

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, MARCH 5, 2025 at 7:00 PM WILLOW HALL

3Board 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 February 5, 2025 minutes.
3. Motion to contract with LandMark Excavation and Site Work for the 2025 Road Paving Project for \$389,337.66. The funds to meet this expense will be provided by account #3290 - Capital Replacement/Roads. The unaudited balance for this account as of 1/31/25 is \$\$1,049,676.00.
4. Motion to contract with Turf Masters for the 2025 lawn cutting and trimming season for \$565,112.50. The funds to meet this expense will be provided by the operating account.
5. Motion to approve the revisions to the Resolution Relating to Election Procedures.
6. Motion to contract with MK Election Services LLC for the 2025-2026 Trustee election for \$2,500.00. The funds to meet this expense will be provided by the operating budget.
7. Motion to secure a six-month P.O. Box at the Lakehurst Post Office for \$250.00. The funds to meet this expense will be provided by the operating budget.

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
2. Reserve Study
3. New Mulch Law

NEW BUSINESS

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, MARCH 5, 2025 at 7:00 PM WILLOW HALL

The next open Board meeting will be held on Wednesday, April 2, 2025, at 1:00 p.m. in Willow Hall's auditorium.

• 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 remain civil, use respectful language, and avoid 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 in person, 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. W. Steinman seconded. A vote was called, and all were in favor. The motion carried.

F. Weinstein moved to approve the January 8, 2025, 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 purchase of multifunction printers for the Association office and Willow Hall from TGI Office Automation for \$20,293.94. Account #3150—Property Fund/Equipment Replacement will provide the funds to meet this expense. A. DAmato 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 2_10A, "Window Modifications—Double Hung Window to Sljder Modification." S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor, and the motion carried.

L. Maiocco moved to approve new Architectural Specification 2_10B, "Window Modifications – Double Hung to Picture Window Modification." W. Steinman 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 Architectural Specification 6_2, "Installation of Roof Ventilating Fan – Electric or Solar." 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:

- Joyce Carmody, Trustee Liaison, gave a report for the Architectural Committee.
- Michael Morizio, Chairperson, gave a report for the Community Services Committee.
- Charles Corvo, Chairperson, gave a report for the Finance Committee.
 - The Board approved Michael Washington as a new member of the Finance Committee.
- Mary Rose McCarthy, Chairperson, gave a report for the Administration Committee.

- The Board approved/reaffirmed members of the Election Committee for 2025: Audrey Adler, Michael Blank, Ted Castiglia, Chuck Corvo, Beverly Craft, Marlene Devaney, Mary Lou Doner, Judith Gannon, Meg Kavazanjian, Ann Koller, Mary Ann Koeppel, JoAnn Laudicino, Diana Misuraca, Rosemary Moran, Anne Niebergall, Joyce Noren, Anne Robustelli, Ellen Truberg, Ruth Wiggins, and Vinell Williams.

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

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

- The 2025 Road Paving project includes paving roads, asphalt parking areas, and asphalt driveways on New Castle Court, Coventry Court, Andover Court, Chesterfield Court, Dartmoor Way, Buxton Lane, and 43-59 Edinburgh Lane. The following bids were received;

Paving Contractor	Asphalt Roads	Asphalt Driveways & Parking Areas	Milling Disposal	Total Cost
Johnson Baron Corp.	\$ 259,615.77	\$ 101,642.80	\$ (88.28)	\$ 361,170.29
LandMark	\$ 279,301.45	\$ 125,086.40	\$ (14,750.19)	\$ 389,637.66
American	\$ 300,027.07	\$ 165,052.88	\$ (176.54)	\$ 464,903.41
Lucas	\$ 365,661.00	\$ 141,988.28	\$ (24,580.00)	\$ 483,069.28
Meco Paving		Did not submit		
L.N. Rothberg Paving		Did not submit		
Earl Asphalt		Did not submit		
Gres Paving		Did not submit		
Stavila Paving		Did not submit		
Easso Paving		Did not submit		
C. J. Hess		Did not submit		
Macchione Paving		Did not submit		
Modern Paving		Did not submit		
Advance Paving		Did not submit		

Although LandMark is not the lowest bidder, the Association's experience with them has been excellent. One significant advantage is that they remove asphalt from the driveways rather than just milling it, which results in a higher-quality finish. If the Board decides to proceed with the 2025 Project, Management recommends awarding the contract to LandMark Excavation & Site Work for \$389,337.66. The funds to meet this expense will be provided by account #3290 – Capital Replacements/Roads. The Board will vote on this at the next open Board meeting on March 5, 2025.

- As the Board is aware, construction of the Club Encore Patio cover has been ongoing for some time now. The project was to construct a cover over the outdoor kitchen and part of the patio. The Association went out to bid for design plans, drawings, and project construction. FWH Engineering prepared the design plans and drawings, while the Accent Group handled the construction. The final drawings and permits were submitted to Manchester Township for approval. During the construction, a few design issues needed to be addressed. These were addressed without additional cost to the Association and only affected the completion time. After Manchester Township came to do the final inspection, the Association was notified that they now required commercial

hoods equipped with a fire suppression system over the outdoor kitchen. The Engineer, Construction Company, or Manchester Township, who have been involved since the project's inception, never mentioned this need to the Association. Management went out to bid for the now-required equipment, and the quotes received are as follows;

Vendor	Item	Cost w/Tax
Atlantic Fire Protection	Fire Suppression System	\$ 5,677.78
Fast Kitchen Hoods	2 Exhaust Hoods	\$ 8,559.12
J&M Air Inc.	2 Exhaust Hoods	\$ 20,058.44

It is recommended that the Association contract with Atlantic Fire Protection for the installation of the Fire Suppression System for \$5,677.78, Fast Kitchen Hoods to install two exhaust hoods for \$8,559.12, Curry Electric to hookup electrical for \$750.00, and Manchester Township permits for \$250.00, totaling the cost of \$15,236.90. The funds to meet this expense will be provided by account #3230 – Capital Replacement/Common Buildings. The board asked the community manager questions. *S. Leslierandal moved to contract with Atlantic Fire Protection for the installation of the Fire Suppression System for \$5,677.78, Fast Kitchen Hoods to install two exhaust hoods for \$8,559.12, Curry Electric to hookup electrical for \$750.00, and Manchester Township permits for \$250.00, totaling cost of \$15,236.90. The funds to meet this expense will be provided by account #3230 – Capital Replacement/Common Buildings. W. Steinman seconded.*

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

The motion carried. (There were questions and comments from the audience)

- J. Snyder presented a PowerPoint detailing the proposal to contract grass-cutting services instead of relying solely on seasonal labor. In recent years, management has encountered significant challenges in attracting and retaining quality seasonal employees, adversely affecting the Grounds Crew's ability to serve the Leisure Village West community effectively.

To enhance service delivery to residents, management recognized the immediate need to change the current approach to cutting, trimming, and maintaining the residential turf areas within the community. A Request for Proposals (RFP) was prepared to solicit bids for contracting the grass-cutting operation as part of this initiative. It is important to note that Leisure Village West Union staff will continue to cut and maintain the Community Buildings, large common areas, golf courses, and gates.

The new plan involves assigning employees to specific areas of responsibility, allowing us to focus more on regions that require daily care. This approach aims to enhance our services' accountability, quality, and efficiency.

Outsourcing grass-cutting services will allow more allocation to better labor resources and better serve the community. This change will improve accountability, quality, and efficiency.

The bids received are as follows.

Landscaping Contractor	Bid Received
Turf Master	\$565,112.50
John's Landscaping	\$631,220.00
On-Site Landscaping	\$933,581.84
Pristine Lawns	Did not submit
Bob Ott Lawns	Did not submit
One-of-a-Kind Landscaping	Did not submit
T&J Landscaping	Did not submit
Down to Earth Landscaping	Did not submit
US Lawns	Did not submit
Cerami Lawn and Landscaping	Did not submit

These costs will be offset by the following: non-hiring of Seasonal employees, including their payroll taxes and unemployment benefits, savings on R&M of cutting and trimming equipment, savings on fuel, and other work-related expenses.

Management recommends contracting with Turf Masters for the 2025 residential grass cutting and trimming for \$565,112.50. The operating budget will provide the funds to meet this expense. The Board will vote on this at the next open Board meeting on March 5, 2025.

- Management is currently obtaining insurance bids for the 2025-2026 period. The existing insurance policy will expire on April 15, 2025. Brokers typically submit bids within 30 days of the policy's expiration.
- Residents are reminded not to enter the gates by following closely behind others.
- The Association has received conflicting information from the DCA, the State, and Manchester Township concerning the new mulching law. Currently, residents who use mulch in their five-foot areas are advised to keep it 18 inches away from any wooden structures. Management will continue to gather information on this matter.
- Hank Kleim, the new Grounds Manager, started last Monday and will be introduced at the upcoming open Board meeting on March 5th.

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

- The Ad Hoc Committee on Fines has created a draft proposal for a Bylaws Amendment to be submitted to the Administration Committee for review and then to the Association Attorney. After the board's final review, a rejection ballot will be sent to the residents.
- F. Weinstein provided an update regarding the Ad Hoc Committee for the Dog Park. A club called "The Leisure Paws Club" was established to raise funds for renovating and expanding the park. The club will also provide services like watching over dogs when their owners are ill. A swipe access entry system will be installed, and anyone wishing to use the park must first register with the Association.
- The Board has established the LVWA Foundation, a 501(c)(3) organization that can accept donations.
- J. Carmody provided an update on the Ad Hoc Committee for landscaping around the Encore patio. They are currently researching various types of plantings.
- The Board is considering hosting "Coffee with the Board" quarterly. There will not be a session in March. The next meeting is scheduled for April 5th.
- The Board will continue to post Maintenance lists.

- At the last open Board meeting, a question was raised about the insurance coverage outlined in the LVW Bylaws. Currently, the Association's insurance policy provides 80% coverage, along with an additional 25% in extended replacement cost (ERC) coverage. The Board plans to continue increasing property limits.
- The Board is continuing the hiring process for a Community Manager and interviewing candidates. They are not looking for a management company.
- The Food Pantry continues to succeed in serving many residents.

UNFINISHED BUSINESS

1. Residents are encouraged to attend an open meeting on February 19, 2025, regarding a competitor's presentation of their offer for bulk service to LVW.

NEW BUSINESS

1. The revisions to the Resolution Relating to Election Procedures were presented as attached to the agenda. The Board will vote on this at the next open Board meeting on March 5, 2025. Remark Software, currently licensed to LVW for an annual fee of \$250.00, 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. 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 \$2,500.00. The funds to meet this expense will be provided by the operating budget. The Board will vote on this at the next open Board meeting on March 5, 2025. The proposed services include the following: MK Election Services will design the ballot after the nominations close. The Election Committee will then print and mail the ballots to unit owners and log and organize all votes returned by the unit owners. MK Elections will handle the ballot tabulation; the LVW Election Committee will scan the ballots and transmit the images directly to MK Elections; and MK Elections will review and tabulate all votes, which will be conducted via Zoom video conference, with oversight. Additionally, the Election Committee is requesting approval to secure a six-month P.O. Box at the Lakehurst Post Office for \$250.00. The funds to meet this expense will be provided by the operating budget. The Board will vote on this at the next open Board meeting on March 5, 2025.

The next open Board meeting will take place on Wednesday, March 5, 2025, at 7:00 PM in the auditorium of Willow Hall.

There being no further business, the Board meeting adjourned at approximately 2:41 PM.

Samantha Bowker
Administrative Assistant

Joy Carmody
Board Secretary

Approved: PENDING

Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

Date: January 23, 2025, revised

Re: Road paving Bids 2025

The 2025 Road Paving project includes paving roads, asphalt parking areas, and asphalt driveways on New Castle Court, Coventry Court, Andover Court, Chesterfield Court, Dartmoor Way, Buxton Lane, and 43-59 Edinburgh Lane.

Paving Contractor	Asphalt Roads	Asphalt Driveways and Parking Areas	Milling Disposal	Total Cost
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Modern paving		Did not Submit		
Advance paving		Did not Submit		

Although LandMark is not the lowest bidder, our experience with them has been excellent. One significant advantage is that they remove asphalt from the driveways rather than just milling it, which results in a higher-quality finish.

If the Board decides to proceed with the 2025 project, we recommend awarding the contract to LandMark Excavation & Site Work for a total cost of \$389,337.66. This expense will be charged to GL #3290 for Capital Replacement Roads.

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Jim Snyder

Date: January 27, 2025

Re: Grass Cutting Contractor vs Seasonal Labor

As the Board is aware, we have encountered considerable challenges in attracting and retaining quality seasonal employees over the past few years. This situation has adversely affected the Grounds Department's ability to serve the community effectively. We are constantly exploring ways to improve our service to the residents of Leisure Village West.

After careful consideration, we have recognized an immediate need to change our approach to cutting, trimming, and blowing off the residential turf areas within the community. To address this need, we have prepared a Request for Proposal (RFP) and solicited bids to evaluate the possibility of contracting out the residential grass-cutting operations. The Leisure Village West Union staff will continue to cut and maintain the Community Buildings, large common areas, golf courses, and gates.

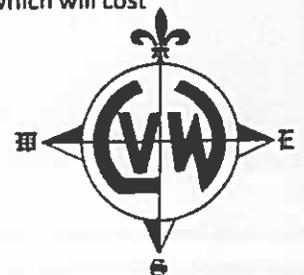
We believe that outsourcing our grass-cutting services will allow us to allocate our labor resources more effectively and better serve the community. This change will improve accountability, quality, and efficiency. We plan to assign employees to specific areas of responsibility, enabling us to focus more on areas that require daily care.

The Bids received for these services are listed below. These costs will be offset by the following: non-hiring of Seasonal employees, including their payroll taxes and unemployment benefits, savings on R&M of cutting and trimming equipment, savings on fuel, and other work-related expenses.

Turf Masters	\$565,112.50
John's Landscaping	\$631,220.00
On-Site Landscaping	\$933,581.84

The Following Contractors were sent an RFP but choose not to bid. Pristine Lawns, Bob Ott Lawns, One-of-a-kind Landscaping, T&J Landscaping, Down to Earth Landscaping and Cerami Lawns.

We recommend contracting with Turf Masters for our 2025 lawn cutting and trimming, which will cost \$565,112.50. This expense will be charged to GL # 7405 Contracted Landscaping.



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**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 and 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 a one-third of the members (898 units) of the Association shall constitute a quorum for the Annual Meeting.

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Election Committee

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

Staff Involvement

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

Good Standing

5. A member must be in good standing to either run for or be elected to the Board of Trustees. In addition, any unit owner or person granted the right to cast a proxy vote on behalf of the unit owner must be in good standing to cast a vote.
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 include an explanation 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 until 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 well as 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 to 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 and the notice that shall includes 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 prior to 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 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 to allow members to vote for write-in candidates. The ballot instructions shall also contain 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)

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17. The Election Committee shall arrange the Candidates' Forum to be annually on the third Friday in July and shall be 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, the forum will be held during the day.
18. The Election Committee shall supervise the mailing of 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 ~~cast anonymous~~ ~~anonymously~~. Voting members in good standing ~~must~~ ~~should~~ complete the ballot by selecting their choices. ~~All ballots shall be anonymous.~~ Once completed, return by U.S. mail in the provided preaddressed, stamped envelope, prior to the Annual Meeting. A ballot box located at the Association Office shall be made 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. Commencing when ballots are first 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 fireproof cabinet in 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.

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28. If a quorum has been met, the meeting shall suspend, 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, continuing 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. The Election Committee, after the election, shall secure all ballots for a period of 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; for example, but not limited to the following: errors in the vote counting process, votes were fraudulently cast, candidates' eligibility to be elected, and voter intimidation. Challenges must be submitted within seventeen (17) calendar days following the certification of the election. The challenger must send 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 as well as Administrative staff of the Challenge. If needed, the Election Chair will seek advice from the Board Attorney as to how to proceed and whether the challenge has a "prima facie" legal basis. Every effort should be made to resolve any challenge as soon as possible, 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 maybe 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

DRAFT

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.

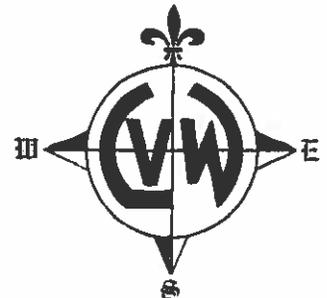
Proposal:

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.