

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, JANUARY 3, 2024 at 1:00 PM WILLOW HALL

Board Meetings are an important part of running an HOA, 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. 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 December 6, 2023 minutes.
3. Motion to approve the revisions to Specification 3_12, "To Install Back Door Awnings".
4. Motion to approve the revisions to Specification 3_5, "To Install/Replace Storm Doors With or Without Retractable Screen".
5. Motion to approve the revisions to Specification 2_1, "Portico Enclosures".
6. Motion to approve Specification 2_10a, "Window Modification - Garden Window".
7. Motion to approve Specification 2_10b, "Window Modification - Double Hung Windows".

PRESENTATION OF REPORTS:

I. COMMITTEE REPORTS

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

II. RECREATION REPORT

(Mary Lighthipe)

III. COMMUNITY MANAGER'S REPORT

(Jim Snyder)

UNFINISHED BUSINESS

1. Revisions to "Terms and Conditions" for Architectural Specifications; Architectural Committee reviewing

NEW BUSINESS

The Audit meeting will be held on January 24, 2024 at 7:00 PM in the auditorium at Willow Hall. The next open Board meeting will be held on Wednesday, February 7, 2024 at 1:00 PM in the auditorium at Willow Hall.

- ADJOURN OPEN MEETING

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, JANUARY 3, 2024 at 1:00 PM WILLOW HALL

RESIDENT COMMENTS 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 7:00 PM by Board President, Fay Weinstein with the Pledge of Allegiance.

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

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

ITEMS VOTED ON:

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 September 6, 2023 minutes. C. Lupo seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

W. Steinman moved to approve the revisions to the Rules Governing Clubs and Groups. S. Leslierandal seconded. There was no discussion and a vote was called. All were in favor. Motion carried.

A.DAMato moved to approve the revisions to the Election Signs Policy. W. Steinman seconded. There was no discussion and a vote was called. All were in favor. 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.

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

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

The Board announced the approval of Linda Miller and PaulaAnn Fazio-Escudero as members to the Administration Committee.

M. Lighthipe gave a report for Recreation.

COMMUNITY MANAGER'S REPORT: (J. Snyder)

Trash collection for the Thanksgiving Day holiday was successful. There will be two dumpsters available near the Maintenance yard. Residents are reminded to only dump household garbage; no bulk items are permitted.

Holiday parking for visitors will be available for the Christmas holiday. Parking will be permitted overnight on the street for visitors with a permit from December 22nd thru December 26th. Residents may obtain a visitor parking permit beginning December 20th.

(There was a brief break in the meeting from 7:16 PM to 7:19 PM due to audio issues for the recording of the meeting)

There will be a **Gate Guard** at Route 37 for the following holidays; Thanksgiving Day, Christmas Day, and Mother's Day. There were 156 guests that entered thru the Route 37 gate on the Thanksgiving Day holiday.

The materials for the **Bocce Courts** and the **Encore Structure** have been ordered and work will continue on the projects.

Leaf pickup will continue and is a longer process lawn cutting.

There was a PowerPoint Presentation regarding **Power Outages**. On December 1st, Management met with three representatives from JCP&L to discuss the reoccurring power outages within the community. Being that our Power infrastructure is underground makes it more difficult to determine if an underground wire is failing. The Association has been told that in most cases, if they have a failed underground wire or a bad transformer, they are now replacing transformers and wires instead of just making a repair. Although this practice is good, it may lead to longer repair times. The Association has also been told that it is important that residents report the outage to JCP&L and not just rely on others to do so. If they just get a call or two about an outage, they may not know the extent of the outage. The more that call allows them to understand the scope of the outage. The larger the outage the quicker the response. In the very near future, the smart meters will be able to alert JCP&L about the extent of the outages. JCP&L is hoping for approval from the BPU that will increase funding to JCP&L to allow them to upgrade failing infrastructures.

The Board is considering their position on allowing **Whole House Generators**. This has been sent to the Architectural Committee to research and report back to the Board for final decision.

There was no unfinished business.

NEW BUSINESS:

1. Revisions to Specification 3_12, "To Install Back Door Awnings" was presented as attached to the agenda. The Board will vote on this at the next open Board meeting on January 3, 2024.
2. Revisions to Specification 3_5, "To Install/Replace Storm Doors With or Without Retractable Screen" was presented as attached to the agenda. The Board will vote on this at the next open Board meeting on January 3, 2024.
3. Revisions to Specification 2_1, "Portico Enclosures" was presented as attached to the agenda. The Board will vote on this at the next open Board meeting on January 3, 2024.
4. Specification 2_10a, "Window Modification – Garden Window" was presented as attached to the agenda. The Board will vote on this at the next open Board meeting on January 3, 2024.
5. Specification 2_10b, "Window Modification – Double Hung Windows" was presented as attached to the agenda. The Board will vote on this at the next open Board meeting on January 3, 2024.
- The Terms and Conditions for the above Specifications will be redrafted and presented again at the next open Board meeting on January 3, 2024.

There will be a vacancy in the commercial space and the Board of Trustees will be doing a study to see if a convenient store will be feasible. Residents interested in the research may write a letter of interest to Associaton@lvwa.net.

The next open Board meeting will be held on Wednesday, January 3, 2024 at 1:00 PM in the auditorium at Willow Hall. The Audit meeting will be held on January 24, 2024 at 7:00 PM in the auditorium at Willow Hall.

There being no further business, the Board meeting adjourned at approximately 7:38 PM.

Samantha Bowker
Administrative Assistant

Steven Leslierandal
Board Secretary

Approved: PENDING

**SPECIFICATION TO INSTALL BACK DOOR AWNINGS
AND/OR ANY SUBSEQUENT REPAIRS OR REPLACEMENT**

GENERAL

Awnings are fixed (NOT retractable) and can ONLY be installed over the back door of a unit. If the back door is a double slider or a door with sides, the awning may be installed over the entire double door. Note that no gas, propane, or charcoal grill shall be used under the back door awning.

LVW permit is required. Tenants must have written approval from owner. The responsibility of the installation, maintenance, and removal of the awning is that of the unit owner or subsequent owner and not the Leisure Village West Association. The awning must be maintained regularly and replaced or removed when damaged or aged beyond its life cycle.

MATERIALS and COLOR

Awning must be fixed white aluminum with white metal. See sample below:



INSTALLATION

Back door mounted installations ONLY. A diagram with the location should be submitted when applying for the permit. The back door awning must be installed by an insured contractor per the manufacturer's awning installation instructions.

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

INSTALLER

Since improper choice of product or improper installation can result in structural damage to a unit and neighboring units, the Association requires all back door awnings to be installed by professional contractors. Back door awning installation must be made by a 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.

TERMS & CONDITIONS

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

THE UNIT OWNER IS RESPONSIBLE FOR THE REPAIR OF DAMAGE TO THE ROOF OR OUTSIDE STRUCTURAL COMPONENTS SUCH AS FASCIA BOARDS AND GUTTERS OF THE UNIT OR ANY NEIGHBORING UNIT RESULTING FROM WIND-DRIVEN UNCONTROLLED MOVEMENT OF AN AWNING ATTACHED TO THE UNIT.

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 or white.

STYLE – STORM DOOR

Acceptable door styles include: full or partial view, self-storing or removable glass panel, ~~full or partial view jalousie~~. 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 ~~t~~The storm door or retractable screen installation must 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 ~~Physical Plant Division~~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.

Approved: 10/3/08

Revised: 5/1/19

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. **2_1**

SPECIFICATION FOR PORTICO ENCLOSURES

THIS MODIFICATION IS PERMITTED ONLY IN THE FOLLOWING MODELS:
(2008) REQUIRES MANCHESTER PERMIT

<u>MODEL</u>	<u>Approx. Portico Dimensions</u>
Blair	18'-9" x 4'-9"
Oxford	18'-6" x 6'-5"
Stratford	9'-7" x 6'-5"
Wheaton	20'-6" x 4'-6"
Roxy	16'-6" x 5'-7" Offset 8'-3"
Savoy	14'-9" x 14'-0"
Ritz	17'-7" x 5'-3"
Pickford (Plan A or B only)	13'-2" x 7'-6" (existing portico roof)
Waldorf	11'-9" x 7'-7"
Waldorf Patio door recess	9'-6" x 2'-7" Option B only

SPECIFICATION

OPTION A: Screen and Glass Portico Enclosure

1. Prefabricated and baked enamel prefinished aluminum or composite material with solid core panels and frames: Armaclad or equivalent manufacture. May be sliding removable glass panels with fixed screens, or lift-out interchangeable glass and screen panels, the glass panels fitted with suitable weather-stripping. A minimum 18" high fixed cored aluminum or composite material kickplate must be provided. Sheet plastic in lieu of glass is not permitted, and jalousie type glass is not permitted.
2. Installation to be between posts and at least 3" in from edge of floor slab and securely fastened to posts, slab, and header. Door should swing out and be equipped with self-closer.
3. Color shall match that of the trim, or white.

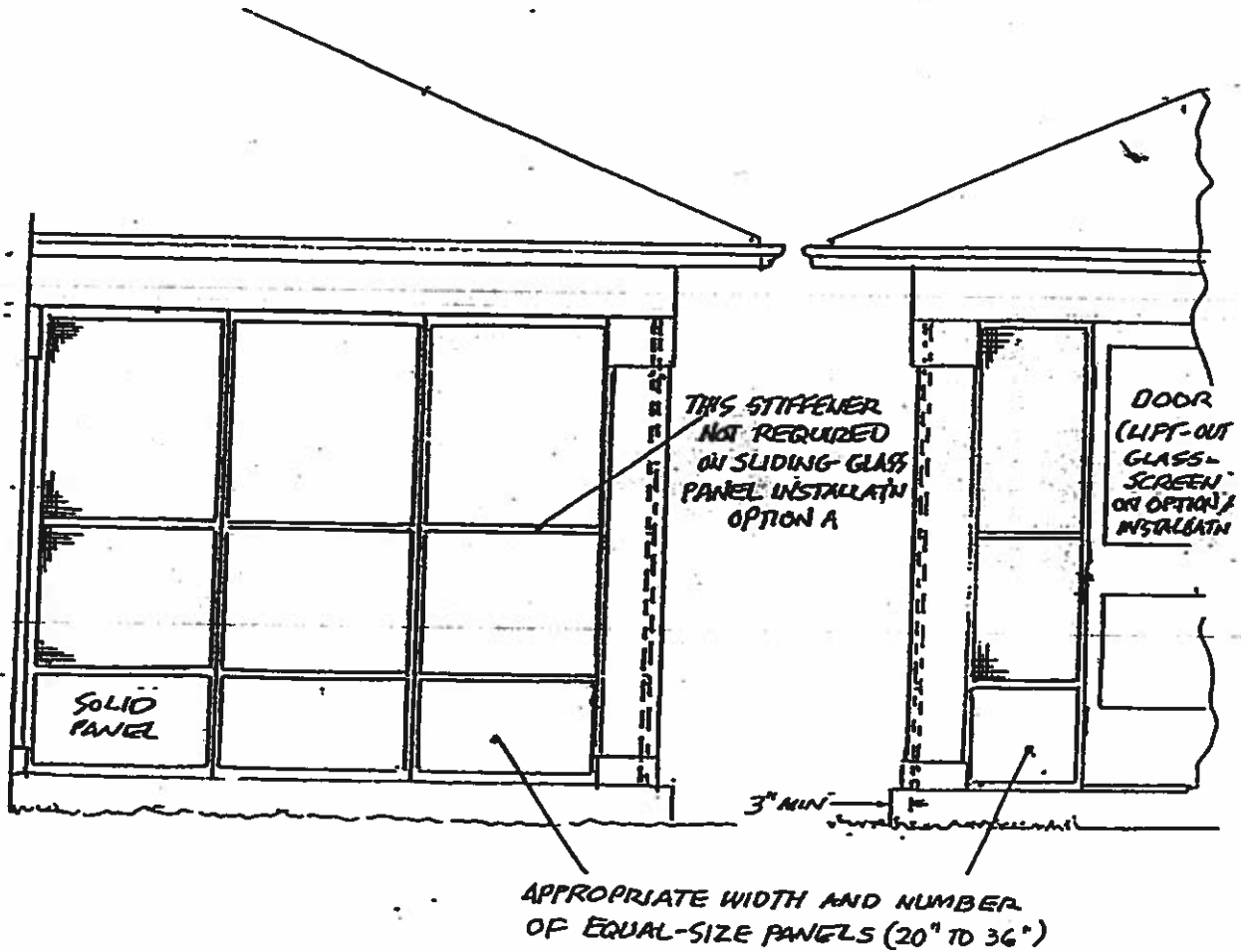
OPTION B: Screens Only Portico Enclosure

1. May be prefabricated, as Armaclad or equivalent, or may be on-job assembled from stock materials, but must be aluminum panels and 1" w x 2" d frames with solid cores, with minimum 18" high kickplate, and a stiffening horizontal member approximately centered vertically across the screened area of each frame and the door.
2. Installation and color same as Option A.

RESPONSIBILITY FOR MAINTENANCE AND REPAIR OF THE ENCLOSURE IS THAT OF THE UNIT OWNER OR SUBSEQUENT OWNER AND NOT THE LEISURE VILLAGE WEST ASSOCIATION.

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION FOR PORTICO ENCLOSURES



PERMIT REQUIRED

Page 1 of 2

Trustee Approved:

Date:

WINDOW MODIFICATION GARDEN WINDOW MODIFICATIONS

NOTE: ENCORE MODELS (Victoria, Pickford, Waldorf, Ritz, Savoy, Roxy) also require Specification 2_9 (SPECIFICATION FOR INSTALLATION OF NEW CONSTRUCTION WINDOWS)

NOTE: All other models also require Specification 2_2

Color

The specification is planned to preserve uniformity of color and style for units under one roof and for individual models within different sections of the Village. As a rule, new construction must match the windows being replaced and maintain the exterior 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 be matching either all with grids or all without.

Garden Windows

Garden windows are a 90-degree box shape, typically with the picture window in the center and casement windows on the sides having glass shelves.

Application for Permit to install improvements with drawing must conform to the LVW Association Rules and Regulations

A permit for this improvement must be obtained from the LEISURE VILLAGE WEST ASSOCIATION and installation must conform to the New Jersey Uniform Construction Code.

Garden windows may be replaced by single or double hung sash windows with grids to match the existing windows of the unit in color and style. See more details in Specification 2_2 or Specification 2_9 (Encore units)

Garden windows also may be replaced by bow windows. An illustration of the bow window must be included. See sample below -- roofing materials must match existing roof. Window must also be sized for the original garden window opening.

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

**SPECIFICATION NO. 2_10A
WINDOW MODIFICATIONS**

PERMIT REQUIRED

Page 2 of 2

Trustee Approved:

Date:



See additional details in Specification 2_2 or Specification 2_9 (Encore units)

DIMENSION & INSTALLATION

The installation guidelines must be observed – see more details in Specification 2_2 or Specification 2_9 (Encore models)

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

INSTALLER

Window installation must be made by a 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.

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.

PERMIT REQUIRED

Page 1 of 2

Trustee Approved:

Date:

WINDOW MODIFICATIONS DOUBLE HUNG WINDOW MODIFICATIONS

NOTE: Also requires Specification 2_2

Color

The specification is planned to preserve uniformity of color and style for units under one roof and for individual models within different sections of the Village. As a rule, new construction must match the windows being replaced and maintain the exterior 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 be matching either all with grids or all without.

Double Hung Window Replacement with Sliders

Application for Permit to install improvements with drawing must conform to the LVW Rules and Regulations

A permit for this improvement must be obtained from the LEISURE VILLAGE WEST ASSOCIATION and installation must conform to the New Jersey Uniform Construction Code.

Double hung windows including units with a triple set of double hung windows may be replaced by slider windows with or without grids to match the existing windows of the unit in color and style. The windows must be sized to the original window opening. See more details in Specification 2_2

DIMENSION & INSTALLATION

The installation guidelines must be observed – see more details in Specification 2_.

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

INSTALLER

Window installation must be made by a 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.

TERMS & CONDITIONS

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