

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, JUNE 5, 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 May 1, 2024 minutes.
3. Motion to contract with Universal Fitness for the annual maintenance of the gym equipment for a cost of \$1,706.00. The funds to meet this expense will be provided by account #8430 - Repair and Maintenance/Recreation Equipment.
4. Motion to contract with Curry Electric to re-configure the electrical wiring for the new stage lighting and install light switches in the production booth in Club Encore Auditorium for a cost of \$3,998.44. The funds to meet this expense will be provided by account #3230 - Capital Replacement/Common Buildings. The unaudited balance for this account as of 4/30/24 is \$664,549.26.
5. Motion to approve the purchasing the required parts and building a Solar Powered Radar Feedback speed limit sign, in-house and repurposing an existing trailer for a cost of \$1,575.61 and constructing a total of two (2) signs for a total cost of \$3,151.22. The funds to meet this expense will be provided by account #3150 - Property Fund. The unaudited balance for this account as of 4/30/24 is \$1,105,273.54.
6. Motion to approve revisions to Architectural Specification 1_1, "Landscaping in the Five-Foot Area".
7. Motion to approve revisions to Policy for "Vehicle Use and Vehicle Parking."

PRESENTATION OF REPORTS:

I. COMMITTEE REPORTS

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

II. RECREATION REPORT

(Mary Lighthipe)

III. COMMUNITY MANAGER'S REPORT

(Jim Snyder)

IV. BOARD OF TRUSTEE'S REPORT

(Fay Weinstein)

UNFINISHED BUSINESS

1. New Architectural Specification 1_17, "Privacy Fence - Encore Models Only"

NEW BUSINESS

1. Revisions to Policy Resolution, "Committee Membership"
2. New Architectural Specification 4_6, "Electric Vehicle Charging Station for Units with Garages Only"
3. Revisions to Architectural Specification 9_1, "Porch Railing"
4. Revisions to Architectural Specification 9_2, "Stair or Ramp Railing"
5. Revisions to Architectural Specification 3_5, "Install/Replace Storm Doors with or without Retractable Screen"

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, JUNE 5, 2024 at 1:00 PM WILLOW HALL

The next *open Board meeting* will be held on Wednesday, July 3, 2024 at 1:00 PM in the Auditorium at Willow Hall. The *Budget meeting* will be held on Wednesday, July 24, 2024 at 1:00 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 Board President, Fay Weinstein with the Pledge of Allegiance.

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

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

APPEARANCES: Daniel Keane and Ashley Janson from Allied Universal presented a PowerPoint Presentation reviewing the LVW Metrics for 2024 which included gatehouse activities and overnight check-ins. Also, presented was an overview regarding the pool attendants for the 2024 pool season. There will be a shredding event on Saturday, September 28, 2024 from 9:00 AM to noon in the Club Encore parking lot. There were questions and comments from the audience and Board members (They left the meeting at 1:42 PM).

ITEMS VOTED ON: *(continued in Community Manager's Report and New Business)*

S. Leslierandal moved to waive the reading of the minutes. W. Steinman seconded. All were in favor. Motion carried.

S. Leslierandal moved to approve the April 3, 2024 minutes. C. Lupo seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

S. Leslierandal moved to approve the April 8, 2024 minutes from the Special Meeting for the Bylaws Amendment. I.Gilbert seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

A.DAmato moved to approve the purchase of two (2) Butterfly premium 19 (ping-pong) tables from Bowman Sports for a cost of \$2,153.98. The funds to meet this expense will be provided by account #3150 – Property Replacement Fund. S. Leslierandal seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

W. Steinman moved to contract with FWH Associates to perform the required reserve study for a cost of \$10,500.00. The funds to meet this expense will be provided by account #3230 – Capital Replacement/Common Buildings. A.DAmato seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

I.Gilbert moved to approve the revisions to the Door-to-Door Solicitation or Canvassing within Leisure Village West Policy. W. Steinman seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

PRESENTATION OF REPORTS:

COMMITTEE REPORTS:

F. Weinstein announced that C. Corvo, the current Chairperson of the Finance Committee will be taking a temporary leave of absence but will remain on the committee. The Board has approved Barbara Dibuono to fill the Chairperson position and Beverly Craft will give the committee reports at the open Board meetings.

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

Beverly Craft, member, gave a report for the Finance Committee.

Linda Miller, member, gave a report for the Administration Committee.

Barbara Owens, Chairperson, gave a report for the Architectural Committee.

M. Lighthipe provided the Board with proposals for the annual maintenance of the gym equipment. Listed below are the proposals;

Company	Annual Fee	Emergency Repair Fee	Other
Universal Fitness	\$1,706.00	\$175. 1st hour \$50. each additional hour	Contract billed quarterly
Fitness Machine Technicians	\$1,706.00	\$130. 1st hour \$75. each additional hour	Contract billed quarterly
Gym Doctor	\$1,535.40	\$90. per hour Travel fee (\$90)	Contract billed quarterly

All bids received met the RFP requirements and provide similar services. Annual fees include sales tax. When Life Fitness equipment was purchased in 2019, Gym Doctor was the provider of service through Life Fitness until 2022. They proved to be undependable and have often waited weeks for service. Management has a business relationship with Universal Fitness for 20 years. Based on the positive history of reliable and competent service provided by Universal Fitness, Management is recommending awarding the contract to Universal Fitness. The funds to meet this expense will be provided by account #8430 – Repair and Maintenance/Recreation Equipment. The Board will vote on this at the next open Board meeting on June 5, 2024.

M. Lighthipe gave a report for the Recreation Department. (There was an audience question)

COMMUNITY MANAGER'S REPORT: (J. Snyder)

H. Height stated that Manchester Code Enforcement office has informed LVW that an ADA lift will be required to meet code requirements for the new Encore hot tub. Management asked Crystal Blue Pool Renovation, who are currently building the new hot tub, for their recommendation. They are recommending a SR Smith 300lb capacity chair lift. Management is recommending contracting with Crystal Blue Pool Renovation for the purchase and installation of a SR Smith 300lb capacity pool lift for a cost of \$13,328.13. The funds to meet this expense will be provided by account #3230 – Capital Replacement/Common Buildings.

Vendor	Brand/Model	Price
Crystal Blue	SR Smith 300lb capacity pool lift	\$13,328.13
Carmona Pool Services	SR Smith 300lb capacity pool lift	Did not bid
Candlewood Pools	SR Smith 300lb capacity pool lift	Did not bid
Pool Operations Management	SR Smith 300lb capacity pool lift	Did not bid

C. Lupo moved to contract with Crystal Blue Pool Renovation to purchase and install a SR Smith 300lb capacity pool lift for a cost of \$13,328.13. The funds to meet this expense will be provided by account #3230 – Capital Replacement/Common Buildings. E. Murphy seconded. There was a comment from the audience and a vote was called. All were in favor. Motion carried. H. Height mentioned that the weather has delayed the renovation of the Encore hot tub by two weeks. The Board has agreed to keep the Encore hot tub open till the end of September for residents only.

H. Height also stated that the stage lighting for the Encore Auditorium is being upgraded. The old electrical wiring will have to be reconfigured for the new system. The current setup was designed for 1000-watt incandescent fixtures wired to large dimmer packs located in the electrical room. The dimmer packs will have to be removed and the wiring reconfigured to supply 120 volts directly to each of the new LED light fixtures with new grounded 20 amp plug ends. There will need to be light switches to turn the

new circuits on, to be in the production booth at the back of the Auditorium. Curry Electric has reviewed the scope of the work and has supplied Management with pricing;

Vendor	Scope of Work	Price
Curry Electric	Reconfigure wiring for new lighting system	\$3,998.44

Management is recommending contracting with Curry Electric to reconfigure the electrical wiring for the new stage lighting and install light switches in the production booth at Encore Auditorium for a cost of \$3,998.44. 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 June 5, 2024.

H. Height also stated that the Board has requested that Management research pricing on **speed limit radar feedback signs**. Management has investigated stationary pole-mounted solar powered signs and movable trailered signs. They have also researched buying the components and building a solar powered trailered sign in-house. The pricing is as follows;

(Prices include tax and shipping)

Vendor	Equipment	Price
Traffic Safety Warehouse	18" Solar Radar Feedback sign — pole mounted	\$5,675.90
Grainger	29"x 23" LED Radar Speed Sign — pole	\$4,054.48
All Traffic Solutions	18" Solar Radar Feedback sign — pole	\$6,647.45
Traffic Safety Warehouse	18" Solar Radar Feedback Trailer Sign	\$9,332.15
All Traffic Solutions	18" Solar Radar Feedback Trailer Sign	\$11,495.60

In-House build Solar Radar Feedback Traller Sian

Alibaba	48" x 24" Solar radar feedback sign	\$974.00
Amazon	100 - watt solar charger	\$105.56
Amazon	12Volt 100-AH Gel Battery	\$170.59
Amazon	Metal Toolbox / Storage box	\$94.87
LED Outfitters	23" Razon Extreme mini- LED light bar	\$230.59
Trailer	Repurpose existing trailer LVWA	\$0.00
Total	Total in-house costs	\$1,575.61

Management is recommending purchasing the required parts and building a solar powered radar feedback speed limit sign, in-house and repurposing an existing trailer for a cost of \$1,575.61 and constructing a total of two (2) signs for a total cost of \$3,151.22. 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 June 5, 2024.

J. Snyder stated that an Ad-Hoc Committee researched possible tenants for the soon-to-be vacant commercial space. Management is currently working on a deal with a Deli that is showing interest in renting the commercial space.

He mentioned that the 72-hour parking spaces at Leisure Fair are being monitored by LVW cameras.

The SP Spaces in the Willow section of the village is for guests and service personnel. They may get a pass at the Route 70 gatehouse if they wish to stay overnight. It must be hung in the rear-view mirror of the vehicle parked in the space.

The Department of Air Force from the joint base has requested to test LVW ponds and retention basins since they fly over the area frequently. Management has granted them permission. Permits have been filed with Manchester Township to treat the ponds for algae.

The trees that are alongside the powerlines on Colonial Drive/LVW's side will be trimmed due to the construction on the bridge. The residents in that area that will be affected will be notified by the Association.

Manchester Township has accepted all documents submitted by LVW for the Club Encore structure and the Bocce Court structure. They will have 20 days to approve the permits.

It is important when there is an incident involving dog incidents that is reported immediately to both Manchester Township and the Association office.

The Grounds Department has begun checking and turning on the irrigation system.

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

F. Weinstein mentioned that while playing Mah-jongg in Club Encore, she was pleased to see how many people are using the facilities.

The next "Coffee with the Board" will be held on Saturday, May 4th at 9:00 AM in Club Encore.

A sample chair for the Club Encore patio was previously presented that could replace the current Adirondack chairs. Residents reported positive feedback to the Board but some mentioned that the new chairs are heavy and this is because they are commercial chairs. The Board will be replacing some of the Adirondack chairs with the new chairs.

The Board is developing a food pantry in the commercial space. A. DAMATO has been tasked to reach out to the volunteers that submitted their interest to the Association to move forward with the Food Pantry. He hopes it will be running by September. This will be for LVW residents only.

E. Murphy announced that he will be resigning from the Board effective August 30, 2024. He thanked the Boards that he has worked with over the years, Management, Administrative staff, and Recreation. He also thanked the residents for letting him serve and supporting him.

THERE IS NO UNFINISHED BUSINESS.

NEW BUSINESS:

1. Manchester Township has brought forward a concern in reference to the expansion and adding of patios, fences, and expansion of decks in condo 96. Until this can be rectified, *W. Steinman moved that the proposed Architectural Specification 1_17, "Privacy Fence for Encore Models Only" be placed on hiatus and for issuing any permits for patio expansions or additions, installation of additional fencing, or expansion of decks until it is clarified with the township to address these. S. Leslierandal seconded. There was no discussion and a vote was called. All were in favor. Motion carried.*
2. The revisions to Architectural Specification 1_1, "Landscaping in the Five-Foot Area by Residents" was presented as attached to the agenda. The Board will vote on this at the next open Board meeting on June 5, 2024.
3. The revisions to the Policy for "Vehicle Use and Vehicle Parking" were presented as attached to the agenda. There were a few more minor revisions made. The Board will vote on this at the next open Board meeting on June 5, 2024.
4. The Solar Data report for FYE 9/30/2024 is available for review as attached to the agenda. Any questions, residents may contact the Accounting Administrator.

C. Lupu thanked the Board and Residents for best wishes during his surgery.

The next open Board meeting will be held on Wednesday, June 5, 2024 at 7:00 PM in the auditorium at Willow Hall.

There being no further business, the Board meeting adjourned at approximately 3:00 PM.

Samantha Bowker
Administrative Assistant

Steven Leslierandal
Board Secretary

Approved: PENDING

DRAFT

Memorandum

To: Board of Trustees
From: Mary Lighthipe
Date: April 26, 2024
Re: Fitness Center Annual Maintenance Contract

Proposals for the annual maintenance of the gym equipment are listed below.

Company	Annual fee	Emergency Repair Fee	Other
Universal Fitness	\$1,706.00	\$175. 1 st hour \$50. each additional hour	Contract billed quarterly
Fitness Machine Technicians	\$1,706.00	\$130. 1 st hour \$75. each additional hour	Contract billed quarterly
Gym Doctor	\$1,535.40	\$90. per hour Travel fee (\$90)	Contract billed quarterly

All bids received meet our RFP requirements and provide similar services. Annual fees include sales tax.

Note: When Life Fitness equipment was purchased in 2019, Gym Doctor was the provider of service through Life Fitness until 2022. They proved to be undependable and we often waited weeks for service.

We have had a business relationship with Universal Fitness for twenty years. Based on our positive history of reliable and competent service provided by Universal Fitness, we recommend awarding the contract to them. Funds to meet this expense will be provided to GL #8430, Repair and Maintenance Recreation Equipment.

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Howard Height

Date: April 23,2024

Re: Electrical wiring for Encore Stage Lighting

We are upgrading the stage lighting for the Encore Auditorium. The old electrical wiring will have to be reconfigured for the new system. The current set up was designed for 1000-watt incandescent fixtures wired to large dimmer packs located in the electrical room. The dimmer packs will have to be removed and the wiring reconfigured to supply 120 volts directly to each of the new LED light fixtures with new grounded 20 amp plug ends. We will also need light switches to turn the new circuits on, to be located in the production booth at the back of the Auditorium. Curry Electric has reviewed the scope of work and has supplied us with a pricing.

(Prices include tax)

Vendor	Scope of work	Price
Curry Electric	Re-configure wiring for new lighting system	\$3,998.44

We recommend contracting with Curry Electric to re-configure the electrical wiring for the new stage lighting and install light switches in the production booth at Encore Auditorium for \$3,998.44. This expense will be charged to GL#3230 – Capital Replacement Common Buildings



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Howard Height

Date: April 16, 2024

Re: Radar Speed Feedback Sign

The Board has requested we research pricing on speed limit radar feedback signs. We have looked into stationary pole-mounted solar powered signs and moveable trailered signs. We have also researched buying the components and building a solar powered trailered sign in-house. The pricing is below:

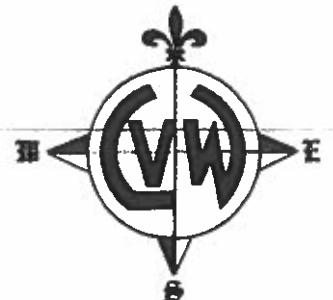
(Prices include tax and shipping)

Vendor	Equipment	Price
Traffic Safety Warehouse	18" Solar Radar Feedback sign – pole mounted	\$5,675.90
GRAINGER	29"x 23" LED Radar Speed Sign – pole mount	\$4,054.48
All Traffic Solutions	18" Solar Radar Feedback sign – pole mounted	\$6,647.45
Traffic Safety Warehouse	18" Solar Radar Feedback Trailer Sign	\$9,332.15
All Traffic Solutions	18" Solar Radar Feedback Trailer Sign	\$11,495.63

In-House build Solar Radar Feedback Trailer Sign

Alibaba	48" x 24" Solar radar feedback sign	\$974.00
Amazon	100 - watt solar charger	\$105.56
Amazon	12Volt 100-AH Gel Battery	\$170.59
Amazon	Metal Toolbox / Storage box	\$94.87
LED Outfitters	23" Razon Extreme mini- LED light bar	\$230.59
Trailer	Repurpose existing trailer LVWA	\$0.00
Total	Total in-house costs	\$1,575.61

We recommend purchasing the required parts and building a Solar Powered Radar Feedback speed limit sign in-house and repurposing an existing trailer for a total of \$1,575.61. We recommend constructing a total of 2 signs for a total project cost of \$3,151.22. This will be charged to GL# 3150 – Property Fund.





SPECIFICATION FOR LANDSCAPING IN THE FIVE-FOOT AREA BY RESIDENTS

The 5-Foot Area Is the Original Space Abutting the Unit, Allocated by The Builder and Architect as a Permanent Landscaped Area.

I. GENERAL RULES

- A. Residents **must maintain** their five-foot area, which may have foundation plantings, individual pots of plants, a limited number of decorative garden ornaments, mulch, stone, or gravel but may not have pavers, bricks, or grass, as ground cover.
- B. Planting of low-growing bushes, shrubs, flowers, or ground cover is permitted in an area extending five (5) feet from the foundation of a unit and the area between unit walls and walkways.
- ~~B.C.~~ Within this five-foot area, only Dwarf **NO TREES** (Japanese Dwarf Maple) may be planted. ~~in the (5) foot area.~~ The dwarf tree cannot be higher than four (4) feet and must be trimmed to maintain this height. A diagram indicating the location must be submitted and be pre-approved by the Architectural representative.
- ~~G.D.~~ The center of all bushes, ~~and~~ shrubs, and Japanese Dwarf Maples must be at least thirty (30) inches from the unit foundation and all branches, etc., including living ground cover must be kept maintained and/or trimmed to at least twelve (12) inches from the unit siding to minimize damage to siding.
- ~~D.E.~~ Planting in front of windows must be maintained to not exceed three (3) feet in height and preferably not higher than the windows. Plantings must not obstruct access to or from the window. Mature shrubs should be trimmed to leave the upper panes of windows unobstructed. The Japanese Dwarf Maple cannot be planted directly in front of windows.
- ~~E.F.~~ Planting in front of solid walls must be maintained so as not to exceed five (5) feet in height and should be trimmed to a height where they do not brush against the siding or overhang gutters.
- ~~F.G.~~ In order to prevent damage from rot, insect damage and/or mold, the entire five-foot area must be kept 2 - 4 inches below the bottom of any and all siding material, when possible. This includes the top of any groundcover, mulch, stones, gravel, edging material, etc., that are within the area. Edging material should not be higher than 6 inches above grade and parallel to the foundation/siding and must not block water drainage away from unit.
- ~~G.H.~~ Stone or gravel groundcover must have edging material to maintain border to prevent lawn mowing hazards.
- ~~H.I.~~ Borders if used, must not exceed six inches in height.
- ~~I.J.~~ Water shutoffs and sewer cleanouts must remain visible for emergency access.
- ~~J.K.~~ No furniture or structures are permitted in the five-foot area.



II. APPROVED EVERGREENS, SHRUBS

A. Low-Growing Evergreen Conifer:

(Species should be selected that have adjectives in the botanical names such as Compacta, Compressa, Minima, Nana, Pygmalia, Prostrada, or Pendular, Arborvitae, Pine, Spruce Cedar, Juniper, Yew.

B. Slow-Growing Broadleaf Evergreens:

Andromeda	Cotonester	Heath	Oregon Grape	Coralberry
Holly	Privet	Barberry	Euonymus	Leucothoe
Rhododendron	Boxwood	Viburnum		

C. Deciduous Shrubs:

Abelia	Barberry	Deutzia	Viburnum
Azalea	Privet	Spirea	
Cotoneaster			

D. Dwarf Trees – ONLY Japanese Dwarf Maple trees

There are 17 different varieties and colors of the Japanese Dwarf Maple.

III. PROHIBITED PLANTING

Ivy, vines, and fruit bearing trees

The only ~~(no)~~ trees permitted in the five-foot area are Japanese Dwarf Maples.

Amended: July 6, 2018

Amended: April 21, 2021

Amended: December 1, 2021

Amended: PENDING

AMENDED POLICY
FOR
VEHICLE USE AND VEHICLE PARKING
~~Amended: April 21, 2021~~

WHEREAS, the Board of Trustees is charged with the responsibility of making decisions relative to the use of all common elements within the Village,

THEREFORE, BE IT RESOLVED, where a quorum being present, this policy AMENDED, ~~February 3, 2016~~, that the Vehicle Use and Vehicle Parking Policy set forth below is hereby declared to be the parking policy of Leisure Village West Association and that all prior policies concerning parking are hereby rescinded and superseded.

The Community Manager will be authorized to devise a system to implement this policy.

PURPOSE: To provide New Jersey State rules and regulations and to help residents use their vehicle in a manner which will provide the greatest convenience for the vehicle owner and the least inconvenience to their fellow residents.

ALL STANDARD LICENSED MOTOR VEHICLES

Use and Operation

All drivers within Leisure Village West must observe New Jersey State rules and regulations in addition to rules set herein.

- No vehicle shall be parked where it impedes pedestrians, emergency vehicles, or service vehicles.
- No parked vehicle shall extend beyond the unit driveway.
- ~~No v~~Vehicles should must not block another unit's access. Residents should be mindful not to block neighboring unit's access.
- Vehicles must not park directly across from a unit's driveway.
- Drivers must adhere to the 25 MPH speed limit.
- Vehicles in a non-operative condition may not be parked on any LVW road or unit driveway.
- Vehicles which have been modified to produce excessive noise are not permitted.
- Vehicle repairs are not permitted on a resident's driveway or anywhere else within LVW other than minor repairs such as flat tire, dead battery, etc.
- Vehicle washing is allowed using environmentally friendly soap. Use biodegradable, phosphate-free soap. Phosphate can promote unhealthy algae growth, which harms local freshwater species.
- Drivers and/or Operators must possess a current driver's license, vehicle registration and proof of insurance.
- A current inspection sticker and license plate is required for each motor vehicle owned and/or operated within LVW.
- The Association may tow a vehicle, at the owner's expense, for abandonment or blocking emergency access in accordance with New Jersey Statues or for violation of the LVW Parking Policy.

Registry of Vehicles

Residents **must register** all their vehicles with the Association Office. In addition, residents must notify the Association Office if adding or replacing a vehicle.

PARKING

Parking at Your Unit

Residents must park in their garage, in the unit driveway (apron), or for units with no garage or driveway, in the unit's designated parking space. Under no circumstances are vehicles permitted to park on the grass or sidewalks. Side by side parking in a unit's driveway is not permitted.

Recreational, Oversized and Non-Standard vehicles are allowed only brief standing in or adjacent to the resident's driveway.

No parking is permitted on any LVW street during the hours of **2:00 am to 6:00 am** except where 72 hours parking signs are posted. The Association will ticket vehicles parked overnight on the street between **2:00 am and 6:00 am**. **See Violations on page 5.**

Special Parking

Spaces marked SP (Special Parking) are provided for the use of service vehicles and visitors. **SP** spaces are not for parking of resident's vehicles. Overnight parking in **SP** spaces requires a permit which may be valid for up to 72 hours.

Additional Parking for Residents & Guests

- **Daytime Parking** is available at Willow, Encore and Leisure Fair parking lots.
- Overnight parking is permitted at the Administration building from 5PM until 7AM only.
- On weekends and holidays at the Administration Building.
- Resident-only Overnight Recreation Parking lot parking is available at Club Encore (10 spaces) and Willow Hall (10 spaces) between the hours of 10:30 PM and 7:00 AM with a paid permit. Permits are \$25.00 monthly and can be obtained at the Association office.

No Overnight Parking is permitted in unmarked overnight spaces at:

Willow Hall
Club Encore

72-Hour Parking in Marked Spaces for Residents & Guests

The areas listed below have spaces designated for 72-hour parking:

- Professional Building Parking lot
- Pines Golf Course Parking Lot
- Club Encore – Overflow Lot (see below)

The Overflow Lot, located under the power line right-of-way, has specific designated parking areas as follows:

- Vehicles of residents on day trips from LVW may park in the front of the lot facing Buckingham Drive.
- Daytime parking for both residents and visitors is permitted in the un-numbered parking spaces between the first and second light poles.
- 72-hours parking for both residents and visitors is permitted between the second and third pole. (Spaces marked 31-90).
- Residents requiring parking longer than 72 hours **must** contact the Association office.
- RV and boat spaces are provided and will be assigned by the Administration office.

Paid Parking

Paid Parking is available in the unpaved gravel area at the rear of the Overflow Lot. Spaces P1 – P20 are reserved for residents who require monthly storage of a vehicle or who possess a non-standard or oversized vehicle.

A resident expecting a visitor with an RV must obtain permission from the Association Office for that RV to park in a designated area at the Encore Overflow lot.

All parking in this area requires a permit from the Association Office

Snow Parking

When snow has been forecast all cars must be removed from streets and ~~for if possible, from driveways if possible~~, in order to enable snow removal to be accomplished as quickly as possible. ~~With the exception of~~ Except for the Administration Office lot, all parking lots are available for parking until the snow has been cleared.

OTHER VEHICLE TYPES

Assistive Motor-Driven Devices

The operation of motorized wheelchairs, motor scooters, or other motor-driven devices in LVW by individuals with disabilities is governed by traffic regulations similar to those for motor vehicles. When operating these devices in confined areas in places where residents commonly assemble—such as the pool or recreational buildings, residents must reduce their speed to pedestrian speed as the ADA recommends.

Bicycles, E-scooters, E-bikes, and Mopeds are permitted in LVW. They may not be ridden on sidewalks and are governed by traffic regulations like those of standard motor vehicles. They must be equipped with warning bell or other warning device. They must be ridden in the direction of traffic and close to the curb. They are not permitted in common buildings. They must be parked without blocking pedestrian and wheelchair access to common buildings.

Bicycles are pedal driven with no additional propulsion. Children 15 or younger on bicycles must be accompanied by a competent adult. Helmets are strongly suggested for all riders and must be worn by those younger than 17.

Low Speed Electric Scooters (E-scooter) are scooters with a floorboard that can be stood upon and allow human or electric propulsion. E-scooters are permitted in LVW. Children 15 or younger are not permitted to ride E-scooters in LVW. Helmets are strongly suggested for all riders and must be worn by those younger than 17.

Low Speed Electric Bicycles (E-bikes) are bicycles equipped with an electric motor and pedals and may also have a throttle. E-bike motors provide assistance to maximum speeds of 20 mph. Children 15 or younger on E-bikes must be accompanied by a competent adult. Helmets are strongly suggested for all riders and must be worn by those younger than 17.

Motorized Bicycles (Mopeds) are vehicles with pedals and a throttle with a maximum speed of 28 mph. To operate mopeds in New Jersey, valid DMV license, registration, and insurance are required and riders must be at least 15 years old and wear a helmet. All mopeds must be equipped with a warning device and front and rear lights. Mopeds are not permitted in common buildings and must be parked in parking lots.

Bicycles

~~Bicycle traffic is governed by traffic regulations similar to those of Motor Vehicles. Bicycles must be ridden in the direction of traffic and close to the curb. Riding is not permitted on sidewalks. Children 15 and below on bicycles must be accompanied by an adult.~~

Handicap Motorized Vehicles

~~The operation of motorized wheelchairs or scooters by disabled individuals is governed by traffic regulations similar to those motor vehicles.~~

Recreational Vehicles and Boats

The following resident owned vehicles must be registered at the Association Office:

- Campers
- Mobile homes
- Pop-up trailers
- Bus-type campers
- Other types of recreational vehicles (hereafter called RVs)
- Boats on boat trailers

The Association has designated 30 large sized spaces for RVs and spaces for boats on boat trailers. If a space is available in the RV section, a boat may be assigned that space. Residents must obtain a permit at the Association office.

RV's, tow- cars and boats may be covered by a fitted covering.

There shall be no overnight occupancy and no cooking at any time in RVs on LVW property. Discharge of gray or black water from RVs is not permitted anywhere within LVW.

Commercial Vehicles

***Definition:** all vehicles with commercial license plates OR with advertising or lettering on the body or windows which would identify them as commercial vehicles. Vehicles with ladder and/or equipment racks, vehicles with specialized bodies such as utility bodies, flat beds, rack bodies, etc. are considered commercial vehicles.*

On a case-by-case basis, commercial vehicles may be allowed for a charge.

Commercial Vehicles providing service to residents of LVW Association will be allowed.

Oversized Vehicles and Non-Standard Vehicles

***Definition:** Oversized vehicles are those in excess of 18 feet in length, 8 feet in width and/or 7 feet in height. Non-standard vehicles include mini-buses, limousines and pick-up trucks without commercial identification but with a wheel base larger than that of a full-sized sedan.*

Residents who possess a non-standard or oversized vehicle must request a permit to park in the Paid Parking Area. These vehicles are allowed only brief standing in or adjacent to the resident's driveway.

Tarpaulin Coverings

A permit is required from the Association office to cover a currently registered and in-use vehicle, in a driveway or in the unit's assigned parking space, with an appropriate form-fitting cover.

Permits

- For visitors requiring overnight and/or 72-hour parking in spaces marked SP, permit will be issued by the Gate Guard.
- Residents may obtain a permit at the Association Office for visitors parking an RV in the Overflow Lot of \$25.00 for up to seven days.
- Residents requesting monthly storage in the Paid Parking lot ~~may~~ must obtain a permit at the Association Office.
- Permits must be displayed on the vehicle dashboard.

VIOLATIONS OF THIS VEHICLE USE & VEHICLE PARKING POLICY

A fine of \$50.00 will be assessed for the first violation.

A fine of \$~~100~~75.00 will be assessed for the second violation within 1-year from the first violation.

ANY INFRACTION subsequent to the second violation will result in an additional \$250.00 fine and-in the vehicle being towed at the resident's owner's expense and/or suspension of Resident's ID Access Cards and/or Transponders to the unit for up to 30 days.

Board Secretary

Violation of LVW parking policy Amended: October 3, 2012

Amended: January 2, 2013

Amended: February 5, 2014

Amended: February 3, 2016

Amended: April 21, 2021

Amended: PENDING

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

Know what's below.
Call before you dig. 
1-800-272-1000

SPECIFICATION NO. 1_17
LVW Permit Required
Board Approved: PENDING
Page 1 of 1

PRIVACY FENCE

ENCORE MODELS ONLY

The privacy fence is for Encore models only. This privacy fence is to be located between the Encore unit patios that have only 8 to 10 feet between them. The ownership of the Privacy fence is that of the unit owner requesting such fence. The fence must conform to the Village standards. All installation costs, maintenance costs, and subsequent replacement/removal costs are the sole responsibility of the unit owner requesting such fence. **The unit owner's roof mate must receive written notification from the requesting unit owner prior to the installation of the privacy fence.**

A diagram must be submitted with the location of the fence. This diagram must be approved by the Architectural Committee volunteer prior to receiving the permit and prior to any work being started.

MATERIAL

The fence must conform to the Village standards of white vinyl. Wood fencing is **not** acceptable.

COLOR

The vinyl fence must be white to conform to the Village standards.

DIMENSION & INSTALLATION

The vinyl fence sections must be 6 feet high by 8 feet wide. Only 2 sections are allowed. The vinyl posts must be 5 inches by 5 inches. The vinyl post caps must conform to the village standards. The posts must be installed in a concrete base. The privacy fence **cannot** be attached to the unit in any manner. No exterior walls or siding can be damaged during the fence installation. Damage incurred during installation will be at the expense of the unit owner or subsequent owner.

It is requested that the unit owner, or subsequent owner, notify the Architectural Committee Volunteer (name and phone number shown on the face of PERMIT) when privacy fence installation has been completed.

It is understood, that the unit owner, or subsequent owner, is **RESPONSIBLE** for the maintenance, repair, or replacement of this improvement, and it is **NOT THE RESPONSIBILITY** of Leisure Village West Association.

INSTALLER

Installation must be made by a qualified contractor who is registered with the Division of Consumer Affairs or qualified resident. Such contractor must furnish the Leisure Village West Association office with a **current certificate of insurance before unit owner can apply for a permit, and before any work can begin.**

TERMS & CONDITIONS

A copy of the TERMS & CONDITIONS, as attached to the resident's permit, applies to all the above.

Board Approved: PENDING

RESOLUTION

COMMITTEE MEMBERSHIP

WHEREAS, the Leisure Village West Association Board of Trustees pursuant to Article VI Section 1, R, of the Bylaws, which permits the Board of Trustees to adopt, amend and publish rules and regulations for the conduct of Trustees and members of any Committees appointed by the Board.

WHEREAS, the Association desires and intends to adopt reasonable limitations on the number of Committees on which individual members may serve concurrently to promote diversity and cultivate new viewpoints.

WHEREAS, the Association further intends to eliminate members of standing committees from participation in ADR, eliminating policy contributors to the role of mediators to further detach agents of the Board from the mediation process.

NOW, THEREFORE, the Association adopts the following restrictions and regulations for the Community, hereinafter referred to as the "Rules," which shall be binding upon all Owners and their grantees, lessees, tenants, occupants, successors, heirs, and assigns who currently or in the future may possess an interest in the Community, and which shall supersede any previously adopted rules on the same subject matter. These rules are adopted by the Board of Trustees of Leisure Village West Association on the day of November 3, 2021 and ~~will be were~~ enforced within 180 days from the execution of this resolution. The Board of Trustees, at a duly called meeting on June 5, 2024, has accepted the policy as revised:

- 1) Moving forward no standing committee (Architectural, Finance, Administration, Community Services) member may apply to be a mediator on ADR. Hence, new applicants to ADR may not serve on the aforementioned committees and serve as an ADR mediator.
- 2) All Unit Owners ~~and Co-Owners~~ in good standing are limited to serve on two committees concurrently. Co-owners cannot serve on the same Standing Committee at the same time.
- 3) Serving on the Election Committee shall be exempt from this rule; however, if a household member, joint occupant, or immediate relative (spouse, domestic partner, child, sibling, or parent) is actively running for a seat on the Board of Trustees, the Election Committee member must recuse themselves from participating in that year's Trustee Election process.

Secretary, ~~Thomas Hardman~~ Steven Leslierandal

Initial Resolution Approved: November 3, 2021

Revised: PENDING

Know what's below.
Call before you dig. 
1-800-272-1000

ELECTRIC VEHICLE CHARGING STATION

For units with garages only

MANCHESTER PERMIT REQUIRED

An Electronic Vehicle Charging Station (EV charger) must be installed by a licensed electrician who adheres to the strict quality, permitting, and inspections required by local authorities.

The capacity of a home EV charger depends upon your needs, your car, and your home's electrical system.

It is understood, that the unit owner, or subsequent owner, is **RESPONSIBLE** for the installation, maintenance, repair, or replacement or removal of this improvement, and it is **NOT THE RESPONSIBILITY** of Leisure Village West Association.

Charging of the electric vehicle must be performed on the driveway outside of the garage!

ITEMS TO CONSIDER

1. Charger Level -- voltage/amp
 - a. Level 1 (110Volt 15Amp) will only fully charge the electric vehicle in 2 to 3 days.
 - b. Level 2 (220/240Volt 50Amp) will fully charge overnight
2. Cables – tethered and untethered
 - a. Tethered cables are fixed to the charging point – more convenient
 - b. Untethered cables require the driver to carry their own cable and plug it into the charger
3. Cable length – 20 feet or longer – ~~allows you to charge~~ charging of the electric vehicle parked must be performed on the driveway outside of the garage.
4. EV charger must meet the industry safety standards – Underwriters Laboratories (UL) and Intertek (ETL) certification
5. Electrical circuit must have surge protection for the EV charger
6. Wi-Fi connectivity – (unnecessary for most EV drivers) but can provide the following:
 - a. Track energy used and calculate the cost of the electricity
 - b. Allows you to set a charging schedule
7. Possibly can take 4 to 8 weeks from first contacting an Electrician to when the job is completed.

INSTALLATION

1. Must be installed inside the garage and by a licensed and insured electrician.
2. Charger must be hardwired to prevent nuisance tripping.
- 2-3. The vehicle must be charged on the driveway, and the charging cable must NOT be located on the Village common property.

INSTALLER

Installation must be made by a qualified contractor who is registered with the Division of Consumer Affairs. Such contractor must furnish the Leisure Village West Association office with a **current certificate of insurance before unit owner can apply for a permit, and before any work can begin.**

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. 4 6

LVW Permit Required

Board Approved: PENDING

Page 2 of 2

It is requested that the unit owner, or subsequent owner, notify the Architectural Committee Volunteer (name and phone number shown on the face of PERMIT) when EV Charger installation has been completed. The Volunteer reserves the right to view all such EV Charger installations during work-in-progress, and upon completion.

TERMS & CONDITIONS

A copy of the TERMS & CONDITIONS, as attached to the resident's permit, applies to all of the above.

Board Approved: PENDING

DRAFT

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION No. 9_1
LVW Permit Required
Board Approved: March 2, 2007
Page 1 of 1

SPECIFICATION FOR PORCH RAILING

Leisure Village West Association reserves the right to grant a permit for a porch railing, based on the determination of the safety factor, of the grade elevation of the existing porch. No permits will be granted for railings to be used for ornamental purposes.

MATERIAL

Railing must be constructed of one of the following: white vinyl-covered aluminum, painted aluminum, or steel, or wrought iron – whichever is applicable to the model/unit group. Wood is not an acceptable material. **(Footnote 1.)**

DESIGN/STYLE

Leisure Village West Association reserves the right to establish design/style of railings for each entire model group. The model groups being Encore and Greenery. This will ensure railings are model appropriate, and uniform throughout the entire model group. It is suggested that the model/unit owner, or subsequent owner, inquire about this before arrangements are made for work to be done, and before requesting a permit. **(Footnote 2.)**

COLOR

Railing must be the same color as model/unit's trim color. It is the responsibility of the model/unit owner, or subsequent owner, to bring into conformance this specification color.

DIMENSION & INSTALLATION

Railing must be **THIRTY-SIX (36) INCHES** in height from porch slab, the concrete floor, to the top of the railing. The bottom edge of the railing must not be more than **FOUR (4) inches** of clearance from porch slab. The requirement for rail openings is that, no opening be large enough to allow a four-inch sphere to pass through. (Uniform Construction Code).

The length of the railing must accommodate the distance to be enclosed. That is, distance from an existing exterior wall or porch post, to another porch post or existing exterior wall. The railing must be mounted in the porch slab, the concrete floor, and must stand free from exterior wall or porch post.

No exterior walls, sidings, or porch posts can be damaged during rail installation, nor can any existing porch posts be **removed**. Damage incurred during installation will be at the expense of the model/unit owner, or subsequent owner.

It is requested that the model/unit owner, or subsequent owner, notify the Physical Plant Division Inspector (name and phone number shown on the face of PERMIT) when railing installation has begun, and again when such work has been completed. The Inspector reserves the right to view all such railing installations during work-in-progress, and upon completion.

It is understood, that the model/unit owner, or subsequent owner, is **RESPONSIBLE** for the maintenance, repair, painting, or replacement of this improvement, and it is **NOT THE RESPONSIBILITY** of Leisure Village West Association.

INSTALLER

Railing installation must be made by a qualified contractor or mechanic. Such contractor or mechanic must furnish the Leisure Village West Association office with a **CERTIFICATE OF INSURANCE – BEFORE MODEL/UNIT OWNER, OR SUBSEQUENT OWNER, CAN APPLY FOR A PERMIT, AND BEFORE WORK CAN BEGIN.**

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION No. 9_1
LVW Permit Required
Board Approved: March 2, 2007
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FOOTNOTE 1 – PORCH RAILING

<u>UNIT GROUP</u>	<u>MODEL</u>	<u>MATERIAL</u>
Encore	All	White Vinyl-Covered Aluminum
Greenery*	Blair Oxford Stratford Wheaton	{White Vinyl-Covered Aluminum {Painted Aluminum or Steel {Wrought Iron {
		*Must Match Unit's Trim Color
Condo 1-22	Original	Not Applicable – Not Permitted
Condo 23	Countryside	Not Applicable - Not Permitted

**FOOTNOTE 2 – PORCH RAILING
DESIGN/STYLE**

STYLE A
WHITE VINYL-COVERED ALUMINUM



STYLE B
**PAINTED ALUMINUM OR STEEL,
WROUGHT IRON**



LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION No. **9_2**
LVW Permit Required
Board Approved: March 2, 2007
Page 1 of ~~1~~ 2

SPECIFICATION FOR STAIR OR RAMP RAILING

Leisure Village West Association reserves the right to grant a permit for a stair or ramp railing based on the determination of the safety factor of the grade elevation in question.

Material

Railing must be constructed of either painted aluminum or steel, or wrought iron. Wood is not an acceptable material.

DESIGN/STYLE

Leisure Village West Association reserves the right to establish design/style for stair or ramp railings. This will ensure design/style will coincide with that currently existing for both applications. It is suggested that the model/unit owner or subsequent owner, inquire about this before arrangements are made for work to be done, and before requesting a permit. ([see Footnote-2-B](#))

COLOR

Railing must be **BLACK** in color, which is in keeping with such railings currently in use throughout this community. It is the responsibility of the model/unit owner, or subsequent owner, to bring into conformance this specification color.

DIMENSION & INSTALLATION

Railing must be **FORTY-TWO (42) inches** in height from base, on which it is to be mounted, to the top of the railing. The bottom edge of the railing must not be more than **FOUR (4) INCHES** of clearance from base mount. The requirement for rail openings is that, no opening be large enough to allow a four-inch sphere to pass through. (Uniform Construction Code).

Railing must accommodate the distance of all stairs in question, or distance of ramp length in question. Both ends of the railing, as well as intervening railing spokes, are to be secured in the base mount to allow for a stable installation. Damage incurred during installation will be at the expense of the model/unit owner, or subsequent owner.

It is requested that the model/unit owner, or subsequent owner, notify the Physical Plant Division Inspector (name and phone number shown on the face of PERMIT) when railing installation has begun, and again when such work has been completed. The Inspector reserves the right to view all such railing installations during work-in-progress, and upon completion.

It is understood, that the model/unit owner, or subsequent owner, is **RESPONSIBLE** for the maintenance, repair, painting, or replacement of this improvement, and it is **NOT THE RESPONSIBILITY** of Leisure Village West Association.

INSTALLER

Railing installation must be made by a qualified contractor or mechanic. Such contractor or mechanic must furnish the Leisure Village West Association office with a **CERTIFICATE OF INSURANCE – BEFORE MODEL/UNIT OWNER, OR SUBSEQUENT OWNER, CAN APPLY FOR A PERMIT, AND BEFORE WORK CAN BEGIN.**

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION No. 9 2

LVW Permit Required

Board Approved: March 2, 2007

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FOOTNOTE:



**SPECIFICATION TO INSTALL/ REPLACE STORM DOORS
WITH OR WITHOUT RETRACTABLE SCREEN**

MATERIALS

Replacement shall be heavy duty aluminum construction. The hardware (handle, lock, hinges, kick plate) shall be black or white enamel, nickel, or brass.

COLOR

The color shall be brown, black or white.

STYLE – STORM DOOR

Acceptable door styles include: full or partial view, self-storing or removable glass panel. The glass must be clear, no frosted, decorative, or stained-glass panels are permitted. Decorative metallic inserts are not permitted. The retractable screen on the front door is within the window. Screen doors (doors without glass panels) are not permitted for the front door. See samples below:



STYLE – RETRACTABLE SCREEN – BACK DOOR ONLY

Acceptable retractable screens must have a metal door matching the trim color of the **back door**. The retractable screen must have a low threshold track on which the retractable screen slides. See sample below:



INSTALLATION

It is recommended that the storm door or retractable screen installation be made by a licensed contractor who is registered with the Division of Consumer Affairs. The Contractor shall furnish the Leisure Village West Association Office with a current certificate of insurance before the resident can apply for a permit and before any work can begin.

The resident shall notify the Architectural Committee Volunteer (name and phone number shown on face of permit) when the installation is completed.

A copy of the TERMS & CONDITIONS, as attached to the resident's permit applies to all the above.

RESPONSIBILITY FOR THE MAINTENANCE, REPAIR OR REPLACEMENT OF THIS IMPROVEMENT IS THAT OF THE UNIT OWNER, OR SUBSEQUENT OWNER, AND NOT THE LEISURE VILLAGE WEST ASSOCIATION.

Board Approved: October 3, 2008

Amended: May 1, 2019

Amended: January 3, 2024

Amended: PENDING