors. The Board will vote on this at the next open Board meeting on March 6, 2024.

**Cluster Mailbox Replacements:** The Board of Trustees has established a program to fund the replacement of the 223 cluster mailboxes that serve the community. The average price of a cluster mailbox is \$2,250.00 per box. Management is requesting approval for the Board to release the funding to replace up to ten cluster mailboxes in-house at a cost not to exceed \$25,000.00. The funds to meet this expense will be provided by account #3230 – Capital Replacement/Common Buildings. The Board will vote on this at the next open Board meeting on March 6, 2024.

**Driveway Replacement Program:** Management is requesting Board approval to release the funding for the 2024 driveway replacement schedule that will include 27 concrete driveways at a cost not to exceed \$30,000.00. The funds to meet this expense will be provided by account #3275 – Capital Replacement/Concrete Driveways. The Board will vote on this at the next open Board meeting on March 6, 2024.

**In-House Siding Painting:** Management is requesting Board approval to release the funding for in-house siding painting at condos 96 and 97 in the amount of \$63,776.42. The funds to meet this expense will be provided by account #3000 -Deferred Maintenance/Siding Painting. The Board will vote on this at the next open Board meeting on March 6, 2024.

**Willow Kitchen – Replace Commercial Dishwasher (H. Height presented):** The commercial dishwasher in Willow Hall kitchen is in need of replacement. The motor has gone bad and it will no longer drain. Management went out to bid and the following were received;

Vendor	Brand/Model	Price
Johnson's Restaurant Equipment	Moyer 201HT Commercial Dishwasher	\$4,797.06
Go Foodservice.com	Moyer 201HT Commercial Dishwasher	\$5,491.45
KaTom Restaurant Supply	Moyer 201HT Commercial Dishwasher	\$4,894.49
Ebay	Moyer 201HT Commercial Dishwasher	\$5,491.45

Management is recommending purchasing a Moyer 201HT commercial dishwasher from Johnson's Restaurant Equipment Inc. for a cost of \$4,797.06. The funds to meet this expense will be provided by account #3230 – Capital Replacement/Common Buildings. The Board will vote on this at the next open Board meeting on March 6, 2024.

**LVWA 2024 In-House Pool Management with hired Security Guards** (H. Height presented):  
With rising costs facing every aspect of managing the pools at Leisure Village West, Management is considering managing the pool chemicals and maintenance in-house for the 2024 season. They are also considering hiring security guards to attend to the entry gates and maintain the LVWA pool rules. There are currently existing employees who have extensive experience in maintaining pool chemistry and compliance with the OCHD regulations. Management has sent out RFPs for next year's Pool Maintenance and Management to Life Guard companies, so they can gauge anticipated increases if they stay with the status quo. Management has also sent RFPs to security guard companies to gauge those costs if they choose that option. The following bids have been received so far:

Vendor	Description	Price
Carmona Pool Service	Pool maintenance and management with one attendant at each pool (2-year contract, pricing is the average of the 2 years)	\$93,950.00
Millennial Pool Services	Pool maintenance and management with one attendant at each pool (1- year contract)	\$92,000.00

Vendor	Description	Price
Iron Rock Security	1 Security Guard / Pool Attendant at each pool for the 2024 pool season.	\$51,650.00
Adamas Building Services	1 Security Guard / Pool Attendant at each pool for the 2024 pool season.	\$63,812.00
Allied Universal Security	1 Security Guard / Pool Attendant at each pool for the 2024 pool season.	\$58,503.50

Management is recommending contracting with Allied Universal Security for Security Guards / Pool Attendants for the 2024 pool season for a cost of \$58,503.50. The funds to meet this expense will be provided by account #8570 – Swimming Pool R&M. Management is also recommending doing the pool maintenance in-house for an estimated cost of \$20,000.00. The funds to meet this expense will be provided by account #8570 – Swimming Pool R&M. The Board will vote on this at the next open Board meeting on March 6, 2024.

**Pools – Salt Generator Cell Replacement** (H. Height presented): LVW pools were converted to salt water pools in 2016. The system requires salt generator cells that convert to salt water to chlorine so it sanitizes and balances the pool water. These salt cells have a life-span of three to five years. They are now due for replacement. The following bids were received;

Vendor	Equipment	Price
Baystate Pools	Qty - 7 Intellichlor IC-60 salt cells	\$9,627.04
Pool Warehouse	Qty - 7 Intellichlor IC-60 salt cells	\$11,270.26
Vita Filters	Qty - 7 Intellichlor IC-60 salt cells	\$12,830.19
Amazon	Qty - 7 Intellichlor IC-60 salt cells	\$12,800.27

Management is recommending purchasing seven (7) Intellichlor IC-60 salt cells from Baystate Pools for a cost of \$9,627.04. The funds to meet this expense will be provided by account #3230 – Capital Replacement/Common Buildings. The Board will vote on this at the next open Board meeting on March 6, 2024.

**Club Encore Hot Tub Update** (H. Height update): construction on replacing the hot tub will begin at the end of the month, weather permitting.

**Bus Contract:** the contract is due to expire on March 31, 2024. There is a small ad-hoc committee that will be reviewing the bus schedule to try to reduce the hours/trips in order to save costs.

**Chargeable Items:** Fluorescent bulbs are no longer being made. Maintenance will be able to retrofit and replace with LED bulbs. The new cost will be \$10.00 per bulb.

**Pets:** Pets must be walked in the streets (at the curb) and in such open or wooded areas not used for recreational purposes or parking facilities, or in common areas. Residents are not to walk their pets between units.

**Visitors:** the Association is alerted when there is excessive volume of visitors to a unit and an investigation will take place.

**Update regarding substance on common property:** the resident was fined and charged expenses to clean the area which were paid. The police and prosecutors' office will not be filing charges.

**Incident at Club Encore:** there were underage visitors using the facility at Club Encore and damaged some property. The resident will be assessed fines, charged for the damage and access badge will be suspended.

**Parking Spaces:** the parking spaces in front of Willow Hall that were 30-minute spaces have now been converted to handicap spaces. The Association is adding ten spaces at each recreation building for residents by permit only to park in an assigned space between 10:30 PM and 7:30 AM. The policy for parking in these spaces will be placed in the Resident's Handbook. Management is currently waiting for signage.

#### BOARD OF TRUSTEE'S REPORT: (F. Weinstein)

The Board of Trustee's Goals and Objectives for 2024 was presented.

#### UNFINISHED BUSINESS:

1. The revisions to the "Terms and Conditions" for Architectural Specifications were presented as attached to the agenda. The Board will vote on this at the next open Board meeting on March 6, 2024.


#### NEW BUSINESS:

1. The Board presented the Bylaws amendment pertaining to Fines as attached to the agenda. The Board will vote on this at the next open Board meeting on March 6, 2024. This will be a rejection ballot and ballots will be mailed on March 7, 2024. The Board will hold a special meeting on Monday, April 8, 2024 to announce the results.

The next open Board meeting will be held on Wednesday, March 6, 2024 at 1:00 PM in the auditorium at Willow Hall.

There being no further business, the Board meeting adjourned at approximately 3:44 PM.

  
Samantha Bowker  
Administrative Assistant

  
Steven Leslerandal  
Board Secretary

Approved: March 6, 2024