

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, DECEMBER 4, 2024 at 1:00 PM WILLOW HALL

Board Meetings are essential to running an Association, so keeping them as efficient and productive as possible is vitall The 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 when it is being discussed or presented by the Board of Trustees. Everyone is to stay civil and use respectful language while avoiding personal attacks. There will be a maximum of two times at the 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 November 6, 2024 minutes.
3. Motion to approve the purchase of fifty-four (54) Lifetime Banquet Tables from Sam's Club for the Willow and Encore Clubhouses at a total cost of \$5,539.88. The funds to meet this expense will be provided by account #3150 - Property Fund. The unaudited balance for this account as of 10/31/24 is \$1,224,458.49.
4. Motion to contract gate attendant services with Allied Universal Security Service for a three-year contract. Year one: \$240,505.50, Year two: \$247,530.00, and Year three: \$254,554.50. The funds to meet this expense will be provided by account #7310 - Gate House Entry.
5. Motion to approve the expenditure of \$67,000.00 for year four of the Common Area Lighting project. The funds to meet this expense will be provided by account #3230 - Capital Replacement/Common Buildings. The unaudited balance for this account as of 10/31/24 is \$544,372.93.
6. Motion to approve the revisions to the Policy "Concerning Partisan Political Activities within Leisure Village West."
7. Motion to approve the revisions to Architectural Specification 3_2 "Replace Garage Doors."
8. Motion to approve new Architectural Specification 6_9 "A/C Condensing Units and Heat Pump Screens."
9. Motion to approve the revisions to Architectural Specification 2_2 "Installation of Vinyl Replacement Windows."
10. Motion to approve the revisions to Architectural Specification 2_9 "Installation of New Construction Windows."

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 WEDNESDAY, DECEMBER 4, 2024 at 1:00 PM WILLOW HALL

UNFINISHED BUSINESS

NEW BUSINESS

1. Revisions to Policy for "Open Houses"
2. Revisions to Architectural Specification 2_5 "Installation of Garden Window - Kitchen Window Only"
3. Revisions to Architectural Specification 3_6 "Replace Front or Rear Doors"

The next open Board meeting will be held on Wednesday, January 8, 2025, at 1:00 PM in the auditorium at Willow Hall. The Audit meeting will be held on Wednesday, January 15, 2025, 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. To resolve 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 must stay civil and use respectful language while 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 comment or ask a question and will be allowed three minutes. If necessary, the Board of Trustees will make a two-minute comment or answer, and the resident will be allowed a one-minute follow-up question.
 - Maximum two times at the podium.
 - If a resident cannot ask a question or 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 or in the Manager's Corner of the LVW News Magazine.

Board President Ivan Gilbert called the meeting to order at 7:00 PM with the Pledge of Allegiance.

PRESENT: Trustees: President – Ivan Gilbert, Vice President – Al DAmato, Treasurer – Louis Maiocco, Secretary – Joyce Carmody, Assistant Treasurer – Steven Leslierandal, Assistant Secretary – Fay Weinstein, and Trustee – Wayne Steinman.

Management Staff: Community Manager – Jim Snyder and Accounting Administrator – Michelle Lampard.

APPEARANCES: Daniel Keane and Ashley Janson from Allied Universal attended the meeting to present an overview of the gatehouse transactions by year, the LVW metrics for 2024, the number of pool visitors, overnight gatehouse activities, and the success of the shredding party event. They left the meeting at 7:10 PM.

ITEMS VOTED ON:

J. Carmody moved to waive the reading of the minutes. W. Steinman seconded. A vote was called, and all were in favor. The motion carried.

F. Weinstein moved to approve the October 1, 2024, minutes. S. Leslierandal seconded. There was no discussion, and a vote was called.

A. DAmato – No
F. Weinstein – Yes
S. Leslierandal – Yes
W. Steinman – Yes
J. Carmody – Yes
L. Maiocco – Yes
I. Gilbert – Yes

The motion carried.

W. Steinman moved to approve releasing the funds for year five (5) of the Cedar Shake Replacement Project for FYE 9/30/25 in an amount not to exceed \$100,000.00. The funds to meet this expense will be provided by account #3292—Capital Replacement/ER-Cedar Shakes. F. Weinstein seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

A. Damato moved to approve the funding for the PVC project for the fiscal year ending September 30, 2025. The funds are collected monthly, and this year's total expense is not to exceed \$476,000.00. The funds to meet this expense will be provided by account #3291—Capital Replacement/ER-PVC Trim. F. Weinstein seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

L. Maiocco moved to approve the replacement of 26 skylights for \$25,610.00. The funds to meet this expense will be provided by account #3270—Capital Replacement/Roofs. S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

S. Leslierandal moved to approve the revisions to the Policy "Concerning Non-Partisan Political Activities in LVW." W. Steinman seconded. There was no discussion, and a voted was called. All were in favor. The motion carried.

J. Carmody moved to approve the revisions to Policy "Resolution Relating to Fliers in Common Areas," as amended. S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

F. Weinstein moved to approve renewing the lease agreement for the Village West Hair Salon through December 31, 2029. A. DAmato seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

PRESENTATION OF REPORTS:

COMMITTEE REPORTS:

- Barbara Owens, Chairperson, gave a report for the Architectural Committee.
- Michael Morizio, Chairperson gave a report for the Community Services Committee.
- There was no 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 and Bingo.

- She stated that the banquet tables at the Willow Hall and Club Encore clubhouses need replacement. It was discovered that the Lifetime brand folding tables are lightweight, durable, and suitable for all clubhouse activities. Management went out to bid, and the following were received, including shipping and applicable taxes.

Product	Vendor	Price
54 Lifetime 96"x 30" White Granite Nesting Folding Tables + Membership	Sam's Club	\$5,539.88
54 Lifetime 96"x 30" White Granite Nesting Folding Tables	Competitive Products Inc.	\$6,802.55
54 Lifetime 96"x 30" White Granite Nesting Folding Tables	Lifetime.com	\$8,060.85

Management is recommending the purchase of fifty-four (54) Lifetime Banquet Tables from Sam's Club for the Willow and Encore Clubhouses at a total cost of \$5,539.88. 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 December 4, 2024.

COMMUNITY MANAGER'S REPORT: (J. Snyder)

- LWV's Gate Attendant contract with Allied Universal Security Services expires on December 31, 2024, prompting Management to send eight RFPs to companies that provide these services. The results of the bids are listed below.

Provider	Year one	Year two	Year three
Marion Security Service	\$238,408.72	\$241,892.46	\$245,374.66
Allied Universal Security Services	\$240,505.50	\$247,530.00	\$254,554.50
Adamas Security Services	\$249,169.83	\$259,136.62	\$269,502.09
Arrow Security	\$249,706.00	\$256,602.00	\$263,497.00
Iron Rock Security	Did not bid		
Planned Companies	Did not bid		
OPS Security	Did not bid		
Star Security	Did not bid		

Allied Universal Security Service has been LWV's Gate Attendant company for several years. They also successfully provided Pool Attendant services for LWV for the 2024 pool season.

Although they are not the lowest bid, their bid is very competitive. Management would have significant concerns about switching to a company that was stopped for poor service in the past or going with an unproven company. Management recommends contracting with Allied Universal Security Services for a three-year contract. Year one: \$240,505.50, Year two: \$247,530.00, and Year three: \$254,554.50. The funds to meet this expense will be provided by account #7310 – Gate House Entry. The Board will vote on this at the next open Board meeting on December 4, 2024.

- The Board adopted and implemented the Common Area Lighting project and agreed to begin funding it in 2021. Management is requesting the Board authorize the expenditure of the funds for the materials needed to continue into the project's fourth year. Year four will complete the remaining street post lights and start the walkway post lights. Management is asking the Board to approve the expenditure of \$67,000.00 for year four of the Common Area Lighting project. 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 December 4, 2024.
- The Roofing Replacement Schedule for the community homes will be posted on the new LVW website. The schedule changes are often based on various factors and will include a disclaimer.
- A first draft of the Reserve Study will be available to the Association on November 13th. The Finance committee will then review this.
- Rules regarding Holiday Lights: may begin to light Christmas decorations on Thursday, November 28, 2024, and must be turned off on Friday, January 10, 2025.
- Election signs must be removed by Tuesday, November 12, 2024.
- JCP&L will perform maintenance work in the lower Buckingham area on Friday, November 8, 2024, from 8:30 am to 9:30 am and 1:00 pm to 2:00 pm.
- The Grounds department continues leaf pickup daily and will also pick up this Saturday, November 9th.
- The Recreation Department has a zero-based budget. Profits made from events go back into the Recreation budget.
- The hot tub will close on Sunday, November 10, 2024.
- The resident portal "FRONTSTEPS" will be removed. All residents must now sign up for the new resident portal at leisurevillagewest.com.
- Residents are reminded to be considerate of each other's dogs, pick up waste and dispose at the owner's unit, and keep dogs leashed.

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

- Coffee with the Board remains a great success, held on the first Saturday of every month. The next Coffee with the Board will occur on Saturday, December 7th, and the Administration Committee will be present.
- The Board has been approached about opening Bingo, craft fairs, garage sales, and similar recreation events to the public. The Board invites feedback from residents through email and possibly through a non-binding survey.
- The Board continues with the Ad Hoc committees for Fines, Encore landscaping, and the Dog Park. The application period has closed, and meeting dates have been scheduled.
- The asset management program has begun, which keeps track of every asset in the community.
- The Board is discussing the possibility of a Jitney to assist with bringing residents to community events.

THERE WAS NO UNFINISHED BUSINESS.

NEW BUSINESS:

1. The Policy "Concerning Partisan Political Activities within Leisure Village West" revisions were presented as attached to the agenda. The Board will vote on this at the next open Board meeting on December 4, 2024.
2. The Architectural Specification 3_2, "Replace Garage Doors" revisions were presented as attached to the agenda. The Board will vote on this at the next open Board meeting on December 4, 2024.
3. A new Architectural Specification 6_9, "A/C Condensing Units and Heat Pump Screens," was presented as attached to the agenda. The Board will vote on this at the next open Board meeting on December 4, 2024.
4. The Architectural Specification 2_2, "Installation of Vinyl Replacement Windows" revisions were presented as attached to the agenda. The Board will vote on this at the next open Board meeting on December 4, 2024.
5. The Architectural Specification 2_9, "Installation of New Construction Windows" revisions were presented as attached to the agenda. The Board will vote on this at the next open Board meeting on December 4, 2024.
6. The Solar Data report for FYE 9/30/2024 was attached to the agenda for residents to review.

The next open Board meeting will be held on Wednesday, December 4, 2024, at 1:00 PM in the auditorium at Willow Hall.

There being no further business, the Board meeting adjourned at approximately 7:53 PM.

Samantha Bowker
Administrative Assistant

Joy Carmody
Board Secretary

Approved: PENDING

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Mary Lighthipe

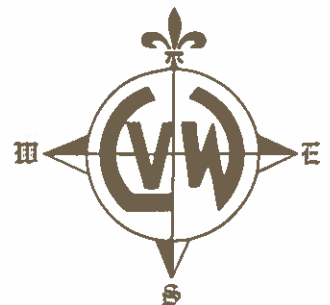
Date: November 4, 2024

Re: Banquet Table Purchase

Banquet tables need replacement at both the Willow Hall and Club Encore clubhouses. We have found that the Lifetime brand folding tables are lightweight, durable, and suitable for all clubhouse activities. We have gone out to bid, and the bids received are listed below. All bids include shipping and applicable taxes.

Product	Vendor	Cost
54 Lifetime 96"x 30" White Granite Nesting Folding Tables + Membership	Sam's Club	\$5,539.88
54 Lifetime 96" 30" White Granite Nesting Folding Tables	Competitive Products Inc.	\$6,802.55
54 Lifetime 96" 30" White Granite Nesting Folding Tables	Lifetime.com	\$8,060.85

We recommend the purchase of fifty-four (54) Lifetime Banquet Tables from Sam's Club for the Willow and Encore Clubhouses, at a total cost of \$5,539.88. This expense will be charged to GL#3150—Property Fund.



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

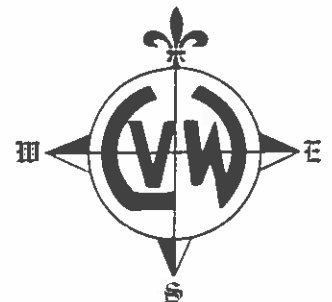
Date: October 25, 2024

Re: 2025-2028 Gate Attendant Services

Our Gate Attendant contract with Allied Universal Security Services expires on December 31, 2024, prompting us to send out eight RFPs to companies that provide these services. The results of the bids are listed below.

Provider	Year one	Year two	Year three
Marion Security Service.	\$238,408.72	\$241,892.46	\$245,374.66
Allied Universal Security Services	\$240,505.50	\$247,530.00	\$254,554.50
Adamas Security Services	\$249,169.83	\$259,136.62	\$269,502.09
Arrow Security	\$249,706.00	\$256,602.00	\$263,497.00
Iron Rock Security	Did not Bid		
Planned Companies	Did not Bid		
OPS Security	Did not Bid		
Star Security	Did not Bid		

Allied Universal Security Service has been our Gate Guard company for several years. They also successfully provided Pool Attendant services for LVW for the 2024 pool season. Although they are not the lowest bid, their bid is very competitive. We would have significant concerns about switching to a company we stopped using for poor service in the past or going with an unproven company. With that being said, it is our recommendation to contract with Allied Universal Security Services for a three-year contract. Year one: \$240,505.50, year two: \$247,530.00 Year three: \$254,554.50. This expense would be charged to GL # 7310 Gate House Entry.



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Howard Height

Date: October 28, 2024

Re: Common Area Lighting Project

The Board adopted and implemented the Common Area Lighting project and agreed to begin funding it in 2021. We are now requesting the Board to authorize the expenditure of the funds for the materials needed to continue into the project's fourth year.

Year 4: Complete remaining Street Post Lights and start Walkway Post Lights

We are asking the Board to approve the expenditure of \$67,000.00 for year four of the Common Area Lighting Project. The expense will be charged to GL # 3230 Capital Replacement—Common Buildings.



POLICY CONCERNING PARTISAN POLITICAL ACTIVITIES
WITHIN
LEISURE VILLAGE WEST

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

~~WHEREAS, the outlook of Leisure Village West is that of a large family that enjoys a maximum of privacy and a minimum of conflict; and,~~

WHEREAS, at the same time, the Trustees recognize that an informed citizenry is an enlightened citizenry, with neither the Village nor its residents existing in a vacuum, isolated from the events or conditions surrounding them; and,

WHEREAS, the security and tranquility of the Community is deemed enhanced by the establishment and enforcement of regulations designed to recognize and address the time, place and manner for the use of the common facilities for political activities within the Village and,

WHEREAS, the Trustees of Leisure Village West Association have the obligation to establish policy and appropriate rules and regulations regarding the use of the common facilities ~~has devolved upon the Trustees of Leisure Village West Association~~; and,

WHEREAS, it is the express intention of the Association to protect the Constitutional rights of residents of Leisure Village West to disseminate information about partisan political issues, elections, and candidates; foster the widest and most complete dissemination of information impacting the general welfare and interest of the residents of Leisure Village West; and,

WHEREAS, it is the further intention of the Association to establish and maintain a balanced and objective approach to the usage of the common facilities,

IT IS NOW, THEREFORE, this ~~28th~~ _____ day of ~~March 1990~~ _____, declared to be the policy of Leisure Village West Association, as to the use of the common facilities, that:

1. The following are considered to be **partisan political activities** that promote the general welfare:

a) Collecting signatures for petitions for candidacy for public office

b) Discussions, debates, or presentations regarding partisan issues, wherein two or more sides to an issue have emerged

c) Presentations by candidates for election or re-election to public office

2. **Collecting signatures for all petitions** can be conducted in common facilities by residents or Trustee-authorized organizations who have obtained written approval from the Association. Such activities can take place for no more than seven consecutive days.

1. Government officials (not announced candidates for election or re-election), who may hold either elective or non-elective office, may be invited to make presentations at meetings within the Village when the information to be presented concerns legislation, taxes, environmental concerns, or other items which may impact on the quality of life of the residents of Leisure Village West.

a. Such presentations may be hosted by the Association, in those cases where the Board of Trustees considers the material to be presented to be of concern and interest to a significant number of the resident population. In such event, the decision of the Trustees is considered final.

b. Such presentations may be hosted by Trustee-authorized clubs and groups, within the guidelines established by their individual by-laws. At the discretion of the club or group officers and still within the guidelines of their individual by-laws, invitations may be tendered to non-member residents or non-residents. Such decision shall be at the sole discretion of the club or group officers and shall be considered final. HOWEVER, if such invitation is tendered and publicized, it may not subsequently be withdrawn, except by permission of the Board of Trustees.

3. The Association or a Trustee-authorized club or group, within the guidelines established by their bylaws and those of this policy, may sponsor discussions, forums, debates, and presentations regarding partisan issues where two or more sides emerge or regarding candidates for public office. NO FUND RAISING may take place at these events.

a. If the event is club/group hosted, the permission of the Recreation Director must be requested at least six weeks prior to the scheduled event. The request must include all particulars of the event (facilities to be used, subject, participants, date and time, etc.) The Recreation Director will notify the Board of Trustees of approval or rejection of the request for its confirmation and will reply to the requesting club or group within two weeks of the request with approval or rejection.

b. Only Leisure Village West residents are allowed to attend these events. The decision as to the participation by non-club/group members (e.g. during question and answer period) is at the discretion of the sponsor and such decision shall be considered final.

2. Partisan issues, wherein two or more sides to an issue emerge, may be discussed, debated and/or otherwise presented within the Village. This includes elections wherein candidates are running for public office.

a. In the interest of the general welfare and voter education, the Association may sponsor and host a forum or presentation. In such event, the decision of the Trustees is considered final.

b. Any Trustee-authorized club or group may, within the guidelines established by its individual by-laws and this Policy, may sponsor or host a forum or presentation.

c. Whether Trustee—hosted or club/group hosted, invitations to participate must be tendered, in writing, to proponents of each side of the issue. ~~In the case of opposing candidates, invitations must be tendered, in writing, or~~ to each candidate, with copies to the Board of Trustees.

d. Invitations to participate ~~will~~ must include ~~alternative schedule~~ dates, the specific format to be used, time involved, limitations, etc. All schedule dates and times must be cleared with the Recreation Department.

~~e. If club/group hosted, the permission of the Trustees will be requested at least three weeks prior to the scheduled event. The request will include all particulars of the event (facilities, subject, participants, etc.). The Trustees will reply within three work days of the request with approval or rejection.~~

f. In the case where one side to the issue or election declines to appear, prior to the actual scheduling and publicizing of the event, the sponsor is responsible for securing another equally qualified representative, or the event will not be authorized.

g. In the case where the parties agree to appear, and the event is scheduled and publicized, and one or more of the representatives withdraws from participation, the event may be conducted as scheduled, at the discretion of the sponsoring organization. The Board of Trustees must be so notified as soon as the change occurs.

~~3. In all of the above cases, the decision as to participation by club/group members or non-member residents (e.g., question and answer period) is at the discretion of the sponsor, and such decision shall be considered final.~~

4. Use of the “Message Generator” (Channel 12 creeper), ~~and/or the LVWA Village News monthly magazine~~ village Monthly Bulletin, LVW media for publicizing the event shall be subject to the approval of the Trustees.

~~5. Use of Chanel 12 facilities for televising the event may be requested of the Trustees and shall be subject to the approval of the Trustees. Event organizers may request that the event be recorded and rebroadcast by KLVW.~~ Such approval may hinge on such factors as other TV scheduling and availability of TV personnel and equipment.

6. Nothing in this policy statement is to be construed as limiting or restricting residents' rights.

Board Approved: March 28, 1990

Amended: PENDING

SPECIFICATION FOR REPLACEMENT OF GARAGE DOORS
AND
INSTALLING WINDOWS/SCREENS IN GARAGE DOORS

A. MATERIAL - DOORS

Doors shall be fiberglass, steel, or aluminum construction.

B. SIZE

All doors shall be 7 feet x 9 feet solid four panel-four section doors.

C. HARDWARE

All door replacements shall include **necessary** tracks, locks, springs, and other complete hardware. Safety cables shall be placed through the two springs.

D. ARCHITECTURAL DESIGN - WINDOW/SCREENS



Doors shall use a four-short panel design as illustrated to the left.

Residents may opt to install windows in garage doors. They must have windows in the upper panel and use the decorative design shown in the illustration using standard four panels. The decorative design can be removed to match the roof mate's garage door.

E. COLOR

All newly replaced doors shall be installed with a **white** low maintenance finish low maintenance finish of white.

***NOTE**

With Encore units, upon installation, adjacent unit's garage door will be painted white to match newly installed door. Maintenance must be notified for painting of the garage door.

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

Know what's below.
Call before you dig. **811**
1-800-272-1000

SPECIFICATION NO. 6_9
LVW Permit Required
Board Approved: PENDING
Page 1 of 1

SPECIFICATION FOR A/C CONDENSING UNITS and HEAT PUMP SCREENs SCREENS

GENERAL

A Leisure Village West Association permit is required for this installation. The Contractor must furnish the Association with a certificate of insurance before a permit is issued or work cannot begin. The LVW Association reserves the right to inspect the completed installation.

SPECIFICATIONS

- Must have white vinyl screen with spaces for ventilation at least 12 inches away from the a/c unit or heat pump solid panels are NOT allowed
- May be one section in front of the unit or two to three for full or partial unit enclosure
- All lattice screen sections must be able to be removed to work on the unit
- All lattice screen sections can-must be spiked into the ground as applicable and not attached to the unit.
- Screen-Screen sections cannot be no more than four (4) feet high
- See photos of screen-screen sections that is-are acceptable



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 fencescreen installation has been completed. The-Volunteer reserves the right to view all such fencing installations during work-in-progress, and upon completion.

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

NOTE: The screen panels must be removed by the resident before Leisure Village West can service the A/C or heat pump units. Leisure Village West is NOT responsible for reinstalling the screen panels.

TERMS & CONDITIONS

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

Board Approved: PENDING

SPECIFICATION FOR INSTALLATION OF VINYL REPLACEMENT WINDOWS

GENERAL

Replacements must be double-pane vinyl-glazed windows. All glass, except for bathroom windows, must be clear, green tinted, or blue tinted. If selecting tinted windows, ALL WINDOWS, per unit side, must be uniform in clear or tinted glass.

COLOR, SIZE AND STYLE

The specification is planned to preserve uniformity of color, size, and style for units under one roof and individual models within different sections of the Village. Generally, the replacement must match the replaced windows and maintain the exterior trim color. A relatively few exceptions are permitted, as follows:

Gliding Windows Gliding or sliding windows may be substituted for double-hung windows of the same size.

Kitchen and Bathroom Windows. Where smaller-sized windows are located above sinks and counters, replacements may be installed without grids. Sash windows may be replaced with sliders or casements. Note that the decision to install casement windows overlooking walkways must consider safety considerations.

Brown Windows. Replacements are expensive and of limited availability. Windows may replace Brown windows with white sashes and frames. The capping (or side) panels must match the trim color. All windows on any one side of a unit must be replaced simultaneously, other than the small slider windows in bathrooms. (See photograph of white window frames with brown trim)

Jalousie Windows. Some Original models in Condos 1-22 were built with jalousie windows in the sunrooms. These may be replaced with single—or double-hung sash windows with grids to match the existing units' windows in color and style. Windows may replace Brown windows with white sashes and frames. The capping (or side) panels must match the trim color.

Window Grids. Double-hung windows may be installed with or without grids but must follow these guidelines. All windows, per unit side, must match either with grids or all without.

Garden Windows. These windows were installed in some Encore models. They may be replaced by single—or double-hung sash windows to match the unit's existing windows in color and style.

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. 2_2

LVW Permit Required

Board Approved: July 2, 2008

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DIMENSION & INSTALLATION

The following installation guidelines must be observed:

- 1) All sills and heads are to be level, with jambs plumb and shims used where necessary.
- 2) The squareness of the window unit is to be checked before final anchoring into the wall.
- 3) All voids between jams and framing must be filled with loose insulation.
- 4) A 1/4-inch caulking allowance is to be used between the perimeter of the window unit and the exterior finish. The caulking application is to be neat and clean.
- 5) The window opening must be protected during construction. Exposed wood trim members must also be protected and finished-painted promptly.
- 6) Installation and operation of the window should be checked before application of interior trim.

NOTE: ENCORE MODELS ONLY: Roxy, Savoy, Ritz, Waldorf, Pickford, Victoria

1. All windows MUST be replaced with New Construction Windows.

The unit owner shall notify the Permits & Inspection Division Volunteer (name and phone number shown on the face of PERMIT) when work has been completed.

INSTALLER

Window installation must be done by a registered contractor with the Division of Consumer Affairs. Such a Contractor must furnish the Leisure Village West Association Office with a current certificate of insurance before the 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.

This building improvement Permit will be filed with the Ocean County Clerk's Office.

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: July 2, 2008
Amended: June 19, 2019
Amended: November 4, 2020
Amended: PENDING

SPECIFICATION FOR INSTALLATION OF NEW CONSTRUCTION WINDOWS

REPLACEMENT WINDOWS FOR ENCORE MODELS

Victoria, Pickford, Waldorf, Ritz, Savoy, Roxy

****All Contractors Must Contact the Maintenance Manager Before Any Product is Ordered.***

General

Replacements must be new construction-style windows with an exterior nailing flange nailed directly to sheathing and sealed with a rubber membrane. All trim is to be removed and then replaced.

Color and Style

The specification is planned to preserve uniformity of color and style for units under one roof and individual models within different sections of the Village. As a rule, new construction must match the replaced windows and maintain the exterior trim color. **All glass, except for bathroom windows, must be clear, green tint, or blue tint. If selecting tinted windows, all windows, per unit side, must be uniform in either clear or tinted glass.**

Window Grids. Double-hung windows may be installed with or without grids but must follow these guidelines. All windows, per unit side, must match either with grids or all without.

Kitchen and Bathroom Windows

Where smaller-sized windows are located above sinks and counters, replacements may be installed without grids. Sash windows may be replaced with sliders or casements. Note that the decision to install casement windows overlooking walkways must consider safety considerations.

Garden Windows

These windows were installed in some Encore models. They may be replaced by new-construction single- or double-hung sash windows with grids that match the unit's existing windows in color and style.

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. 2 9
LVW Permit Required
Board Approved: March 6, 2013
Page 1 of 2

DIMENSION & INSTALLATION

The following installation guidelines must be observed:

- 1) All sills and heads are to be level, with jambs plumb and shims used where necessary.
- 2) The squareness of the window unit is to be checked before final anchoring into the wall.
- 3) All voids between jams and framing must be filled with loose insulation.
- 4) A 1/4-inch caulking allowance is to be used between the perimeter of the window unit and the exterior finish. The caulking application is to be neat and clean.
- 5) The window opening must be protected during construction. Also, exposed wood trim members must be protected and finished-painted promptly.
- 6) Installation and operation of the window should be checked before application of interior trim.

The unit owner shall notify the Permits & Inspection Division Volunteer (name and phone number shown on the face of PERMIT) when work has been completed.

INSTALLER

Window installation must be done by a registered contractor with the Division of Consumer Affairs. Such a Contractor must furnish the Leisure Village West Association Office with a current certificate of insurance before the 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.

This building improvement Permit will be filed with the Ocean County Clerk's Office.

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: March 6, 2013
Amended: April 21, 2021
Amended: PENDING

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

LVW Policy “Open House”

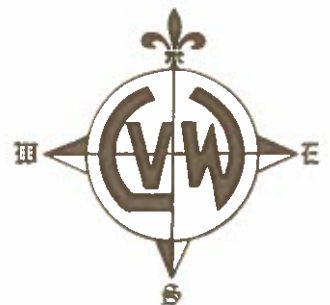
Sundays Only

- **Operating hours:**
 - Sundays 12 noon to 4:00p.m.
- **Registration:**
 - Open houses must be registered in advance with the Association no later than the ~~Wednesday~~Thursday -before the scheduled event by calling 732-657-9595.
 - Registration must include the unit and stationed realtor's name and cell phone number.
 - A realtor must be stationed at the advertised open house.
- **Signage:**
 - No more than two "Open House" signs, not to exceed 24" X 18" in size.
 - One 16" maximum-sized balloon may be used per sign.
 - One sign is permitted on a primary roadway, and one is on each registered unit's garage side.
 - No signs or balloons are permitted outside our gates.

Deviations from these guidelines may result in prohibition from further listings.

Approved and Amended: September 1, 2021

Amended: PENDING



INSTALLATION OF "GARDEN WINDOW"
KITCHEN WINDOW ONLY

A permit for this improvement must be obtained from the LEISURE VILLAGE WEST ASSOCIATION.

GENERAL

Replacements must be double-pane vinyl-glazed windows. All glass, except for bathroom windows, must be clear, green tint, or blue tint. Green-tinted or blue-tinted windows provide thermal insulation and help reduce glare and UV rays, making units more comfortable and energy efficient by keeping your unit cooler in the summer and reducing the amount you spend on air conditioning. If selecting tinted windows, ALL WINDOWS, per unit side, must be uniform in clear or tinted glass.

For Encore models: Replacements must be new construction-style windows with an exterior nailing flange, nailed directly to the sheathing, and sealed with a rubber membrane. **Maintenance must be contacted before installation.** All trim must be removed and then replaced with Azek.

COLOR, SIZE and STYLE

The specification is planned to preserve uniformity of color, size, and style for units under one roof and individual models within different sections of the Village. Generally, replacement windows must match the windows being replaced and maintain the exterior trim color. Where smaller-sized windows are located above sinks and counters, replacements may be installed without grids. Garden windows may be single—or double-hung sash windows to match the existing windows of the unit in color and style.

Garden windows may be replaced by single—or double-hung sash windows that match the unit's existing windows in color and style.

Garden windows also may be replaced by bow windows. An illustration of the bow window must be included. See the sample included in this specification – roofing materials must match the existing roof. The window must also be sized to fit the original garden window opening.

DIMENSION & INSTALLATION

The following installation guidelines must be observed:

- All sills and heads are to be level, with jambs plumb and shims used where necessary.
- The squareness of the window unit is to be checked before final anchoring into the wall.
- All voids between jams and framing must be filled with loose insulation.
- A 1/4-inch caulking allowance is to be used between the perimeter of the window unit and the exterior finish. The caulking application is to be neat and clean.
- The window opening must be protected during construction. Also, exposed wood trim members must be protected and finish-painted promptly.
- The installation and operation of the window should be checked before applying the interior trim.

NOTE: For Encore Models only, all windows must be replaced with New Construction Windows. Maintenance must be contacted prior to installation.

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. 2_5

LWW Permit Required

Board Approved: PENDING

Page 2 of 2

GARDEN WINDOW FEATURES

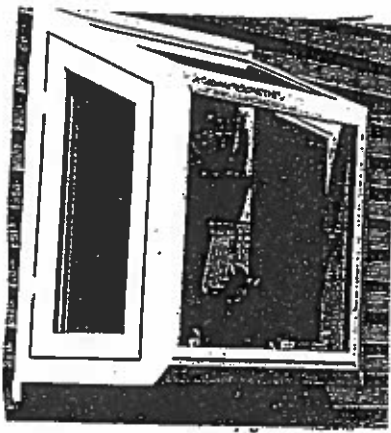
- Strong yet compact two-piece master frame assembly for maximum glass-to-vinyl ratio
- Each system is custom computer-designed to ensure an exact fit
- Conveniently located vent window handles
- Secure multi-point, self-locking system
- Built-in water drainage system
- Engineered for maximum support and strength exterior bracing or cabling unnecessary
- Full 7/8-inch double glazing with energy-saving sealing system
- Standard 5/4-inch birch veneer buck and seat board
- Trapezoidal side vent windows

INSTALLER

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

The unit owner shall notify the Permits & Inspection Division Volunteer (whose name and phone number are shown on the permit) when work has been completed.

SAMPLES



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.

TERMS & CONDITIONS

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

Board Approved: February 19, 1997

Amended: August 17, 2010

Amended: PENDING

SPECIFICATION TO REPLACE FRONT OR REAR DOORS

STYLE & DIMENSIONS

The replacement must match the dimensions of the door or doors being replaced. You can now replace your current door with either of the following original door styles (9-lite or 15-lite, solid, or solid with top panel (glass)). **Double doors may be replaced with single doors with sidelights.**

Solid doors with no lites (glass) can now be replaced with clear, solid white frosted glass or iridized glass with Etchings and/or Grilles. **STAINED GLASS IS NOT PERMITTED.**

Doors may also have built-in blinds between clear glasses. (Replacing 9 or 15 lite styles)

See figures below for samples* **SAMPLES.



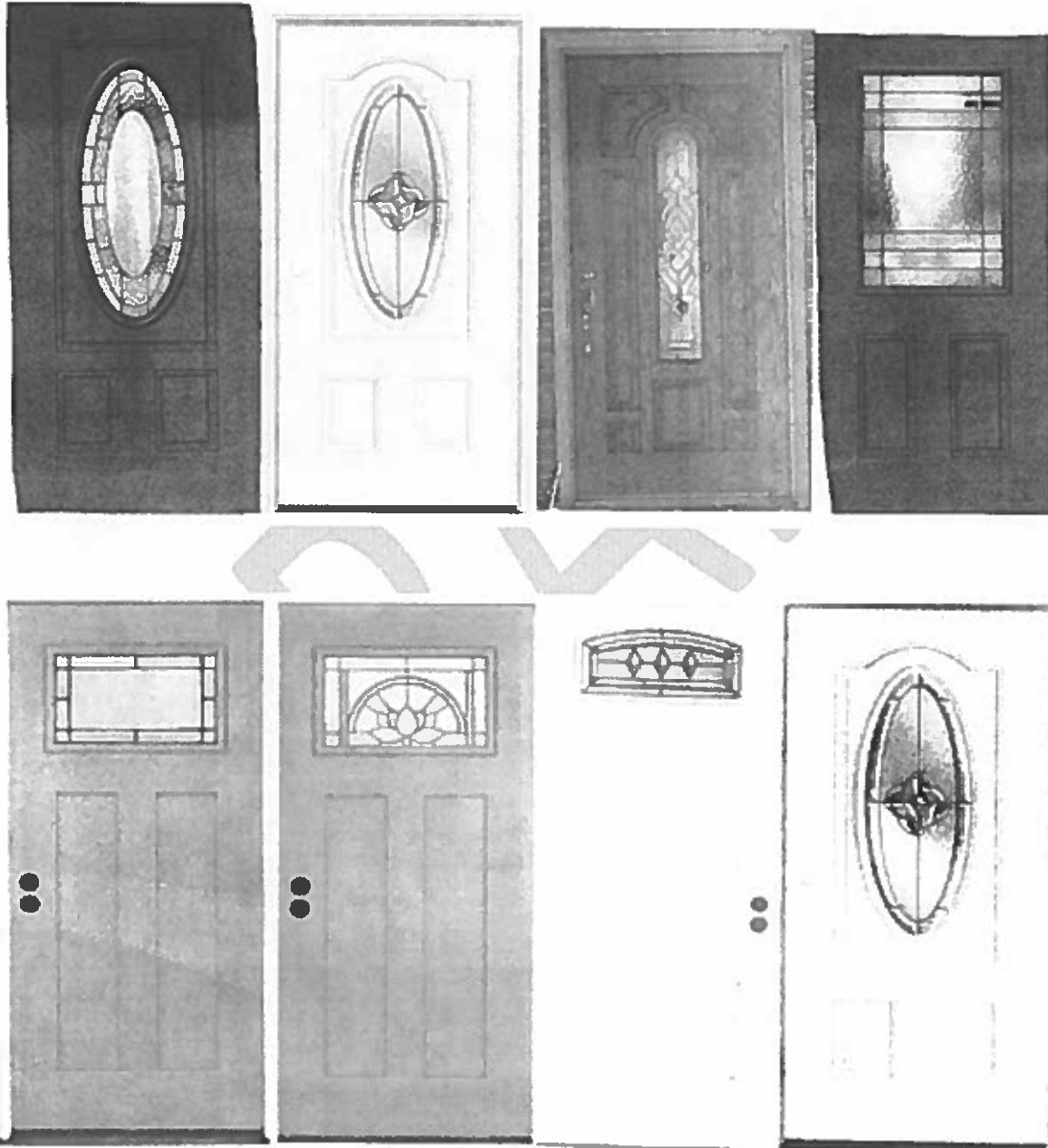
LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. 3_6

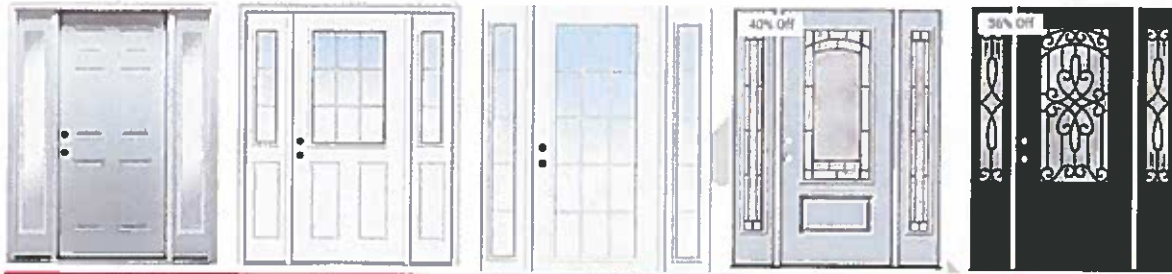
PERMIT REQUIRED

Page 2 of 4

Trustee Approved: July 3, 2013



SIDELIGHT SAMPLES:



COMPONENTS

Replacement doors are purchased as kits, which typically include a door panel, frame, weather stripping, sill, and hinges. (The Door handle and deadbolt are usually sold separately.)

Slab door replacements are not allowed (that is, replacement doors without frames).

Acceptable products include Jeld-Wen, Stanley Steel Exteriors, and Benchmark by Therma Tru, Masonite, or equivalent brands.

The panel must be either steel-faced or fiberglass.

COLOR:

All colors are Sherwin-Williams Exterior Paint, Satin Finish. **All approved colors can be found in the Resident Handbook, page 35.**

To see the actual color, the resident can either go to the Maintenance Office or directly to a Sherwin-Williams outlet store.

A separate permit is required when a unit owner desires to change the door or (style) and/or color of any unit in Leisure Village West.

The unit owner may paint the door(s) personally or contract with an association-approved painter.

The approved painter will be responsible for disposing of all paint and solvent containers according to all local, state, and federal environmental laws and regulations.

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. **3_6**

PERMIT REQUIRED

Page 4 of 4

Trustee Approved: July 3, 2013

INSTALLATION

The Association requires installation by a professional contractor registered with the Division of Consumer Affairs. The contractor must furnish the Association with a current certificate of insurance before the resident can apply for a permit and before work can begin.

The contractor will be responsible for the daily cleanup and removal of all materials, equipment, and debris from LVW at the end of the day. **NO EXCEPTIONS**

The resident must notify the Permits and Inspection Division volunteer (whose name and phone number are shown on the permit) when the installation is completed.

TERMS & CONDITIONS

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

Trustee Approved: July 3, 2013
Amended: April 19, 2017
Amended: November 21, 2018
Amended: PENDING