

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, FEBRUARY 5, 2025 at 1:00 PM WILLOW HALL

Board Meetings are essential to running an Association, so keeping them as efficient and productive as possible is vital! 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 January 8, 2025 minutes.
3. Motion to approve the purchase of multifunction printers for the Association office and Willow Hall from TGI Office Automation for \$20,293.94. The funds to meet this expense will be provided by account #3150 - Property Fund/Equipment Replacement. The unaudited balance for this account as of 11/30/24 is \$1,239,834.75.
4. Motion to approve the revisions to Architectural Specification 2_10A, "Window Modifications - Double Hung Window to Slider Modification."
5. Motion to approve new Architectural Specification 2_10B, "Window Modifications - Double Hung to Picture Window Modification."
6. Motion to approve the revisions to Architectural Specification 6_2, "Installation of Roof Ventilating Fan - Electric or Solar."

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)

UNFINISHED BUSINESS

1. Verizon FIOS

NEW BUSINESS

1. Revisions to Resolution Relating to Election Procedures
2. Election Services

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, FEBRUARY 5, 2025 at 1:00 PM WILLOW HALL

The next open Board meeting will take place on Wednesday, March 5, 2025, at 7:00 PM, in the auditorium of 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 1:00 PM, followed by the Pledge of Allegiance.

Roll Call:

PRESENT: Trustees:

- President: Ivan Gilbert
- Vice President: Al DAmato
- Treasurer: Louis Maiocco
- Secretary: Joyce Carmody
- Assistant Treasurer: Steven Leslierandal
- Trustee: Wayne Steinman
- Assistant Secretary: Fay Weinstein

Management Staff:

- Community Manager: Jim Snyder
- Accounting Administrator: Michelle Lampard

ITEMS VOTED ON: *(Continued in Community Manager's Report)*

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

F. Weinstein moved to approve the December 4, 2024, minutes. S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor, and the motion carried.

W. Steinman moved to approve the revisions to Architectural Specification 3_2 "Replace Garage Doors." S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor, and the motion carried.

S. Leslierandal moved to approve the revisions to the Policy for "Open Houses" as amended. W. Steinman seconded. There was no discussion, and a vote was called. All were in favor, and the motion carried.

L. Maiocco moved to approve the revisions to Architectural Specification 2_5 "Installation of Garden Window – Kitchen Window Only." S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor, and the motion carried.

A. Damato moved to approve the revisions to Architectural Specification 3_6, "Replace Front or Rear Doors." W. Steinman seconded. There was no discussion, and a vote was called. All were in favor, and the motion carried.

PRESENTATION OF REPORTS:

I. COMMITTEE REPORTS:

- Barbara Owens, Chairperson, gave a report for the Architectural Committee.
- There was no 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.

II. M. Lighthipe gave a report for the Recreation Department.

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

- In October 2020, a memo was presented to the Board of Trustees indicating that four trucks had reached their replacement lives and needed replacement. Management proposed to only replace one of the four trucks at that time and defer the replacement of the remaining three to a later date. It is time to replace two of these trucks; one is currently out of service. Trucks 506 and 519, which were purchased in 2008, require replacement. Based on the replacement cost, only one truck can be replaced now. Since it was decided not to replace the trucks early and only replace the truck beds, a purchase can be made for a chassis only and utilize the previously purchased dump bodies. Management sent nine dealers a Request for Proposal (RFP) for pricing.

Vendor	Truck Type	Body	Year	Cost	Notes
Liccardi Ford	F-350SD	Chassis Only	2024	\$	Out-the-door cost
Liccardi Ford	F-550SD	Chassis Only	2024	\$	Plus, tax and fees
Liccardi Ford	F-550SD	Chassis Only	2024	\$	Plus, tax and fees
Liccardi Ford	F-550SD	Chassis Only	2024	\$	Plus, tax and fees
Liccardi Ford	F-350SD	Dump	2024	\$	Plus, tax and fees
Miller Ford	F-350SD	Dump	2024	\$	Plus, tax and fees
Miller Ford	F-350SD	Dump	2023	\$	Out-the-door cost
All- American	F-350SD	Dump	2023	\$	Out-the-door cost
Celebrity Ford	Awaiting quotes				
Larsen Ford	Awaiting quotes				
Lester Glenn	Awaiting quotes				
Causeway	Awaiting quotes				
George Wall	Awaiting quotes				
Freehold Ford	Awaiting quotes				

Based on pricing and availability, it is suggested that one Ford F-350 chassis only be purchased from Liccardi Ford for a total cost of \$60,496.69. The funds to meet this expense will be provided by account # 3150—Property Fund/Equipment Replacement. *A. DAmato moved to approve the purchase of one Ford F-350 Chassis from Liccardi Ford for \$60,496.69. The funds to meet this expense will be provided by account #3150 – Property Fund/Equipment Replacement.*

- The multifunction copier at the Association is up for replacement. It is over 10 years old and is at the manufacturer's end-of-life cycle for parts and support. The copier at Recreation is at the end of a five-year lease. Management bid and received quotes for updating these machines with either a new lease option or a cash purchase. After considerable negotiations and a review of the bids, it was determined that the cash purchase from Stewart Business Systems was the best solution.

Equipment	Brand/Model	Price
Multifunction Printer - Association	XEROX EC8057H2	\$10,666.46
Multifunction Printer - Recreation	XEROX EC8057H2	\$9,045.22

Management recommends purchasing multifunction printers for the Association office and Willow Hall from Stewart Business Systems Inc. for \$21,017.58. The funds to meet this expense will be provided by account #3150—Property Fund/Equipment Replacement. The Board will vote on this at the next open Board meeting on February 5, 2025.

- H. Height announced that the visitor management program is transitioning from FRONTSTEPS to Dwelling Live. Manchester Township students will be available at Willow Hall on Monday, January 13th, from 11:30 AM to 1:00 PM to assist residents in registering for the new app.
- Residents are reminded to remove their hose bibs from the units to prevent water breaks.
- It is crucial that all units must complete the HOPA forms and turn them into the Association office.
- The Association has received the first draft of the reserve study, which Management and the Board are reviewing.
- The snow-clearing operation begins when two inches of snow are on the ground. Brine is applied to the roads in anticipation of an upcoming storm. The process prioritizes main roads first, followed by secondary roads, driveways, and single-entry units (those without garages). Sidewalks will be cleared throughout the village once these areas are addressed and time allows.
- The gas line for the fireplace in Willow Hall will be completed tomorrow.
- The Board finds that the one-call system is a very effective way to communicate with residents. *F. Weinstein moved to require every unit to be included in the one-call system for telephone and emails. W. Steinman seconded. There was no discussion, and a vote was called. All were in favor, and the motion carried.*
- Residents are reminded that recycling cans must have a locking lid.
- Management is seeking to hire a new Grounds Manager after the previous manager resigned.

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

- The Association is looking to become more environmentally friendly and go paperless as much as possible to save costs.
- If you are a registered resident of the Association and do not have a resident access swipe card, please visit the Association office to obtain access to the community buildings.
- The Board agreed to reappoint Mary Louise Doner as Chairperson of the Election Committee.
- Residents are required to remove holiday decorations within ten days following the holiday.

THERE WAS NO UNFINISHED BUSINESS.

NEW BUSINESS:

1. Revisions to Architectural Specification 2_10A, "Window Modifications – Double Hung Window to Slider Modification," were presented as attached to the agenda. The Board will vote on this at the next open Board meeting on February 5, 2025.
2. A new Architectural Specification 2_10B, "Window Modifications – Double Hung to Picture Window Modification," was presented as attached to the agenda. The Board will vote on this at the next open Board meeting on February 5, 2025.
3. Revisions to Architectural Specification 6_2, "Installation of Roof Ventilating Fan – Electric or Solar," were presented as attached to the agenda. The Board will vote on this at the next open Board meeting on February 5, 2025.

The Audit meeting is scheduled for Wednesday, January 15, 2025, at 1:00 PM in the auditorium of Willow Hall. Additionally, the next open Board meeting will take place on Wednesday, February 5, 2025, at 1:00 PM, also in the auditorium of Willow Hall.

There being no further business, the Board meeting adjourned at approximately 1:52 PM.

Samantha Bowker
Administrative Assistant

Joy Carmody
Board Secretary

Approved: PENDING

DRAFT

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Howard Height

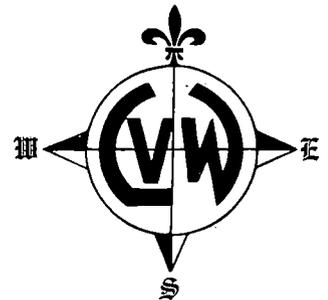
Date: January 14, 2025

Re: Copier Replacements – Association, and Recreation

The multi-function copier at the Association is up for replacement. It is over 10 years old and is at the manufacturers end-of-life cycle for parts and support. The copier at Recreation is at the end of a five-year lease. We have gone out to bid and received quotes for updating these machines with either a new lease option or a cash purchase. The offers and terms for the bids received are displayed on the attached spreadsheet. After considerable negotiations and review of the bids, we have determined that the cash purchase from TGI Office Automation is the best solution. Their offer is shown below:

Equipment	Brand / Model	Price
Multifunction Printer - Recreation	HP 87760Z	\$10,033.00
Multifunction Printer - Association	HP E73130Z	\$9,000.00

We recommend purchasing the above equipment from TGI Office Automation. The cost is \$19,033.00, plus tax \$1,260.94 for a total cost of \$20,293.94 This expense will be charged to account # 3150 – Property Fund – Equip. Replacement



WINDOW MODIFICATIONS
DOUBLE HUNG WINDOW to SLIDER MODIFICATIONS

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.

NOTE: Also requires Specification 2_2 For Encore models: Replacements must be new construction style window with an exterior nailing flange and nailed directly to sheathing and sealed with a rubber membrane. Maintenance must be contacted prior to installation of windows. All trim must be removed and then replaced with Azek.

Color

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 windows being replaced and maintain the exterior trim color. All glass, with the exception of 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 months and reduce the amount you spend on air conditioning. If selecting tinted windows, all windows, per unit side, must be uniform in either clear or tinted glass.

Window Grids.

Double hung Sliding 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 Sliding Windows

Application for Permit to install improvements withdrawing 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-sliding 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**

SPECIFICATION NO. 2 10A

LVW Permit Required

Board Approved: January 3, 2024

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DIMENSION & INSTALLATION

The following installation guidelines must be observed: ~~—see more details in Specification 2_2.~~

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

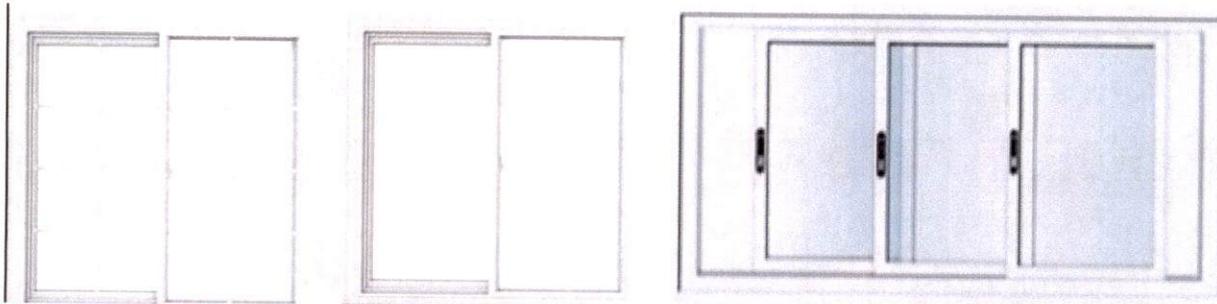
NOTE: ENCORE MODELS ONLY: Roxy, Savoy, Ritz, Waldorf, Pickford, Victoria.

All windows MUST be replaced with New Construction Window. Maintenance must be contacted prior to installation of windows.

INSTALLER

Window installation must be made 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.

SAMPLES



TERMS & CONDITIONS

The resident shall notify the Architectural Committee Volunteer (whose name and phone number are shown on the 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: January 3, 2024

Amended: PENDING

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

TERMS & CONDITIONS

PERTAINING TO THE APPLICATION FOR PERMIT TO INSTALL IMPROVEMENTS

PERMISSION TO INSTALL IMPROVEMENTS SHALL BE LIMITED TO THE ITEMS SPECIFICALLY SET FORTH AND IS GRANTED UPON THE FOLLOWING CONDITIONS, VIOLATIONS OF WHICH SHALL BE GROUNDS FOR RESCINDING OR REVOKING THE PERMISSION GRANTED.

1. The specified improvements must be located as shown on the plan or diagram or specification attached as an essential element of the permit.
2. Any work performed in an owner's unit or on the common area, including foundation planting beds outside the unit, is subject to all State laws, Municipal ordinances, and Association regulations.
3. If any work, installation, or improvement, whether approved or unapproved, causes any damage to any Unit, the General Common Elements, or Limited Common Elements, the Unit Owner(s) associated with **the work improvement shall be solely responsible for the same. By installation of any improvement**, whether approved or unapproved, the Unit Owner(s) agree, for themselves and for their successors and assigns, to indemnify, defend and hold the Association harmless with respect to any claim, damage or any injury to any person or thing related to the improvement and/or the installation, modification, maintenance, use or removal of the improvement.
4. By the execution and acceptance of this permit and its terms and conditions the owner understands that the installation, when completed, and then forming a part of the Common area, will not be insured by the Leisure Village West Association against, any loss or for any Indemnification.
5. The owner acknowledges that the responsibility to repair and maintain said improvement rests solely with the owner and does not and will not be the responsibility of the Leisure Village West Association.
6. All work will be subject to inspection by Leisure Village West Association. The owner together with the contractor or workman will be responsible for any deviations from the approved permit and will be required to make any necessary corrections at the owner's expense.
7. The inspection is for the sole purpose of verifying the owner's compliance with the plans, diagram and/or specifications and is not intended to warrant the quality, correctness or compliance with contracts or codes of any work performed. The Association accepts no liability should the installation be improperly installed or if the installation causes damage to the unit, another unit, or the common elements.
8. Work improvements cannot be performed without approved permits from Leisure Village West Association and proper permits if required for Building, Electrical, Plumbing, etc. from Manchester Township Bureau of Inspections or County and be in compliance with all State laws and municipal ordinances.
9. For the protection of the owner and the Leisure Village West Association, the services must be performed by a licensed contractor with proper insurance coverage, unless otherwise indicated with the Specification.

OWNER - Please keep this for your records

WINDOW MODIFICATIONS
DOUBLE HUNG TO PICTURE WINDOW MODIFICATIONS

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.

NOTE: Also requires Specification 2_2 or Specification 2_9 (Encore windows) For Encore models: Replacements must be new construction style window with an exterior nailing flange and nailed directly to sheathing and sealed with a rubber membrane. Maintenance must be contacted prior to installation of windows. All trim to be removed and then replaced with Azek.

Color

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 windows being replaced and maintain the exterior trim color and glass color. All glass, with the exception of 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 months and reduce the amount you spend on air conditioning. 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 they must follow these guidelines. All windows, per unit side, must match either with grids or all without.

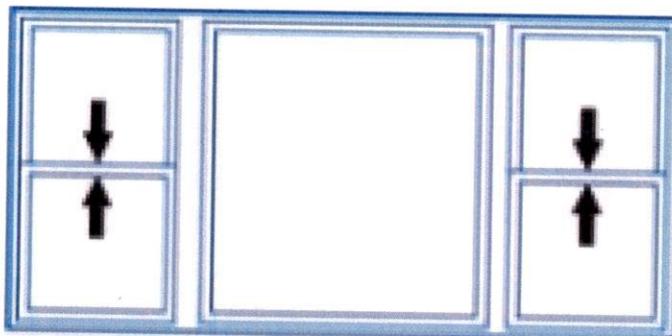
Double Hung Windows Replacement with Picture Window and Side Double Hung's

Application for a Permit to install improvements with a 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.

A picture window may replace a triple set of double-hung windows with side double-hung windows. If the picture window is without grids, then all windows per that side of a unit must also be without grids. The glass color must also be uniform per side of the unit for all windows. The windows must be sized to the original window opening. **See more details in Specification 2_2 or 2_9 (Encore).**

Sample



SPECIFICATION NO. 2 10B

LVW PERMIT REQUIRED

Trustee Approved: PENDING

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DIMENSION & INSTALLATION

The installation following guidelines must be observed

- 1) All sills and heads are to be level, with jambs plumb, and shims used where necessary.
- 2) Squareness of the window unit is to be checked before final anchoring into the wall.
- 3) All voids between jams and framing are to be filled with loose insulation.
- 4) An allowance of 1/4 inch caulking is to be used between the perimeter of the window unit and exterior finish. Caulking application is to be neat and clean.
- 5) Protection of the window opening during construction is required. Also, protect and finish-paint exposed wood trim members 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 -- SA All windows MUST be replaced with New Construction Window. Maintenance must be contacted prior to installation of windows.

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

When the installation is completed, the resident shall notify the Architectural Committee Volunteer (whose name and phone number are shown on the permit).

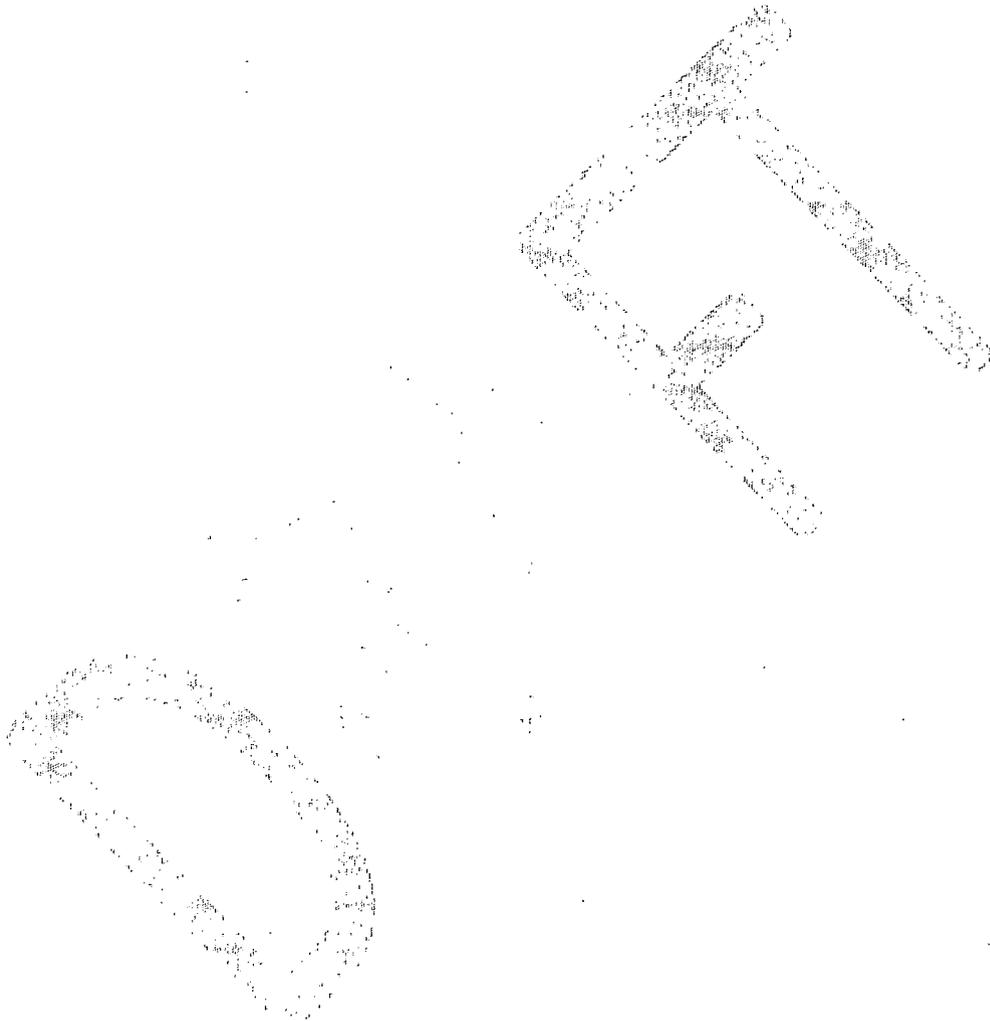
A copy of the TERMS & CONDITIONS, as attached to the resident's permit, applies to all the above.

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: PENDING

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

(T&C) Board Approved: March 6, 2024



**SPECIFICATION FOR INSTALLATION OF ROOF VENTILATING FAN
ELECTRIC or SOLAR**

MANCHESTER PERMIT REQUIRED

GENERAL

Work is to be performed neatly and workmanlike in accordance with generally accepted trade practices. Further, all installations shall comply with all local laws, codes, regulations, and ordinances. The resident or installer shall be protected during installation by insurance relating to property damage, workers' compensation, and public liability.

Your attic ventilator must be located on the rear slope of the roof so that the top of the hood is just below the ridge line and not visible from the front of the house. It must be located as near the house's center as possible.

All wiring must conform to local codes. The fan must operate on 110–120-volt A.C. H-2 (circle) current only. The wiring must be permanent number 14-gauge copper wire or equivalent.

The fan must be equipped with a thermostat that automatically turns the fan on and off at a pre-determined temperature. The thermostat must be located away from the direct airstream caused by the fan and above the ventilator. The wiring must be for automatic and manual operation.

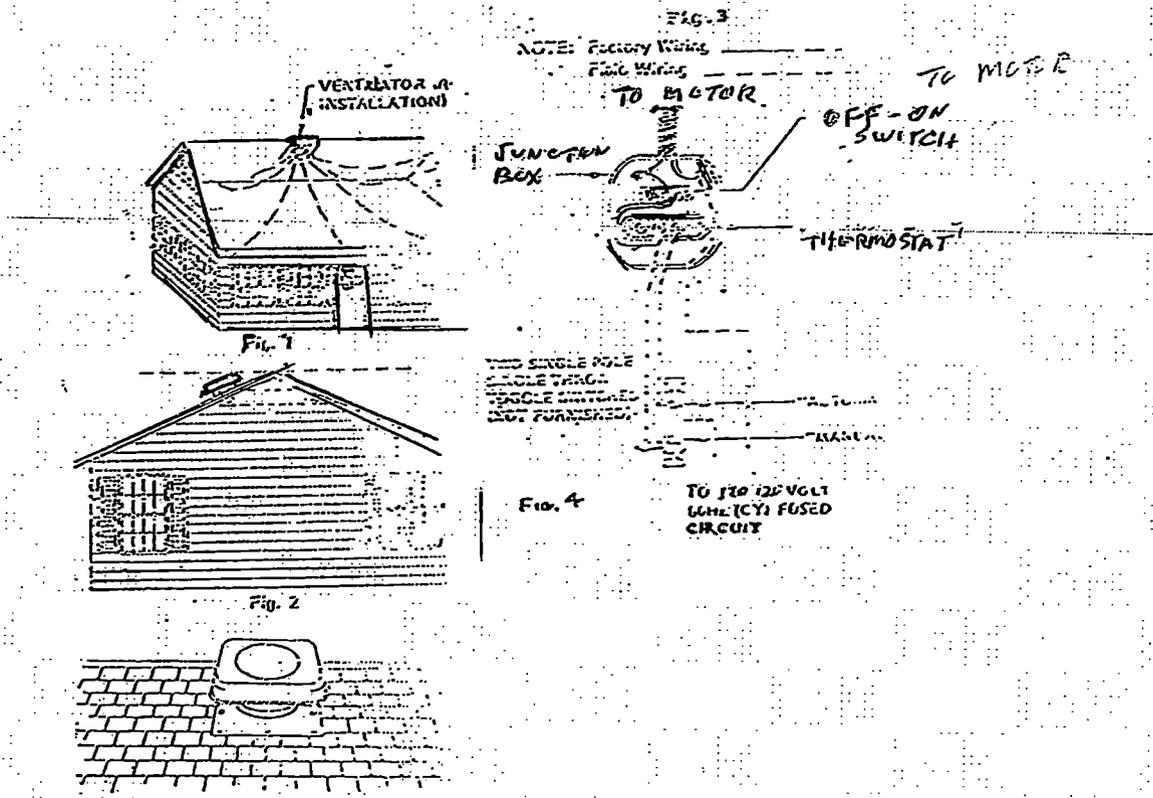
(2008) Fan must be a type equal to the following specifications:

1/10 HP, **1170** CFM (.03 static MVI) 2.7 AMPs, at least 14' diameter. The fan must also be equipped with a sealed bearing motor and requires no oiling or thermal overload protector to automatically shut off the motor when excessive load or strain is placed on it. However, it will come on again as soon as the motor cools down. **THE EXHAUST FAN-UNIT COVER/CAP MUST BE FABRICATED FROM A NON-FERROUS (METAL) MATERIAL (NOT PLASTIC).**

Manchester Township Electrical Bureau Inspection Certificate is required to be submitted to the Association.

The owner or subsequent owner is responsible for maintaining or replacing this improvement, not the Leisure Village West Association.

SPECIFICATION FOR INSTALLATION OF ROOF VENTILATING FAN



SOLAR INSTALLATION

Your attic solar ventilator must be located on the rear slope of the roof so that the top of the hood is just below the ridge line, and not visible from the front of the house. It must be located as near to the center of the house as possible.

Model size is determined by the venting capacity for the size of the unit. It must be an affixed solar panel roof mount which is recommended for residential use. Color (gray, black or bronze) should be consistent to the roof color. The adjustable solar panel should be positioned at various angles to optimal solar exposure on the rear slope of the roof. The unit should have a steel wire screen to keep out critters and debris.

The unit should have a smart thermostat with wide range control of 50-122 °F and an enable/disable feature which allows more freedom to control the fan.

TERMS & CONDITIONS

The resident shall notify the Architectural Committee Volunteer (whose name and phone number are shown on the 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.

WAIVER

DISCLAIMER:

If the roof must be replaced or repaired, the unit owner must sign a waiver.

The unit owner must obtain a contractor to remove and replace the "Roof Ventilating Fan" if desired so as not to void the warranty of the fan installed.

Leisure Village West or its agents will not be responsible for any damage to the "Roof Ventilating Fan" during roof replacement or repair.

Unit Owner Signature

Unit Address

Date: _____

**LEISURE VILLAGE WEST ASSOCIATION, INC.
RESOLUTION
RELATING TO ELECTION PROCEDURES**

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

WHEREAS, the Association was established and exists by certain Master Deeds with attached Bylaws recorded on January 10, 1978, in the Ocean County Clerk's Office in Deed Book 3683 page 51 et. seq., and as amended from time to time (collectively the "Master Deed"); and

WHEREAS, the Association's Master Deeds were amended, consolidated, and recorded on July 30, 2014, in the Ocean County Clerk's Office in Deed Book 15860-page 1840 et. seq.

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

WHEREAS, in July of 2017, the Legislature of the State of New Jersey amended the New Jersey Planned Real Estate Development Full Disclosure Act ("PREDFDA"), N.J.S.A. 45:22A-43 et. seq., establishing new requirements for the elections of the executive boards of common interest residential communities, such as the Association; and

WHEREAS, the Board now wishes to adopt the following election procedures to ensure that the Association's elections comply with new election requirements as set forth in N.J.S.A. 45:22A-45.2 and

NOW, THEREFORE, BE IT RESOLVED THAT:

Annual Meeting

1. The annual meeting of members to elect Trustees shall be held annually on the last business day in August or as otherwise set forth in the Bylaws.

Quorum

2. The presence in person or by special ballot of one-third of the members (898 units) of the Association shall constitute a quorum for the Annual Meeting.

Election Committee

3. The Board of Trustees shall establish an Election Committee annually to assign a team of impartial inspectors to conduct the various duties associated with and required during elections.

Staff Involvement

4. Leisure Village West Association's employed staff shall be strictly limited to administrative and logistical support only in the election process.

Good Standing

5. A member must be in good standing to either run for or be elected to the Board of Trustees.
6. A member shall be in good standing if, and only if, he or she is current in payment of all assessments, fees, and charges; is compliant with a judgment for assessments, fees, and charges; is fully compliant with a settlement agreement for assessments, fees, and charges; or has requested or is participating in ADR or a court proceeding for a dispute over the matter affecting the owner's good standing.
7. At least 30 days prior to the annual meeting, the Administrative Staff will assist the Election Committee in notifying any member who is not in good standing and includes an explanation of why the member is not in good standing. The notice shall state that the resident has the right to contest the determination of good standing via ADR. The members shall be allowed to rectify their standing up to five business days prior to the election date.

Candidacy

8. All unit owners of the Association have the right to nominate themselves or other Association members in good standing for candidacy to serve on the Board.

Call for Nominations

9. On the first business day in June, the Administrative Staff will assist the Election Committee in sending the Secretary of the Board sends the first "Call for Nominations" letter, via U.S. Mail, to all members and to those with voting rights announcing a call for nominations for the position of trustee. Members are advised that they may nominate another member or self-nominate by submitting a document with the printed name, unit address, and phone number of the nominee and, if not a self-nomination, the name, unit address, and phone number of the member making the nomination along with a letter accepting the nomination from the nominee. The announcement shall also contain the following:
 - a. The Annual Meeting date and time;
 - b. A listing of terms available to hold office;
 - c. An invitation to the Candidates' Forum shall be held annually on the third Friday in July;
 - d. Notification that nominees may provide a brief one-page profile and include one photo which will be made available in a separate special bulletin mailed to all members.

10. Nominations must be submitted both to the Board Secretary and to the Election Committee Chair via designated site(s) in the Association Office no later than 4:00 p.m. of the first business day in July. If not self-nominated, a letter accepting the nomination must also be submitted.

Good Standing Status

11. The administrative staff will assist The Election Committee Chair. The Secretary of the Board will verify good standing status of all nominees with the accounting department.
12. Nominee(s) not in good standing will be advised by the Election Chair Secretary of the Board no later than the nomination deadline that they are not in good standing. The Administrative staff will assist the Election Chair by sending a notice that shall include an explanation why the member is not in good standing. The notice shall state that the nominee has the right to contest the determination of good standing via ADR. The nominee shall be allowed to rectify their standing up until five business days before the election date.

Nominated Candidates

13. The Administrative Staff will assist the Election Committee in notifying the membership of Nominated candidates in good standing via LVWA media. Notices will be listed will be posted in alphabetical order by last name as they are received. via LVWA media. by the Secretary of the Board. After such posting, nominees may begin campaign activities. No further updates will be made after the nomination deadline date or after the final slate is posted.
14. The Election Committee shall secure and provide equal space in each recreation hall for candidates to place their campaign material.
15. Candidates shall have equal opportunity to participate in one (1), twenty (20) minute, unmoderated televised event to be made available starting in alphabetical order by last name after the nomination deadline date and all participating candidate's statements have been recorded.
16. The Election Committee shall preside over the preparation of ballots for mailing. The Election Committee shall oversee any ballot production. produce a The ballot will be printed in alphabetical order listing by last name of candidates together with a preaddressed, stamped return envelope addressed to an address as determined by the Election Committee. 959 Buckingham Drive Manchester, NJ 08759. All candidate names shall be listed in the same font, size, and color and shall not indicate which candidates are incumbent board members. The ballot shall contain one write-in line for each open seat, allowing members to vote for write-in candidates. The ballot instructions shall also include a notification that unit owners may revoke voting-eligible tenant proxies up until the last call for votes at the Annual Meeting and state that "The use of the proxy is voluntary on the part of the granting owner. The proxy may be revoked at any time before the proxy holder casts a vote."(strike quotes)

17. The Election Committee shall arrange the Candidates' Forum to be held annually on the third Friday in July and moderated by an independent non-member moderator such as an attorney or former judge. The Election Committee shall coordinate the event with the in-house TV Crew regarding the schedule. During odd years, the forum will be held at night, and during even years, it will be held during the day.
18. The Election Committee shall supervise mailing the proxies and absentee ballots to all members and voting-eligible tenants no later than the Friday following the Candidates' Forum and shall produce a written affirmation to serve as proof of mailing to be read at the Annual Meeting.

Voting

19. All ballots shall be anonymous. Voting members in good standing must complete the ballot by selecting their choices. ~~All ballots shall be anonymous.~~ Once completed, return by U.S. mail in the provided pre-addressed, stamped envelope before the Annual Meeting. A ballot box at the Association Office shall be available during business hours. Members may deliver a ballot in person at the Annual Meeting at the time and place announced for that purpose. Alternatively, the Election Committee may ask the Board to authorize ~~is authorized~~ the hiring of to hire a third party to facilitate the election process. ~~including collecting and tabulating the election ballots.~~

Poll Book

20. The Election Committee Chair shall ask Administrative staff to prepare ~~The Board Secretary shall have prepared~~ a computer-generated listing of all members ~~in good standing~~. This listing shall be used as the Poll Book.
21. Voting members in good standing opting to vote in person may do so at a designated polling place and time to be determined as well as at the Annual Meeting when indicated ~~indicating~~ by the presiding trustee official. ~~before 1:00 PM.~~ Any member wishing to vote ~~and~~ must provide proper ID with name and unit address and sign the Poll Book. ~~at the door.~~
22. From the first ballots received until the Annual Meeting, the Election Committee shall indicate in the Poll Book that a ballot has been received from a unit. The unopened, validated ballots shall be locked in a fireproof cabinet in the street and unit order until the Annual Meeting.
23. The Election Committee shall produce all ballots and Poll Book at the Annual Meeting for final votes to be received.

Annual Meeting

24. The Annual Meeting shall be called to order and presided over by the highest-ranking disinterested trustee officer at the time of the Annual Meeting.
25. The Election Chair shall read into the minutes of the Annual Meeting the statement of verification of ballot mailing.
26. The Officer chairing the meeting shall make a final call for votes and for any revocation of proxies.
27. The Election Chair shall certify that a quorum has been reached. If a quorum cannot be certified, the Chair of the Annual Meeting shall accept a motion to adjourn the meeting for 30 days.

28. If a quorum has been met, the meeting shall be suspended, and the Election Committee shall commence the voting process by opening envelopes containing the ballots and separating the ballots into stacks of fifty (50).
29. The Election Committee inspectors shall start tabulating the votes in public and continue until all votes are counted and tabulated. Members may stay and observe the process but may not interfere with the count. Candidates who receive the highest number of votes shall fill the longest terms available.
30. Once the count is complete, the Chair of the Election Committee shall notify the chair of the Annual Meeting to reconvene and call the meeting back to order.
31. The Election Committee shall certify the final count and announce the results.
32. After the election, the Election Committee shall secure all ballots for two years.

Challenges

33. Challenges are not limited to solely a recount and may be filed for any one of several reasons which are not foreseeable. All challenges must be submitted within seventeen (17) calendar days following the certification of the election. The challenger must send a written notification to the Election Committee Chair at 959 Buckingham Drive, Manchester, NJ 08759, outlining the nature of the challenge. The Election Chair shall notify the Board and Administrative staff of the Challenge. If needed, the Election Chair will seek advice from the Board Attorney on how to proceed and whether the challenge has a "prima facie" basis. To ensure the continued effective management of the Association's operations, it is essential that any challenge be resolved as soon as possible. If applicable and subject to the rules governing the handling of privacy matters, separate and special notices may be furnished to any affected candidate. The Election Committee Chair shall contact the candidate submitting the challenge within two (2) business days of receipt of the challenge notice to discuss a mutually convenient date and time to discuss resolution. Meetings will take place at the Association office. If the challenge involves a recount, the challenging candidate will be limited to no more than three people, including the candidate to be present. Representative(s) from the Election Committee will be present in the room, especially if the challenge involves a recount. A worksheet (sample attached as Appendix A) will be completed to maintain the integrity of the ballots. During a recount, members of the Election Committee will not offer any opinions to the challenger as to how a ballot was adjudicated during the Annual Meeting. If the challenger indicates that they continue to be aggrieved by the election results, the challenger must seek legal remedies with the appropriate courts in the State of New Jersey no later than 30 calendar days from the announcement of the results of the challenge at a public Board meeting.

34. Notwithstanding any of the above, the Election Committee and the Association may exercise all rights and remedies available to it by at-law, in equity, or pursuant to the Governing Documents.

35. Should any provision of this Resolution be deemed invalid, the remaining provisions hereof shall remain in full force and effect.

36. Any provision contained within any previously adopted resolution of the Association that conflicts with any provisions set forth herein shall be deemed void, and this Resolution shall govern.

Revised: June 2, 2021

Revised: xx/xx/xx

Appendix A- Sample Worksheet

Challenged Election- Ballot Recount

Date:	Election Com	Challenger
Attendees		
Time Start		
Time Finished		

Batch No:	Ballots in Batch	Release EC Initials	Return Initials	Total Ballots
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

Date: January 14, 2025

Re: Contracting With MK Elections Services, LLC

Background:

Remark Software, currently licensed to LVW for an annual fee of \$250, has been used to tabulate BOT election results since 2021. However, this software requires the user to make changes in multiple locations, raising concerns about its accuracy. Additionally, the support provided by Remark has not effectively addressed certain anomalies found on some ballots.

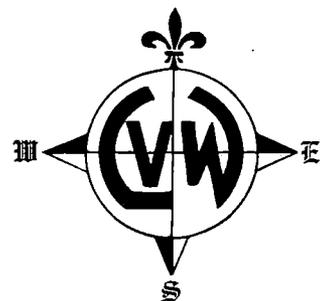
Proposal:

The Election Committee has been exploring alternative election software solutions. After reviewing proposals from three different companies, the Committee recommends that the Board consider awarding a contract to MK Election Services, LLC, for a fee of \$2,500. The proposed services include:

- - MK Elections will handle the ballot tabulation.
- —The LVW Election Committee will print, mail, open, and scan the ballots and transmit the images directly to MK Elections.
- - MK Elections will review and tabulate all ballots, which will be conducted via Zoom, with oversight.

Process:

MK Election Services will design the ballot after the nominations close on July 2, 2025. The Election Committee will then print and mail the ballots to unit owners and log and organize all ballots returned by the unit owners.



The ballots will be transferred to Willow Hall on the day of the Annual Meeting, which is scheduled for August 29, 2025. Provided that a quorum is met, the Election Committee will open and scan the ballots in the format designated by MK Elections. The scanned images will then be electronically transmitted to MK Elections during the Annual Meeting.

MK Elections will join the meeting via Zoom, broadcast on Channel 974, and will begin tabulating the results from the scanned ballots. The Election Committee will review any questionable ballots to determine their validity.

New Requirement: PO BOX

In past years, unit owners returned completed ballots to a P.O. Box. Several years ago, this was changed, and ballots are now being returned to the Association Office at 959 Buckingham Drive and initially handled by administrative personnel. The Election Committee is recommending returning to a P.O. Box. The estimated cost for a medium-sized PO Box at the Lakehurst Post Office is approximately \$200 for six months.

If the Board approves the recommendations of the LVW Election Committee, it will be necessary to seek Board approval to contract with ML Elections Services LLC for a fee of \$2,500. Additionally, LVWA approval will be needed to secure a six-month P.O. Box at the Lakehurst Post Office for \$250. These expenses will be charged to the Operating account.