

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, MAY 7, 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 expected to remain civil and use respectful language, avoiding personal attacks. There will be a maximum of two appearances 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 April 2, 2025, minutes.
3. Motion to approve the purchase of (24) 38" square folding card tables from P.R.E. Presales, Inc. for a cost not to exceed \$3,117.72. The funds to meet this expense will be provided by account #3150 - Property Fund. The unaudited balance for this account as of 3/31/25 is \$1,247,778.74.
4. Motion to approve the replacement of 30 driveways, in-house at a cost not to exceed \$43,500.00. The funds to meet this expense will be provided by account #3275 - Capital Replacement/Concrete Driveways. The unaudited balance for this account as of 3/31/25 is \$101,344.90.
5. Motion to contract with Curry Electric Contracting LLC to replace electrical panels at a cost not exceeding \$105,000.00. The funds to meet this expense will be provided by account #3295 - Capital Replacement/Unit Infrastructure. The unaudited balance for this account as of 3/31/25 is \$114,993.95.
6. Motion to approve the Policy regarding "Requests for Variances to Limited Common Areas and Units."
7. Motion to approve the Swimming Pool Rules for 2025.

### PRESENTATION OF REPORTS:

#### I. COMMITTEE REPORTS

- Architectural Committee (Barbara Owens)
  - Approve new members
- Community Services Committee (Anne Niebergall)
- Finance Committee (Chuck Corvo)
  - Approve the new Chairperson
- Administration Committee (Mary Rose McCarthy)

II. RECREATION REPORT (Mary Lighthipe)

III. COMMUNITY MANAGER'S REPORT (Jackie Ascione)

IV. BOARD OF TRUSTEES REPORT (Ivan Gilbert)

### UNFINISHED BUSINESS

1. Bulk TV

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, MAY 7, 2025 at 1:00 PM WILLOW HALL

### NEW BUSINESS

1. New Architectural Specification 1\_4, "Replacing Existing Patios for all Models"
2. Revisions to Architectural Specification 1\_9, "Pressure Treated Wood Decks, Railings, and Privacy Fences, Condo 96"
3. Revisions to Architectural Specification 1\_1, "Landscaping in the Five-Foot Area"
4. Revisions to Architectural Specification 1\_1A, "Replace an Existing Walkway in the Five-Foot Area for the Greenery Models"

*The next open Board meeting will be held on Wednesday, June 4, 2025, at 7:00 p.m. 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 time for debate or cross-examination of 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 be allowed to make a two-minute comment or answer, and the resident will be permitted a one-minute follow-up question.
  - Maximum two times at the podium.
  - If a resident cannot ask questions or comment in person, the Board may be emailed at [bot@lvwa.net](mailto:bot@lvwa.net). Emails will be reviewed at a Board of Trustees workshop meeting. Statements and opinions of village-wide significance will periodically be addressed at an Open Board of Trustees 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

**APPEARANCES:** Senator Carmen Amato Jr., Assemblyman Brian Rumpf, and Assemblyman Greg Myhre from the 9th District delegation were present to discuss various programs, including the three property tax relief programs currently available. They spoke about addressing concerns regarding the excessive rate increases from utility companies, specifically electricity and gas. Handouts with additional information were provided to the audience. The session included questions and comments from attendees. (The speakers left at 1:26 p.m.)

**ITEMS VOTED ON:** *(Continued in New Business)*

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 February 5, 2025, minutes as amended. 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 replacing up to ten (10) cluster mailboxes in-house for a cost not exceeding \$25,000.00. The funds to meet this expense will be provided by account #3230—Capital Replacement/Common Buildings. A. Damato seconded. There was no discussion, and a vote was called. All were in favor, and the motion carried.

A. DAMato moved to renew insurance coverage for LVW with Mitchell Insurance Services, Inc. for 2025-2026 for \$1,753,448.99, including purchasing four (4) additional ten-million-dollar property limits in coverage, increasing the deductible to \$25,000, and accepting a two-year rate endorsement agreement. The funds to meet this expense will be provided by account #8100—Insurance Expense. W. Steinman seconded. Tom Mitchell from Mitchell Insurance Services, Inc. was present to explain further the coverage for LVW and coverage in an HO6 policy. There were questions from the audience. A vote was called. All were in favor, and the motion carried. (T. Mitchell left the meeting at 2:17 p.m.)

L. Maiocco moved to approve in-house siding painting in condos 98 and 99 for \$46,239.92. The funds to meet this expense will be provided by account #3000—Deferred Maintenance/Siding Painting. F. Weinstein seconded. The audience asked questions. A vote was called, and all were in favor. The motion carried.

S. Leslierandal moved to approve All County Exteriors to replace the gutters and leaders on the roofs being replaced this season for \$83,095.00. The funds to meet this expense will be provided by account #3270—Capital Replacement/Roofs. L. Maiocco seconded. There was no discussion, and a vote was called. All were in favor, and the motion carried.

J. Carmody moved to contract with All County Exteriors for the 2025 roofing labor for \$271,130.00. The funds to meet this expense will be provided by account #3270 – Capital Replacement/Roofs. W. Steinman seconded. There was no discussion, and a vote was called. All were in favor, and the motion carried.

F. Weinstein moved to contract with Turf Masters for mowing services for the 2025 season. S. Leslierandal seconded. There was no discussion, and a vote was called.

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

The motion carried.

**UNFINISHED BUSINESS:**

1. Daniel Rush from FWH Associates delivered a PowerPoint presentation on the changes to reserve funding for LVW in accordance with the New Jersey Senate Bill S2760. This bill now requires associations to conduct a professional reserve study within one year of its enactment. There were questions from the audience. (He left the meeting at 2:53 p.m.)

**PRESENTATION OF REPORTS:**

**I. COMMITTEE REPORTS:**

- Barbara Owens, Chairperson, gave a report for the Architectural Committee.
- Anne Niebergall, Chairperson, gave a report for the Community Services Committee.
- Charles Corvo, Chairperson, gave a report for the Finance Committee.
- Mary Rose McCarthy, Chairperson, gave a report for the Administration Committee.
  - The Board approved Bernadette McLaughlin as a member of the Election Committee.
  - The Board reappointed members of the ADR Committee: Ralph Kern, Roberta Klotz, Beverly Craft, Mary Lou Doner, Charles Corvo, Susan Leslierandal, and Janet Ramos.

- II. M. Lighthipe, Recreation Director, gave a report for the Recreation Department.
  - Card tables are due for replacement in the Clubhouses. It has been recommended that the Association purchase larger tables measuring 38" x 38" going forward. Management went out to bid, and the following were received. All bids include shipping and applicable taxes. This size card table is currently on back order by all three companies.

| Product                           | Vendor                       | Cost        |
|-----------------------------------|------------------------------|-------------|
| (24) Folding XL 38x38 card tables | P.R.E. Presales Inc.         | \$3,117.72  |
| (24) Folding XL 38x38 card tables | Amazon                       | unavailable |
| (24) Folding XL 38x38 card tables | Folding Chairs & Tables. Com | \$3,213.62  |

It is recommended to purchase 24 square folding card tables, measuring 38 inches each, from P.R.E. Presales, Inc. for \$3,117.72. The funds to meet this expense will be provided by account #3150 – Property Fund. The Board will vote on this proposal during the next open Board meeting scheduled for May 7, 2025.

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

- Management is requesting approval for the 2025 driveway replacement schedule funding. The 2025 list includes up to 30 cement driveways to be replaced in-house. The funding will cover up to 30 driveways in-house at a cost not exceeding \$43,500.00. The funds to meet this expense will be provided by account #3275—Capital Replacement/Concrete Driveways. The Board will vote on this proposal during the next open Board meeting scheduled for May 7, 2025.
- V. Demeski requests approval to proceed with funding for this year as part of the established electrical panel replacement program. In the 2025 budget, it is expected that 75 additional residential electrical panels will be replaced. The following bids have been received: (permits are included)

| COMPANY                          | PRICE                    | LOCATION                           |
|----------------------------------|--------------------------|------------------------------------|
| Curry Electrical Contracting LLC | \$1,551.00<br>\$1,251.00 | Kitchen Cabinet<br>Other locations |
| M.S. Electric LLC                | \$2,000.00               | All locations                      |
| Tactical Power                   | \$1,744.37               | All locations                      |
| Semper FI Electric               | Did not bid              |                                    |

It is recommended to contract Curry Electric Contracting LLC to replace approximately 75 electrical panels at a cost not exceeding \$105,000.00. The funds to meet this expense will be provided by account #3295—Capital Replacement/Unit Infrastructure. The Board will vote on this proposal during the next open Board meeting scheduled for May 7, 2025.

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

- Coffee with the Board will be held on Saturday, April 5, 2025, in Club Encore. The Community Manager, Building Maintenance Manager, and Architectural Committee will be available to answer any questions.
- The monthly financials will be posted in the monthly LVW magazine and on the website.
- The new Community Manager, Jacqueline Ascione, will begin on April 28, 2025.

**UNFINISHED BUSINESS**

2. J. Snyder presented a PowerPoint comparing Bulk TV and Internet services from Verizon, Xfinity, and Privatel. The audience asked questions. A survey will be sent via email and made available in the Association office.
3. A new Mulch Law takes effect on April 15, 2025. Under the New Jersey Uniform Fire Code, N.J.A.C. 5:70-3, 305.6 landscape materials, residents must have mulch removed at least 18" from any building, structure, deck, porch, or any other portion of the building.

**NEW BUSINESS**

3. The Swimming Pool Rules for 2025 were presented as attached to the agenda. There was some discussion, and revisions to the rules were presented. The Board will vote on this proposal at the next open Board meeting, scheduled for May 7, 2025. The hot tub will open by the end of April.

J. Carmody reminded residents of the rules for what is permitted on your patio and Trellis'.

1. Management was asked to research updating the Bingo equipment at Willow Hall. The current console and display board are over 20 years old and are starting to malfunction. The current President of Bingo was consulted for the Club's input on which equipment would best suit their needs. It was determined that the Capital Bingo Equipment – Envoy Bingo Console with the LED flashboard would best suit their needs. Management reached out to several distributors of Capital

Bingo Equipment products and found that the industry is highly regulated, and only Atlantic Bingo Supply is allowed to sell this equipment in the state of New Jersey. The following is the pricing:

| EQUIPMENT                          | MODEL                             | PRICE       |
|------------------------------------|-----------------------------------|-------------|
| Capital Bingo Equipment console    | Envoy without camera/verification | \$11,782.06 |
| Capital Bingo Equipment cover      | Envoy cover                       | \$586.44    |
| Capital Bingo Equipment flashboard | LED GI 4" flashboard              | \$7,490.41  |

It is recommended to purchase the above equipment from Atlantic Bingo Supply, Inc. for a total cost of \$19,858.91. The funds to meet this expense will be provided by account #3150 – Property Additions. Since the equipment is deteriorating, *F. Weinstein* moved to approve the purchase of the Bingo equipment from Atlantic Bingo Supply Inc. for a total cost of \$19,858.91. The funds to meet this expense will be provided by account #3150 – Property Additions. The Bingo Club will contribute \$5,000 towards this cost and fund the future replacement of the new equipment. *W. Steinman* seconded. There was no discussion, and a vote was called.

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

*The motion carried.*  
*(F. Weinstein left the meeting at 4:05 p.m.)*

2. A new policy regarding "Requests for Variances to Limited Common Areas and Units" was presented as attached to the agenda. The Board will vote on this proposal at the next open Board meeting, scheduled for May 7, 2025.

*I. Gilbert* thanked *Jim Snyder* for all his dedication, hard work, and 42 years of service in LVW. The Board wishes him much success and happiness in his next adventure.

The next open Board meeting will take place on Wednesday, May 7, 2025, at 1:00 PM in the auditorium of Willow Hall.

There being no further business, the Board meeting adjourned at approximately 4:13 PM.

\_\_\_\_\_  
*Samantha Bowker*  
Administrative Assistant

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*Joy Carmody*  
Board Secretary

Approved: PENDING

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees

From: Mary Lighthipe

Date: April 2, 2025

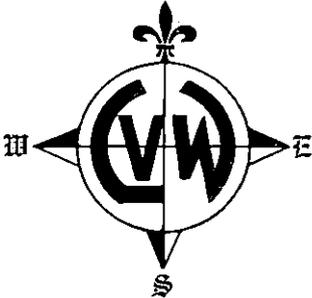
Re: Card Table Purchase

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Card tables are due for replacement our clubhouses. It has been recommended that going forward we purchase larger size tables measuring 38"x38". We have gone out to bid, and the bids received are listed below. All bids include shipping and applicable taxes. This size card table is currently on back order by all three companies.

| Product   | Vendor                      | Cost       |
|---|-----------------------------|------------|
| 24 Folding XL 38x38 card tables (re-stock by mid-June)          | P.R.E. Presales Inc.        | \$3,117.72 |
| 24 Folding XL 38x38 card tables (pricing currently unavailable) | Amazon                      |            |
| 24 Folding XL 38x38 card tables (out of stock)                  | Folding Chairs & Tables.com | \$3,213.62 |

We recommend the purchase of (24) 38" square folding card tables from P.R.E Presales, Inc. for a total cost not to exceed \$3,117.72 This expense will be charged to GL#3150 Property Fund.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## Interoffice Memorandum

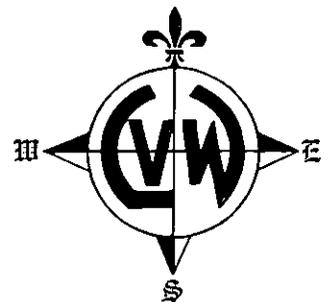
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To: Board of Trustees  
From: Jim Snyder  
Date: March 18, 2025  
Re: 2025 Driveway Replacement Program

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We are requesting approval for the 2025 Driveway Replacement Schedule funding. The 2025 list includes up to 30 cement driveways to be replaced in-house.

The funding to complete up to 30 driveways in-house at a cost not to exceed \$43,500.00 will be charged to GL # 3275 Capital Replacement-Concrete Driveways.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## Interoffice Memorandum

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To: Board of Trustees

From: Victor Demeski

Date: March 27, 2025

Re: 2025 Electrical Panel Replacement Project

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Revised

We are seeking approval to move forward with funding for this year within the adopted electrical panel replacement program. In the budget year 2025, we anticipate replacing 75 additional residential electrical panels.

We went out for bid and received only a couple quotes back.

| COMPANY                        | PRICE          | LOCATION        | PERMIT   |
|--------------------------------|----------------|-----------------|----------|
| CURRY ELECTRIC CONTRACTING LLC | \$1,551.00     | KITCHEN CABINET | INCLUDED |
|                                | \$1,251.00     | OTHER LOCATIONS | INCLUDED |
| M.S. ELECTRIC LLC              | \$2000.00 EACH | ALL LOCATIONS   | INCLUDED |
| TACTICAL POWER                 | \$1,744.37     | ALL LOCATIONS   | INCLUDED |
| SEMPER FI ELECTRIC             | DID NOT BID    |                 |          |

We recommend contracting with Curry Electric Contracting LLC. We are requesting funding not to exceed \$105,000.00 to replace these panels. This expense would be charged to GL # 3295 Cap-Rep.-Unit Infrastructure.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## POLICY REGARDING REQUESTS FOR VARIANCES TO LIMITED COMMON AREAS AND UNITS

**WHEREAS**, the Board of Trustees of Leisure Village West Association is concerned about the general welfare of the residents and members of Leisure Village West and

**WHEREAS**, the Board of Trustees recognizes the need to allow reasonable accommodations for residents with physical disabilities and severe physical limitations and

**WHEREAS**, The Board of Trustees, individually and collectively, have the inherent responsibility to establish, maintain, and perpetuate the general welfare and the efficient lifestyle of the residents who petition the Association for alterations and modifications of limited common areas.

**IT IS NOW THEREFORE**, this \_\_\_\_ day of \_\_\_\_\_, 2025, declared to be the policy of Leisure Village West Association that:

1. A unit owner may request a variance from Association policies, rules, or regulations regarding limited common areas or the façade of a unit, including but not limited to an alteration or modification of a walkway, sidewalk, driveway, curb, windows, or external doorway.
2. The unit owner must submit a written request for a variance to the Community Manager.
3. The request must include documentation by a medical professional of the physical disability or limitation or a demonstration of the **compelling** need the variance would address. It must also provide evidence that the variance is the **sole** way the resident's needs can be accommodated.
4. The request must include details of the change, including renderings prepared by a contractor or architect.
5. The owner(s) agree that they understand and accept the following terms:
  - a. if the variance is approved, the work must be done by the Association or an insured contractor approved by the Association.
  - b. if the variance is approved, the owner is responsible for all costs associated with the work and its maintenance.
  - c. If the variance is approved, the owner will obtain any applicable permits from Manchester Township before an Association permit is issued.
6. The Community Manager will share the request with the appropriate parties for their review and recommendations regarding the proposed change, including whether the work will be done by Association staff or will require an outside contractor.
7. The Community Manager will share the review and recommendations with the owner.
8. If the owner wishes to continue the variance process, the Community Manager will submit the request to the Board of Trustees.
9. The Community Manager will issue the variance if the Board of Trustees approves the request.
10. When the owner presents the Manchester Township permit, the Community Manager will issue the Leisure Village West permit.

Board Approved: PENDING



**LEISURE VILLAGE WEST ASSOCIATION  
SWIMMING POOL RULES  
2025 SEASON**

The official opening is Friday, May 23rd, for the Willow and Encore pools. Both the Willow and Encore pools will remain open until Monday, September 1st. The Willow Pool will remain open for residents only from September 2nd through September 30th.

Signs will be posted, not less than three feet by four feet, and shall be prominently displayed at the entrance to each swimming area, stating: 'No lifeguard will be on duty.' Residents must always accompany guests. Notice to Parent or Guardian – Never Leave Children Unattended. No swimming alone. The Board reserves the right to rescind any rules that are abused.

|                    |                     |  |
|--------------------|---------------------|--|
| <b>POOL HOURS:</b> | <b>Willow Pool</b>  | 11 am to 7 pm Monday – Friday<br>10 am to 7 pm on weekends & holidays  |
|                    | <b>Encore Pool</b>  | 10 am to 8 pm daily<br><i>From July 1st through August 15th, the encore pool will remain open until 9 p.m.</i>   |
|                    | <b>Aquacisers</b>   | 10 am to 11 am Monday through Friday and Monday and Wednesday 7:15 pm to 8:15 pm at Willow Pool only.<br>(NO CLASSES on Holidays or Weekends). Only Aquaciser class members will be admitted during these hours.   |
|                    | <b>Lap Lanes</b>    | Residents must yield to lap lane swimmers in the designated lane.  |
|                    | <b>Adult Guests</b> | 15 Years and Older.<br><b>(Accompanied by a resident limit of 4 per unit)</b><br>Regular pool hours as listed above.   |
|                    | <b>Youth Guests</b> | Under the age of 15 years old.<br><b>(Accompanied by a resident limit of 6 per unit with approval)</b><br>Only diapers specially designed for immersion in water are permitted.<br>10 am to 1 pm at Encore Pool & Pool Area<br>4 pm to 7 pm at Willow Pool & Pool Area |

**Youth guests under 4 years of age are not permitted in either of the pools.** Children in strollers under the age of four will be allowed in the pool area only during children's swim hours.

In the event of the closure of one pool, the youth guest hours at the open pool are as follows: 11 am to 1 pm and 4 pm to 7 pm. The pool attendant will give a 10-minute warning when the children's hours will be ending, and the children must be out by 1 pm at Encore and 7 pm at Willow. Children are not allowed in the pool area at any time other than designated youth hours. Children must always be supervised when in the pool and pool area.

Unsupervised children are prohibited in the pools. Roughhousing and horseplay will not be tolerated.

**POOL ENTRY:** Members must swipe their photo ID badge for verification of member status at the pool gate to obtain admittance to the pool area. Violations of any pool rule will result in the suspension of the resident's privileges.

- GUESTS:** Up to (6) Youth guests, in addition to the (4) Adult guests already allowed per unit, are permitted at the pools with pre-approval from the Association office. Guests **MUST** be accompanied by a **RESIDENT** and remain with guests at all times. Guests will be listed in a daily log.
- ATTIRE:** Proper swim attire must be worn from home to the pool, as the changing area is limited. Cut-off jeans are not allowed in the pool. A cover-up wrap is needed when entering the clubhouses. The Association is not responsible for any damage to bathing suits due to pool chemicals. Street shoes are not allowed in the pool. **DO NOT LEAVE SHOES OR SLIPPERS AT THE POOL STEPS.**
- DIAPERS:** Only diapers specially designed for immersion in water are permitted.
- SAFETY:** **NO DIVING OR JUMPING IS ALLOWED AT EITHER POOL AND WILL BE STRICTLY ENFORCED. NO SITTING OR STANDING ON POOL STEPS UNLESS WHERE INDICATED AT THE ENCORE POOL.** *Weather-related closures are at the discretion of the Pool Attendant or LVW management. The Pool Attendant or LVW management will determine when to reopen the pool. The Pool Attendant will remain on duty during rain.*
- SWIM AIDS:** NO floats, toy surfboards, or swim toys are permitted in the pool, except for noodles. Noodles are not to exceed two per person. Mesh seat noodles are also acceptable. Swimsuits that incorporate a flotation device as part of the suit construction, along with swimmies are allowed. Residents are permitted to use therapeutic aquatic belts or Coast Guard-approved life vests.
- HEALTH:** **PERSONS WITH OPEN WOUNDS ARE NOT PERMITTED IN EITHER POOL OR JACUZZI AT ANY TIME.**
- FOOD:** Food and beverages are permitted in the pool area. **NO GLASS OR OTHER SIMILAR CONTAINERS THAT MIGHT CAUSE PERSONAL INJURIES IF BROKEN ARE PERMITTED IN THE POOL AREAS. NO ALCOHOLIC BEVERAGES ARE PERMITTED IN THE POOL AREAS.** Tables and the surrounding area are to be left clean.
- SMOKING:** Smoking and vaping are not permitted within 25 feet of the pool area. Please use designated areas.
- LOUNGES,** Lounges, chairs, or tables are not to be reserved.
- CHAIRS, TABLES:** When leaving the pool area, chairs and lounges must be returned to their designated places.
- SHOWERS:** Bathers are required to shower before entering the pools. If you wear water shoes, please rinse them before entering the pool.
- JACUZZI:** Residents are required to read and follow the rules posted at the Jacuzzi. **No one under the age of 16 is allowed in the Jacuzzi.**
- MUSIC:** Please use headphones where possible; otherwise, be considerate and keep the volume down so as not to disturb fellow members.

**All rules and regulations will be strictly enforced and are subject to change.**

Board Approval: Pending



**SPECIFICATION FOR REPLACING EXISTING PATIOS**  
**ALL MODELS**

The Township of Manchester has restricted Leisure Village West residents from extending or changing the dimensions of current patio footprints and from installing new patios. A residence's current patio may be updated as mentioned below, but must maintain the current footprint dimensions.

**MATERIAL**

Existing patios may be replaced using poured concrete, patio blocks, pavers, or bricks and must be set in a base of sand. Poured concrete is **prohibited** over any utility lines.

**COLOR**

Poured concrete must be natural or uncolored, and only grey or earth tones are acceptable colors for patio blocks, pavers, or bricks.

**DIMENSION and INSTALLATION**

**Patio replacement must be within the existing footprint of the current patio.**

A diagram of the existing patio, including the current patio footprint dimensions, must be submitted.

The patio must have direct surface run-off away from the walkway and unit. There shall be only one patio site per unit. No elevation changes, raised edgings, or railings are permitted.

Patio replacement that involves digging requires a call to New Jersey One Call. Whether you plan to do it yourself or hire a contractor, you must call 811 (or 1-800-272-1000) to have your underground utility lines, including gas lines, marked for free.

The unit owner shall notify the Architectural Committee volunteer (name and phone number shown on the face of the permit) when the work has been completed.

**PLANTINGS**

Planting beds are permitted only 3 feet from the edge of the patio and must not exceed this space. Such plantings must be maintained at a height of 6 feet at maturity. Reference Spec. No. 1 for approved plantings. The overall patio and planting design shall not impede mowing operations, allowing unobstructed access to adjoining units.

No trellises or raised gardens are allowed within the planting beds surrounding the patio.

The planting beds surrounding the patio, as well as the patio itself, must not interfere with the operation of any sprinkler heads.

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

**SPECIFICATION NO. 1\_4**

**LVW PERMIT REQUIRED**

Board Approved: July 18, 2007

Page 2 of 2

**INSTALLER**

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

**TERMS & CONDITIONS**

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

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: July 18, 2007

Amended: PENDING

DRAFT

**CONDO 96**  
**PRESSURE TREATED WOOD DECKS, RAILINGS, AND PRIVACY FENCES**

**The Township of Manchester has restricted Leisure Village West residents from extending or changing the dimensions of current patio or deck footprints and from installing new patios. A residence's current patio or deck may be updated as mentioned below, but must maintain the current footprint dimensions.**

1. The purchaser of a unit in Condo 96 with a wood deck will have agreed to the following conditions imposed by the developer:

"The Grantor shall have the right to construct wooden decks in lieu of patios, which wooden decks shall be a limited common element dedicated to the exclusive use of the unit owner to which the wooden deck abuts. The repair and maintenance of the wooden deck and the open space and property below the wooden deck (defined as the area constructed by the wooden deck) will be the responsibility of the unit owner. Suppose the unit owner does not maintain the wooden deck area. In that case, the Association shall have the right to come upon the area and maintain it in a manner consistent with the remainder of the condominium, at the owner's expense."

2. Instead of pressure-treated wood, the resident may use a composite material (such as Trex).

3. Wood decks may be expanded to a maximum of 180 square feet must be replaced in kind. The deck replacement must be within the existing footprint of the current deck.

- 3.4. If the resident (owner) deems it necessary to change the decking and the developer provided no railing, then the current resident (owner) must provide a railing to bring it up to the current code. Railings shall be constructed as shown in Figure 2.

Also, as noted in item #2, the resident may choose alternate material, such as vinyl, in lieu of pressure-treated wood.

- 4.5. A peripheral planting area not more than 3 feet wide along the edge of the deck or expanded deck is permitted. These may be planted flowers, bushes, or shrubs, but they shall be maintained to not exceed 4 feet in height above the deck floor level. Deck expansion is not to impede mowing operations.

- ~~6. A Manchester Township Permit is required for any changes to deck reconstruction or size change. Re-decking does not require a Township permit.~~

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

**SPECIFICATION NO. 1\_9**

LVW Permit Required

Board Approved: July 3, 2013

Page 2 of 3

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**PRIVACY FENCES (see Figure 1)**

1. A privacy fence can only be installed if the deck areas are within 5 feet of each other.
2. The fence must be attached to the deck
3. The Maintenance Department must approve the installation of the privacy fence.
4. The Fence must be the same style and type of vinyl fencing installed in the Village.
5. The Owner will be responsible for all costs and maintenance of the fence.

**TERMS & CONDITIONS**

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

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

ALL RESPONSIBILITY FOR THE MAINTENANCE OR REPLACEMENT OF THIS IMPROVEMENT IS THAT OF THE OWNER OR SUBSEQUENT OWNER AND NOT THAT OF THE LEISURE VILLAGE WEST ASSOCIATION. THE ASSOCIATION RESERVES THE RIGHT TO INSPECT THE INSTALLATION.

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

**SPECIFICATION NO. 1\_9**

LVW Permit Required

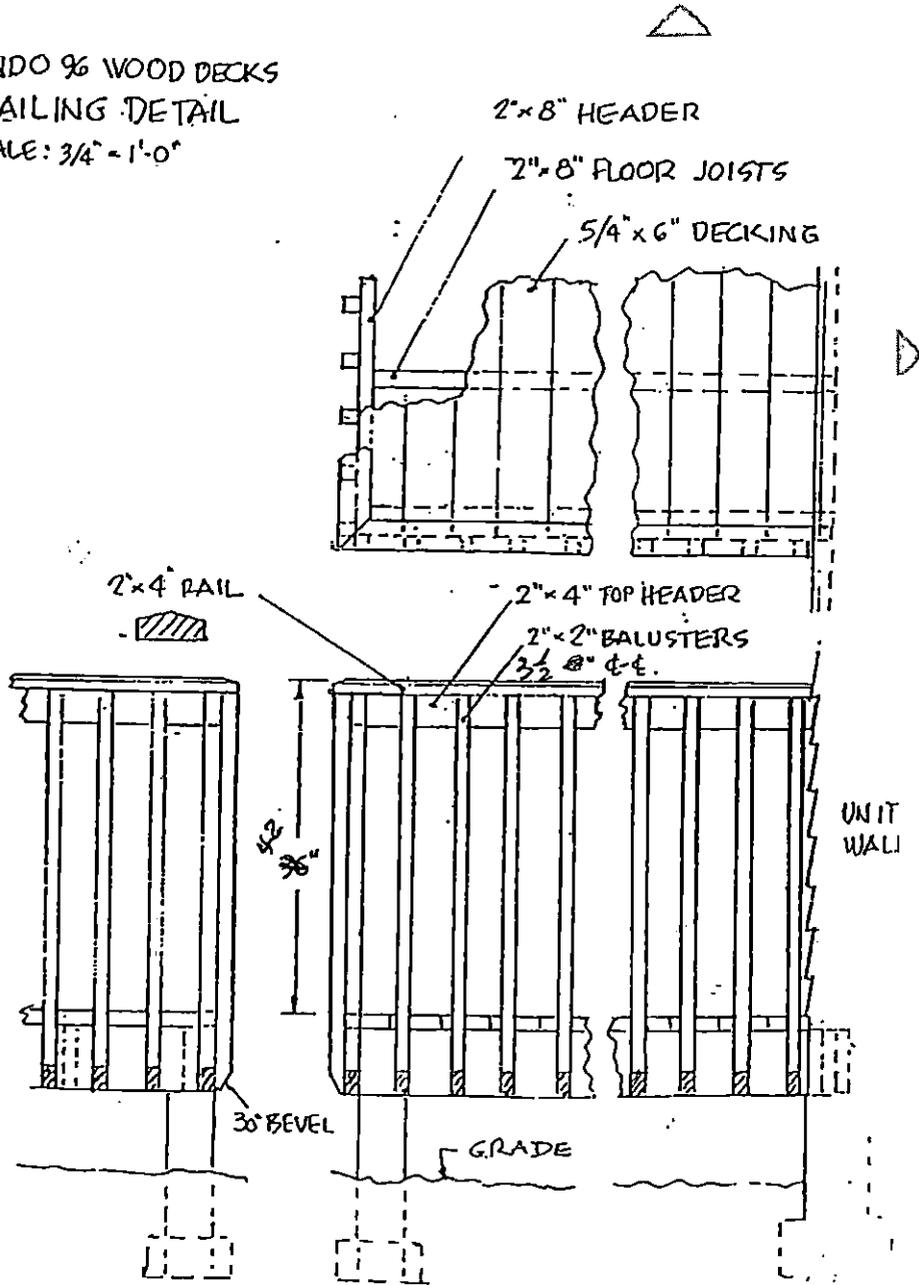
Board Approved: July 3, 2013

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**Figure 1**

CONDO % WOOD DECKS  
RAILING DETAIL  
SCALE: 3/4" = 1'-0"



Amended: Oct 1, 2003  
Amended: November 15, 2017  
Amended: March 4, 2020  
Amended: Pending

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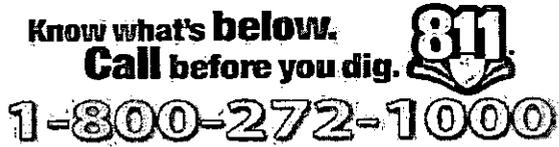
SPECIFICATION No. **1\_1**  
LVW Permit Required  
Board Approved: July 6, 2018  
Page 1 of 2

## SPECIFICATION FOR LANDSCAPING IN THE FIVE-FOOT AREA

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

### I. GENERAL RULES

- A. Residents **must maintain** their five-foot area, which may have foundation plantings, individual pots of plants, a limited number of decorative garden ornaments, mulch, stone, or gravel, but may not have pavers, bricks, or grass as ground cover.
- B. **It is required that all combustible landscaping materials (wood-based mulch products) within the five-foot area be removed from within 18 inches of all residences. This does not apply to fire-resistant mulch (rubber) or stones.**
- C. Planting of low-growing bushes, shrubs, flowers, or ground cover is permitted in an area extending five (5) feet from the foundation of a unit and the area between unit walls and walkways.
- D. Within this five-foot area, only Dwarf **TREES (Japanese Dwarf Maple)** may be planted. The dwarf tree must be no higher than four feet and must be regularly trimmed to maintain this height. A diagram indicating the location must be submitted and pre-approved by the Architectural representative.
- E. The center of all bushes, shrubs, and Japanese Dwarf Maples must be at least thirty (30) inches from the unit foundation, and all branches, etc., including **living** ground cover, must be kept maintained and/or trimmed to at least twelve (12) inches from the unit siding to minimize damage to the siding.
- F. Planting in front of windows must be maintained not to exceed three (3) feet in height and preferably not higher than the windows. Plantings must not obstruct access to or from the window. Mature shrubs should be trimmed to leave the upper panes of windows unobstructed. The Japanese Dwarf Maple cannot be planted directly in front of windows.
- G. Planting in front of solid walls must be maintained not to exceed five (5) feet in height and should be trimmed to a height where they do not brush against the siding or overhang gutters.
- H. To prevent damage from rot, insect infestation, and/or mold, the entire five-foot area must be kept 2-4 inches below the bottom of all siding materials, when possible. This includes the top of any ground cover, mulch, stones, gravel, edging material, and other materials within the area. Edging material should not be higher than 6 inches above grade and parallel to the foundation/siding, and must not block water drainage away from the unit.
- I. Stone or gravel groundcover must have edged material to maintain the border to prevent lawn mowing hazards.
- J. Borders, if used, must not exceed six inches in height.
- K. **Water shutoffs and sewer cleanouts must remain visible for emergency access.**
- L. **No furniture or structures, including raised gardens, are permitted in the five-foot area.**



## II. APPROVED EVERGREENS, SHRUBS

### A. Low-Growing Evergreen Conifer:

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

### B. Slow-Growing Broadleaf Evergreens:

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

### C. Deciduous Shrubs:

|        |             |         |          |
|--------|-------------|---------|----------|
| Abelia | Barberry    | Deutzia | Viburnum |
| Azalea | Cotoneaster | Privet  | Spirea   |

### D. Dwarf Trees – ONLY Japanese Dwarf Maple trees

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

## III. PROHIBITED PLANTING

(Ivy, vines, and fruit-bearing trees)

The only trees permitted in the five-foot area are Japanese Dwarf Maples.

Amended: July 6, 2018  
Amended: April 21, 2021  
Amended: December 1, 2021  
Amended: June 5, 2024  
Amended: PENDING

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

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**SPECIFICATION NO. 1\_1A**

LVW Permit Required  
Board Approved: July 6, 2022  
Page 1 of 1

**SPECIFICATION TO INSTALL/REPLACE AN EXISTING WALKWAY IN THE FIVE-FOOT AREA  
FOR THE GREENERY MODELS**

Wheaton, Stratford, Blair, St Tropez, Hastings, Oxford (not applicable)

**The Township of Manchester has restricted Leisure Village West residents from extending or changing the dimensions of their current patio and walkway footprints and from installing new ones. A residence's current patio or walkway may be updated as mentioned below, but it must maintain the current footprint dimensions.**

**A Diagram for the existing Walkway must be submitted when applying for a Permit.**

- A. The walkway must be within the five-foot area at the front of these models.
- B. The walkway shall go from the front door to any patio located in the front of the unit.
- C. The walkway must be no closer than 30 inches from the foundation and no wider than 30 inches. Plantings must comply with Specification 1\_1.
- D. The walkway should be constructed of pavers. It must be set on a base of sand. Poured concrete is prohibited. Only grey or earth tones are acceptable for pavers.
- E. The walkway must have direct surface run off.
- F. No elevation changes.
- G. No raised edgings or railings are permitted.
- H. The following are prohibited from being placed on the walkway; outdoor furniture, BBQ grills and storage units.

**A Leisure Village Permit and diagram are required BEFORE work starts on the walkway.**

Walkway installation must be done by a qualified contractor or a qualified resident. The contractor must submit to LVW a current certificate of insurance.

**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: July 6, 2022  
Amended: PENDING