

AGENDA

LVWA BOARD OF TRUSTEE MEETING TUESDAY, OCTOBER 1, 2024 at 1:00 PM WILLOW HALL

Board Meetings are an important part of running an Association, so keeping them as efficient and productive as possible is key! Rules of Public Comment and Participation in the open portion of the Board meeting are as follows; residents will be allowed a three-minute comment or question related to the topic on the agenda at the time it is being discussed or presented by the Board of Trustees. Everyone is to stay civil and use respectful language while also avoiding personal attacks. Maximum two times at podium.

- PLEDGE OF ALLEGIANCE
- CALL TO ORDER
- ROLL CALL

ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the September 4, 2024 minutes.
3. Motion to approve the August 30, 2024, Annual Meeting of the Members minutes.
4. Motion to contract with Gas Tech Services for \$3,731.88 and Manchester Township permits for \$300.00 to convert the Willow Hall wood-burning fireplace to a gas-fired fireplace for a total cost of \$4,031.88. The funds to meet this expense will be provided by account #3230 - Capital Replacement/Common Buildings. The unaudited balance for this account as of 8/31/24 is \$540,273.46.
5. Motion to renew the contract with Senior Publications for December 1, 2024 to November 30, 2029.
6. Motion to approve the purchase of the Merlin Smartmesh safety cover for Encore Pool from Baystate Pools for a cost of \$13,127.67 and the Merlin Smartmesh safety cover for the Encore Spa from Baystate Pools for a cost of \$1,674.09, for a total cost of \$14,801.76. The funds to meet this expense will be provided by account #3150 - Property Fund. The unaudited balance for this account as of 8/31/24 is \$1,1191,540.80.

PRESENTATION OF REPORTS:

I. COMMITTEE REPORTS

- Architectural Committee (Barbara Owens)
- Community Services Committee (Michael Morizio)
- Finance Committee (Chuck Corvo)
- Administration Committee (Mary Rose McCarthy)

II. RECREATION REPORT (Mary Lighthipe)

III. COMMUNITY MANAGER'S REPORT (Jim Snyder)

IV. BOARD OF TRUSTEE'S REPORT (Ivan Gilbert)

AGENDA

LVWA BOARD OF TRUSTEE MEETING TUESDAY, OCTOBER 1, 2024 at 1:00 PM WILLOW HALL

UNFINISHED BUSINESS

NEW BUSINESS

1. Revisions to Policy, "Concerning Non-Partisan Political Activities in LVW"
2. Revisions to Policy, "Resolution Relating to Fliers in Common Areas"

The next open Board meeting will be held on Wednesday, November 6, 2024 at 7:00 PM in the auditorium at Willow Hall.

• **ADJOURN OPEN MEETING**

RESIDENT COMMENTS/QUESTIONS PERIOD:

- ★ Rules of Public Comment and Participation in the Open Forum are as follows;
 - In general, residents' questions and comments should be addressed to the interest of all residents. For resolution of personal or maintenance issues, contact the Department Manager and, if necessary, the Community Manager.
 - The Open Forum is not a debating time or a time to cross-examine our neighbors serving as Trustees.
 - This is an opportunity for residents to be heard but everyone is to stay civil and use respectful language while also avoiding personal attacks.
 - The Open Forum will be limited to one-hour but may end sooner if only a few residents address the Board.
 - Residents may make a comment or ask a question and will be allowed three-minutes to do so, there will be a two-minute comment or answer, if necessary, from the Board of Trustees and a one-minute follow-up question allowed by the resident.
 - Maximum two times at the podium.
 - If a resident was unable to ask a question or make a comment, the Board may be emailed at bot@lvwa.net. Emails will be reviewed at a Board of Trustee workshop meeting. Statements and opinions of village wide significance will periodically be addressed at an Open Board of Trustee Meeting and/or in the Manager's Corner of the LVW News Magazine.

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

PRESENT: Trustees: Fay Weinstein, Wayne Steinman, Steven Leslierandal, Al DAmato, Ivan Gilbert, Louis Maiocco and Joyce Carmody.

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

FIRST ORDER OF BUSINESS:

S. Bowker, Administrative Assistant stated the procedures for the 2024-2025 Election of Officers. The voting for President, Vice President, Treasurer and Secretary took place and the results are as follows:

Reorganization of officers for 2024-2025 year:

Ivan Gilbert	President
Al DAmato	Vice President
Louis Maiocco	Treasurer
Joyce Carmody	Secretary
Fay Weinstein	Trustee
Wayne Steinman	Trustee
Steve Leslierandal	Trustee

I.Gilbert spoke about the priorities for the new Board and creating opportunities for the residents to express concerns, comments, and questions to the Board.

Liaison Assignments were assigned as follows by the Board President, I. Gilbert:

Administration Committee	Wayne Steinman
Architectural Committee	Joyce Carmody
Finance Committee	Louis Maiocco
Community Services Committee	Steven Leslierandal

- M.L. Doner, Election Chairperson gave the official report from the 2024 Trustee Election.

ITEMS VOTED ON:

A.DAmato moved to waive the reading of the minutes. W. Steinman seconded. A vote was called and all were in favor. Motion carried.

A.DAmato moved to approve the August 7, 2024 minutes. F. Weinstein seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

The Board tabled number three on the agenda for the Architectural Committee to rereview the revisions to Architectural Specification 2_5, "Installation of Garden Window – (Kitchen Window Only)" since there is another Specification being presented in New Business, Specification 2_10A, "Window Modification – Garden Window."

W. Steinman moved to approve new Architectural Specification 3_13, "Window to Patio/Deck Door – (Ritz Model Only) as amended. L. Maiocco seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

PRESENTATION OF REPORTS:

COMMITTEE REPORTS:

- W. Steinman, Trustee, gave a report for the Architectural Committee.
- Michael Morizio, Chairperson, gave a report for the Community Services Committee.
- Chuck Corvo, Chairperson, gave a report for the Finance Committee.
- There was no report for the Administration Committee.

M. Lighthipe gave a report for the Recreation Department.

COMMUNITY MANAGER'S REPORT: (J. Snyder)

- The Board of Trustees has asked Management to get a quote to convert the Willow Hall wood-burning fireplace to natural gas. Gas Tech Services was contacted, who has completed work for the Association in the past with fair pricing and great results. They have furnished a quote of \$3,731.88 and Manchester permits for the conversion for \$300.00. If the Board wishes to proceed with this conversion, Management is recommending contracting with Gas Tech Services for \$3,731.88 and Manchester Township permits for \$300.00 to convert the Willow Hall wood-burning fireplace to a gas-fired fireplace for a total cost of \$4,031.88. The funds to meet this expense will be provided by account #3230 – Capital Replacement Fund/Common Buildings. The Board will vote on this at the next open Board meeting on October 1, 2024.
- The publishing contract with Senior Publications is coming to an end in November. The proposed renewal is for five years, December 1, 2024 to November 30, 2029. Everything is identical except the dates will start immediately after the current one. The Board will vote on this at the next open Board meeting on October 1, 2024.
- Due to the continued overnight parking violations, the Association will begin towing vehicles that are illegally parked on the street overnight at the owner's expense, since overnight street parking continues to be an issue. Ticketing of illegally-parked cars will continue.
- Willow Hall pool will remain open until September 30th from 10:00 AM to 6:00 PM and the Club Encore pool will remain open until September 15th from 10:00 AM to 7:00 PM, the Encore Hot Tub will remain open until October – closing date has yet to be determined. This extended pool season is for residents only.
- Residents are reminded that the best way for the Association to communicate to the Residents is thru the One-Call system which provides direct and immediate access to community announcements. Opting out of this will prevent notifications regarding maintenance services, recreation events, etc.
- Update on Bocce Structure: framing permit was approved; electricians are hanging the soffit lights then an electrical inspection will take place. The soffit will be closed and then the roof will be put on. The bottom of the courts will then be finished.
- Update on Club Encore Patio Structure: ran into a problem with the beam that runs across the front which is causing a delay to complete. The beam needs to be fixed to not sag and the engineer has taken full responsibility which will be fixed at their cost.
- H. Height stated that the safety cover for the Encore Pool has many rips around the perimeter and was is in need of repair or replacement. The cover had previously been repaired many years ago and showed its age. Management sent the cover out to Merlin Industries for inspection and they determined it was not repairable. The new Encore Hot Tub is also in need of a safety cover so the surface can be protected during the winter months. This year, Management has established a wholesale account with Baystate Pools and are now able to purchase supplies at wholesale pricing. The wholesale pricing for the new covers are as follows;

Encore Pool Safety Cover (Prices include tax and shipping)

Vendor	Description	Price
Baystate Pools	Merlin Smartmesh (Retail Pricing)	\$22,371.96
Baystate Pools	Merlin Smartmesh (Wholesale Pricing)	\$13,127.68
Carmona Pools	Did not return bid	n/a
American Pools	Did not return bid	n/a

Encore Spa Safety Cover (Prices include tax and shipping)

Vendor	Description	Price
Baystate Pools	Merlin Smartmesh (Retail Pricing)	\$2,880.48
Baystate Pools	Merlin Smartmesh (Wholesale Pricing)	\$1,674.09
Carmona Pools	Did not return bid	n/a
American Pools	Did not return bid	n/a

Management is recommending purchasing the Merlin Smartmesh safety cover for Encore Pool from Baystate Pools for \$13,127.67 and the Merlin Smartmesh safety cover for Encore Spa from Baystate Pools for \$1,674.09, for a total cost of \$14,801.76. The funds to meet this expense will be provided by account #3150 – Property Fund. The Board will vote on this at the next open Board meeting on October 1, 2024.

- Residents are asked to refrain from using faux spider web decorations on the shrubs in the five-foot areas since this is dangerous to wildlife.
- Political signs for the national election may not be posted more than 45 days before the election. This year, signs may be posted at the units beginning Saturday, September 21, 2024.

BOARD OF TRUSTEE'S REPORT: (I. Gilbert)

- Rita Wing, volunteer in charge of the Food Pantry provided the Board with an update. The food pantry will accept non-perishable items on Mondays from 8:00 AM to 12:00 PM, and Thursdays from 4:00 PM to 6:00 PM. These times are subject to change. If residents wish to receive items, they may stop by during collection times or pickup a form from the Association office or Willow Hall. All volunteers have signed confidentiality agreements.

THERE WAS NO UNFINISHED BUSINESS.

NEW BUSINESS:

1. Revision to Architectural Specification 2_2, "Installation of Vinyl Replacement Windows" will be reviewed by the Architectural Committee to confirm the entire specification is up to date.
2. Revision to Architectural Specification 2_9, "Installation of New Construction Windows" will be reviewed by the Architectural Committee to confirm the entire specification is up to date.
3. Revision to Architectural Specification 2_10A, "Window Modification – Garden Window" will be reviewed by the Architectural Committee as it may conflict with another specification that already exists.
4. Revision to Architectural Specification 2_10B, "Window Modification – Double Hung" will be reviewed by the Architectural Committee to confirm the entire specification is up to date.

5. Revision to Architectural Specification 2_10C, "Window Modification – Double Hung to Picture Window" will be reviewed by the Architectural Committee to confirm the entire specification is up to date.
6. The proposed Architectural Specification 6_9, "A/C Condensing Units and Heat Pump Screens" was presented and will be voted on at the next open Board meeting.

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

There being no further business, the Board meeting adjourned at approximately 2:08 PM.

Samantha Bowker
Administrative Assistant

Joy Carmody
Board Secretary

Approved: PENDING

DRAFT

LEISURE VILLAGE WEST
ANNUAL MEETING OF MEMBERS

AUGUST 30, 2024
WILLOW HALL

The meeting convened at approximately 1:00 PM with the Pledge of Allegiance.

Present were Board members: Wayne Steinman, Fay Weinstein, Eugene Murphy, Steve Leslierandal, Al DAmato, Ivan Gilbert, and Charles Lupo. Also present were Community Manager – Jim Snyder and Accounting Administrator – Michelle Lampard.

W. Steinman, BOT Official gave welcome remarks and explained the purpose of the meeting.

1:02 PM: Residents were given one last opportunity to submit a ballot or change a vote.

The Election Chairperson, M L. Doner confirmed that quorum had been reached and the meeting was suspended. She gave welcome remarks and explained the process for the election.

1:05 PM: The Election Committee began separating envelopes, opening-removing-batching ballots, scanning ballots, scanning for duplicates, and adjudicating results. The meeting was streamed live on FIOS channel 974 and observers were welcomed in Willow Hall.

5:40 PM: The meeting resumed once all votes were tallied.

The results of the 2024-2025 Trustee Election were as follows:

Joyce Carmody	886
Louis Maiocco	813
Fay Weinstein	632
Mark Kasiewniak	615
Roberta Klotz	390
Patricia Keating	253

The new Trustees for the 2024-2025 year are Joyce Carmody with a three-year term, Louis Maiocco with a three-year term and Fay Weinstein with a one-year term.

The meeting ended at approximately 5:41 PM

Samantha Bowker
Administrative Assistant

Joyce Carmody
Board Secretary

Approved: PENDING

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

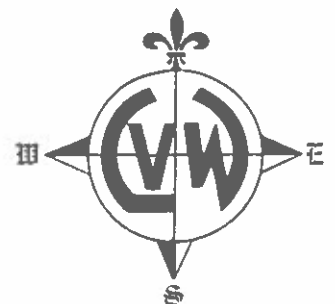
From: Jim Snyder

Date: August 26, 2024

Re: Conversion of the Willow Fireplace

The Board of Trustees has asked us to get a quote to convert the Willow Hall wood-burning fireplace to natural gas. We have contacted Gas Tech Service, who has completed work for the Association in the past with fair pricing and great results. They have furnished a quote of \$3,731.88 plus Manchester permits for the conversion.

If the Board wishes to proceed with this conversion, we recommend contracting with Gas Tech Services for \$3,731.88 plus Manchester Township permits of \$300.00 to convert the Willow Hall wood-burning fireplace to a gas-fired fireplace for a total cost of \$4,031.88; the funding for the conversion would be charged to GL# 3230 Capital Replacement Fund—Common Buildings.



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees
From: Howard Height
Date: August 23, 2024
Re: Encore Pool and Hot Tub Safety Covers

The Safety Cover for the Encore Pool had many rips around the perimeter and was in need of repair or replacement. The cover had previously been repaired many years ago and showed its age. We sent the cover out to Merlin Industries for inspection and they determined it was not repairable. The new Encore Hot Tub is also in need of a safety cover so we can protect the surface during the winter months. This year we have established a wholesale account with Baystate Pools and are now able to purchase supplies at wholesale pricing. We have received the wholesale pricing for the new covers and they are as follows.

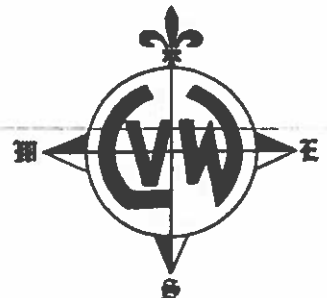
Encore Pool Safety Cover (Prices include tax and shipping)

Vendor	Description	Price
Baystate Pools	Merlin Smartmesh (Retail Pricing)	\$22,371.96
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We recommend purchasing the Merlin Smartmesh safety cover for Encore Pool from Baystate Pools for \$13,127.67 and the Merlin Smartmesh safety cover for Encore Spa from Baystate Pools for \$1,674.09 for a total of \$14,801.76. This expense will be charged to account GL# 3150 — Property Fund.



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

POLICY CONCERNING NON-PARTISAN POLITICAL ACTIVITIES WITHIN COMMON FACILITIES IN LEISURE VILLAGE WEST

WHEREAS, Leisure Village West is a private gated residential 55+ community, wherein access is not available to the general public; and,

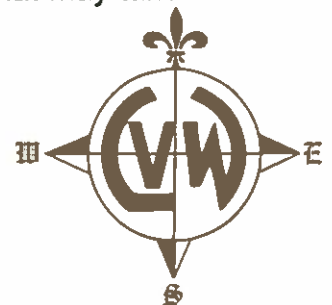
WHEREAS, the need exists to encourage and facilitate non-partisan political activities for the general welfare; and,

WHEREAS, the Board of Trustees deems that the security and tranquility of the Community is enhanced by the establishment and enforcement of rules and regulations designed to recognize and address such activities within the Village;
and,

WHEREAS, the Trustees of Leisure Village West Association have the obligation to establish policy and appropriate rules and regulations,

IT IS NOW, THEREFORE, this ___ day of _____, declared to be the policy of Leisure Village West that:

1. Non-partisan political activities that may take place within common facilities in Leisure Village West are limited to:
 - (a) One day voter registration drives
 - (b) Transportation of voters to polls during early election periods or on election days as permitted by the state of New Jersey
 - (c) One day collection of signatures for petitions and individual correspondence to various levels of government
2. The activities (a) through (c) listed in section 1 (above) may be conducted in common facilities by owners, associate members (see Article 1. Section 3 By-laws) or Trustee-authorized organizations within the Community, who have obtained written approval from the Community Manager
3. Presentations by Government officials to present information about legislation, taxes, environmental concerns, or other items that may impact on the quality of life in Leisure Village West are also considered non-partisan activities that may take place in common facilities in Leisure Village West.



- a. Presenters must hold elective or non-elective governmental office and shall not be announced candidates for election or re-election.
 - b. Such presentations shall be hosted by the Association or Trustee-authorized clubs and groups in accordance with their by-laws and when the Board of Trustees considers the material to be presented to be of concern and interest to a significant number of community. The Board of Trustees must authorize such presentations and its decision is considered final.
 - c. Publicizing a Non-partisan Political event through official LVW media is subject to the approval of the Board of Trustees.
4. Nothing in this Policy is to be construed as restricting or inhibiting any of the rights of owners and associate members.

DRAFT

Board Approved: PENDING

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

RESOLUTION RELATING TO FLIERS IN COMMON AREAS

WHEREAS, the Leisure Village West Association, Inc. (the Association") was formed by the filing of a certain Certificate of Incorporation, on May 31, 1972, with the Secretary of State of the State of New Jersey having its offices at 959 Buckingham Drive, Manchester, New Jersey 08759; and.

WHEREAS, the Association exists and it operated according to a certain amended and consolidated Master Deed recorded on July 30, 2014, in the Ocean County Clerk's Office in Deed Book 15860, Page 1840 et seq.; and

WHEREAS, the Bylaws, Article VI, Section 1, provides, "The Board of Trustees shall have and exercise all lawful powers and duties necessary for the proper conduct and administration of the affairs of the Association and the operation and maintenance of Leisure Village West and may do or cause to be done all such other lawful acts and things as are not by law, by these Bylaws or otherwise, directed or required to be done or exercised by members of the Association or owners of units, or by others;" and

WHEREAS, the Bylaws, Article VI, Section 1(n), the Board of Trustees. (the "Board") has the power to "make, and enforce compliance with, such reasonable rules and regulations relative to the operation, use and occupancy of the units, common elements, and Association facilities, and to amend the same from time to time as when approved by appropriate resolutions which shall be binding on the owners and occupants of units, their successors in title and assigns. A copy of such rules and regulations and copies of any amendments thereof shall be delivered or mailed to each owner of a unit promptly upon the adoption thereof; and

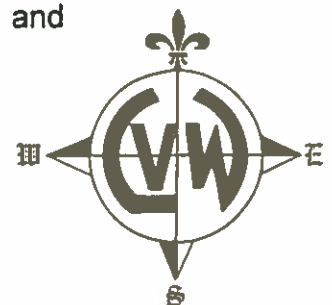
WHEREAS, By-Laws, Article VI, Section 1(o), states that the Association shall maintain property insurance; and

WHEREAS, the Board has determined that it is in the best interest of the Association that the following rules relative to fliers and/or leaflets to be distributed in common areas be adopted and enforced;

NOW, THEREFORE, BE IT RESOLVED THAT:

~~1) RULES RELATED TO FLIERS, PAMPHLETS AND OTHER WRITTEN MATERIALS
(COLLECTIVELY REFERRED TO AS "FLIERS") LEFT IN COMMON AREAS~~

a1) Fliers shall only be displayed by the Association and its clubs, divisions, and committees, at the discretion of the Board.



2b) All Fliers must be submitted to management the Recreation Director prior to being displayed. This is for the purpose of determining when the Fliers are initially displayed and ensuring that the Fliers meet the standards for display outlined below. Any Fliers placed on the table display or elsewhere in the Association without being submitted to management may be removed without further notice.

3) Fliers for Board of Trustees elections are exempt from this policy. Their placement is regulated by the Election Committee.

e4) Fliers shall be approved for display on the table unless: containing profanity, pornographic images, speech that tends or incite violence or another breach of the peace, or false statements of fact that the Association is aware are false WILL NOT BE APPROVED.

~~i) The Flier contains profanity;~~

~~ii) The Flier contains pornographic images;~~

~~iii) The Flier contains speech that tends to incite violence or another breach of the peace; or~~

~~iv) The Flier contains patently false statements of fact that the Association is aware are false.~~

d5) The Association takes no responsibility for the content of Fliers. The Association does not endorse anything displayed on Fliers unless expressly stated on the Flier.

2) GENERAL

i)-6 Notwithstanding any provision herein, the Association may exercise any and all rights and remedies available to it at law, in equity and/or pursuant to its Master Deed and By-Laws.

b7) Should any provision herein be determined to be invalid, the remaining provisions herein shall remain in full force and effect.

e8) Any provision contained within any previously adopted resolution of the Association, which conflicts with any provisions set forth herein, shall be deemed void and the provision contained herein shall govern

Board Approved: December 7, 2016

Amended: PENDING