

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, SEPTEMBER 3, 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

**APPEARANCES:** Michael Polulak from McGovern Legal Services, LLC

### **FIRST ORDER OF BUSINESS:**

1. Reorganization of Officers
  - OFFICIAL REPORT FROM 2025 TRUSTEE ELECTION

### **ITEMS TO BE VOTED ON:**

1. Motion to waive the reading of the minutes.
2. Motion to approve the August 6, 2025, minutes.
3. Motion to approve painting the porches of 243 units in Condos 3 through 8 with white paint for a cost of \$36,450.00. The funds to meet this expense will be provided by account #3000 - Deferred Maintenance. The unaudited balance for this account as of 7/31/25 is \$105,501.95.
4. Motion to approve painting the siding of 64 units in Condos 23 through 51 during Year 1 of the 10-year project for a total cost of \$64,000.00. The funds to meet this expense will be provided by account #3000 - Deferred Maintenance. The unaudited balance for this account as of 7/31/25 is \$105,501.95.
5. Motion to approve the revisions to Architectural Specification 2\_6, "Installation of Window Shutters."
6. Motion to approve the purchase of the next set of Cluster Mailboxes (up to 10) for a cost not to exceed \$23,000.00. The funds to meet this expense will be provided by account #3230 - Capital Replacement/Common Buildings. The unaudited balance for this account as of 7/31/25 is \$674,851.67.
7. Motion to approve the purchase of a Jandy JXIQ Pool Heater 400 Natural Gas from Baystate Pools for \$3,666.63, including shipping and tax. The funds to meet this expense will be provided by account #3230 - Capital Replacement/Common Buildings. The unaudited balance for this account as of 7/31/25 is \$674,851.67.

### **PRESENTATION OF REPORTS:**

#### **I. COMMITTEE REPORTS**

- Architectural Committee (Barbara Owens)
- Community Services Committee (Anne Niebergall)
- Finance Committee (Patricia Hansen)
- Administration Committee (Mary Rose McCarthy)

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, SEPTEMBER 3, 2025 at 1:00 PM WILLOW HALL

- |                                 |                   |
|---------------------------------|-------------------|
| II. RECREATION REPORT           | (Mary Lighthipe)  |
| III. COMMUNITY MANAGER'S REPORT | (Jackie Ascione)  |
| IV. BOARD OF TRUSTEES REPORT    | (Board President) |

### UNFINISHED BUSINESS

1. Policy, "Document Retention, Inspection, Production, Destruction."

### NEW BUSINESS

1. Rules Governing Clubs and Groups

*The next open Board meeting will be held on Wednesday, October 1, 2025, at 1:00 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 to do so. 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 7:02 PM, followed by the Pledge of Allegiance.

Roll Call:

PRESENT: Trustees:

- President: Ivan Gilbert
- Vice President: Wayne Steinman
- Treasurer: Louis Maiocco
- Assistant Treasurer: Steven Leslierandal
- Secretary: Joy Carmody
- Assistant Secretary: Fay Weinstein

Management Staff:

- Community Manager: Jackie Ascione
- Accounting Administrator: Michelle Lampard

**APPEARANCES:** Michael Polulak from McGovern Legal Services, LLC

A Resident approached the podium, resulting in a ten-minute recess.

**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 July 2, 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 the Policy regarding Seasonal and Holiday Decorations. S. Leslierandal seconded. A vote was called.

- J. Carmody – Yes
- L. Maiocco -Yes
- F. Weinstein- Abstained
- S. Leslierandal – Yes
- W. Steinman-Yes
- I. Gilbert- Yes

S. Leslierandal moved to authorize the Association to list 41A Edinburgh Lane with Coldwell Banker Flanagan Realty at a price determined by the Board of Trustees, with the proceeds from the sale satisfying the delinquent balance on the account and allocation of the remaining profit to be determined by the Board of Trustees at the time of the sale. W. Steinman seconded. A vote was called, all in favor, motion carried.

L. Maiocco moved to adopt the operating budget, reserve funding, and maintenance fee schedule for the FYE 9/30/26, as presented at the meeting on July 23, 2025. S. Leslierandal seconded. There were questions and comments from the audience. A vote was called.

F. Weinstein-Yes  
S. Leslierandal-Yes  
W. Steinman-Yes  
J. Carmody-Abstained  
L. Maiocco-Yes  
I. Gilbert-Yes

**PRESENTATION OF REPORTS:**

**1. COMMITTEE REPORTS:**

Joy Carmody, on behalf of Barbara Owens, presented a report for the Architectural Committee.

Anne Niebergall, Chairperson, presented a report for the Community Service Committee.

Patricia Hansen, Chairperson, presented a report for the Finance Committee.

Beverly Craft, Chairperson, presented a report for the Administration Committee.

Mary Lou Doner, Chairperson, presented a report for the Election Committee.

2. M. Lighthipe, Recreation Director, presented a report for the Recreation Department.

3. COMMUNITY MANAGER'S REPORT: (J. Ascione) stepped out, continued with

4. BOARD OF TRUSTEES REPORT: (I. Gilbert)

- a. The Board recommended to the Foundation Board to dissolve, and the Foundation Board accepted that and is dissolving. \$2,000.00 was returned to the Association, minus \$28.00 in New Jersey registration legal fees. The insurance fees are not yet finalized, so the exact amount cannot be stated. Residents came up for comment and discussion.
- b. Regarding the monthly Board meetings, the Board has decided to restore resident comments on KLVW and YouTube recordings and to edit out any inappropriate comments. They will still be available on the livestream; however, they will not be in the monthly magazine.
- c. Sincere thanks and gratitude to Fay Weinstein and Wayne Steinman for their many years of dedicated service to our community as they conclude their terms on the Board.

5. COMMUNITY MANAGER'S REPORT: (J. Ascione)

- a. Comcast construction is still ongoing, and Comcast is responsible for all the damages caused by the installation of the lines. All repairs will be effectuated at the end of the construction period unless it is of an urgent nature. The fact sheet is still on the website for your review.
- b. Management recommends signing up directly with JCP&L for the alerts regarding your service. This can be done either by phone or online. When you call JCP&L, you can register your account

- with your phone number, and then you can call any time for updates in the event of a power outage or problem. It provides callbacks or sets a wake-up alarm if you request it.
- c. Management wants to remind everyone to please register for the Leisure Village West website, as more information is being posted there.
  - d. A reminder to make sure your five-foot area is complying with the rules in the Resident handbook, so as not to get a violation. Management wants to work with you.
  - e. Management requests that no one stop in the lanes outside the gate on Route 70, as it creates a dangerous condition for people exiting the community. We have had to call the police to request that they remove people.
  - f. There have been four additional water/sewer line breaks this month, due to the age of the community and various issues. This takes time and manpower away from other services that we provide. You may be receiving calls to reschedule due to the emergency breaks.
  - g. The original plan of seeding half the community will continue with the area south of the Buckingham Bridge going towards Route 37. Seeding, topsoil, and aerating work cannot be done until the fall. Comcast will be addressing the entire Community where they have torn up the grounds.
  - h. To clarify the difference between Turf Masters and our grounds department, the contract signed by Leisure Village West created 26 total events. 20 scheduled lawn maintenance visits during the growing season, which is mid-April through October, approximately every 10 to 12 days. Each visit will include cutting and trimming grass, as well as blowing off sidewalks, driveways, and patios. Spraying and fertilizing of common areas, curb lines, sidewalks, and driveways are not included in the contract. Our grounds department is still doing this maintenance. This is a one-year contract. If Leisure Village continues to contract with an outside vendor, management recommends revising the specifications for the work to be performed, tightening them up, or expanding them as necessary to alleviate confusion about who is responsible.
  - i. Management is still looking for three additional staff members who are in the budget for the grounds department. Positions were posted on various websites, but none of the applicants worked out. Overtime was offered to existing staff members, as funds were available in the budget. Not all staff members have availed themselves of this opportunity due to personal reasons. If residents are aware of a non-resident seeking a position in Grounds, please forward their resume to the management office. There were questions and comments from the audience.
  - j. Comcast will be hanging door tags. Please do not make an appointment until you receive a door tag. Approximately 400 homes in the Southeast section of the community should have received door tags, and can come in and make appointments. You can attend the meetings held here by using the QR code, calling the number on the door tag, or following the instructions on the door tag. They will set up your services and then make an appointment for you to have the actual service connected at your home.
  - k. Verizon will be mailing every resident a letter with regards to the discontinuation of their service. Management is waiting for more information. The letter from Verizon will include a number for residents to call at any time after September 15<sup>th</sup>. When you call, they will provide a confirmation number that is required to return the router, set-top box, and power cord. Any other cables and remotes do not need to be returned. You do not need to remove the ONT box, which is attached to your house. Residents must return the equipment by October 10<sup>th</sup>. Leisure Village West cannot return the equipment; Verizon was particular about that. Residents must

call to obtain the confirmation number, which will be included in their letter. They will provide you with a return kit, and you can pack the equipment and send it back. You can return it to a UPS store or a local Verizon store without packaging, but you will need the work order.

Management recommends not discontinuing your Verizon account until Comcast has installed everything and confirmed that it is all working correctly. Management requests patience as they await written confirmation from Verizon.

### **NO UNFINISHED BUSINESS**

### **NEW BUSINESS**

1. The Policy for "Document Retention, Inspection, Production and Destruction" was presented as attached to the agenda. The Board will vote on this at the next open Board meeting, scheduled for September 3, 2025.
2. The revisions to Architectural Specifications 2\_6, "Installation of Window Shutters," were presented as attached to the agenda. The Board will vote on this at the next open Board meeting, scheduled for September 3, 2025.
3. The Board of Trustees has established a program to fund the replacement of cluster mailboxes that serve the community. The average cost of a Cluster Mailbox, including tax, is \$2,300. There is a need to continue the program to replace the leaking Cluster Mailboxes.

Management recommends purchasing the next set of Cluster Mailboxes (up to 10) at a total cost not exceeding \$23,000. The funds to provide this expense will be charged to account #3230, Capital Replacement- Common Buildings. The Board will vote on this at the next open Board meeting, scheduled for September 3, 2025.

4. There are units in Condos 3-8 (a total of 243 units) that have brown aluminum porches that have not yet been painted. These brown porches have faded, and some of them have exposed aluminum, showing through the paint.

Management recommends painting the porches of 243 units in Condos 3-8 white, beginning October 1, 2025. Each porch has an estimated cost of \$150.00 for labor and painting supplies. The total cost of this project is \$36,450. The funds for this expense will be allocated from account #3000, Deferred Maintenance. The Board will vote on this at the next open Board meeting, scheduled for September 3, 2025.

5. The units in Condos 23 -51 have paint peeling off the exterior. These units are located off Edinburgh Lane and along Huntington Drive, leading to the Colonial Gate. This section comprises 644 units.

Management recommends starting the repainting of these Condos as of October 1, 2025. This is estimated to be a 10-year project, with the worst unit being done first. The average price to paint each unit is \$1,000, including labor and the cost of painting materials. The adoption of this project would require additional funding for this account for the FYE 9/30/27.

Management recommends painting the siding of 64 units in Condos 23 through 51 during Year 1 of the 10-year project. The specific units will be determined before the project's commencement. The total cost for this work is estimated to be \$64,000. Funds to cover this expense will be allocated from account #3000, Deferred Maintenance. The Board will vote on this at the next open Board meeting, scheduled for September 3, 2025.

6. V. Demeski stated they had the well company out to redevelop 2 wells. These wells do not have enough water for the pumps to work. The wells, installed in 1987, need to be replaced. The wells are #6 and #29. They have contacted several well companies, and only two have provided quotes for the wells. Both companies are 4-6 weeks out with county permits.

VENDOR	PERMITS	TOTAL
ENVIRONMENTAL TECHNICAL DRILLING INC.	YES	\$39,000
PURE PRESSURE WATER SYSTEMS	YES	\$39,000
ALWAYS PURE WELL DRILLING		N/A
EPIC WELL DRILLING		N/A
WB WELL DRILLING CO. INC.		N/A

Management recommends using Environmental Technical Drilling Inc. for the replacement of wells #6 and #29, at a cost of \$39,000.00, and an additional \$1,230.50 for the reconditioning of pumps and motors from wells #9, #27, #41, and #49, for a total cost of \$40,230.50. This expense will be charged to GL 3260- Capital Replacement – Well Motors.

*W. Steinman moved to use Environmental Technical Drilling Inc. for the replacement of Wells #6 and #29 for \$39,000.00 and an overage of \$1,230.50 from the reconditioning of pumps and motors from wells #9, #27, #41, and #49 for a total cost of \$40,230.50. The funds to meet this expense will be provided by Account #3260 -Capital Replacement/Well Motors. F. Weinstein seconded. All were in favor; the motion carried.*

The next open Board meeting will take place on Wednesday, September 3, 2025, at 1:00 PM in the auditorium of Willow Hall.

There being no further business, the Board meeting adjourned at approximately 9:56 PM.

---

Juliana Della Donna, acting Administrative Assistant

---

Joy Carmody,  
 Board Secretary

Board Approved: PENDING

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

---

## Interoffice Memorandum

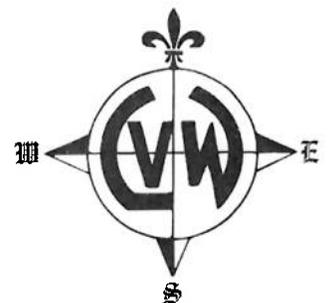
To: Board Of Trustees  
From: Victor Demeski  
Date: 7/23/2025  
Re: Porch Painting Project

---

There are units in Condos 3-8 (a total of 243 units) that have brown aluminum porches that have not yet been painted. These brown porches have faded, and some of them have exposed aluminum showing through the paint.

We recommend that the porches be painted white beginning October 1, 2025. Each porch has an estimated cost of \$150.00 for labor and painting supplies. The total cost of this project is \$36,450.

We recommend painting the porches of 243 units in Condos 3-8 with white paint, at a total cost of \$36,450. We suggest starting the project on October 1, 2025. The funds for this expense will be allocated from account #3000, Deferred Maintenance.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

---

## Interoffice Memorandum

To: Board Of Trustees  
From: Victor Demeski  
Date: 7/23/2025  
Re: Condo Repainting

---

The units in Condos 23 through 51 have exhibited signs of paint failure, with the paint peeling off the exterior. These units are located off Edinburgh Lane and along Huntington Drive, leading to the Colonial Gate. This section comprises 644 units.

We recommend starting the repainting of these Condos as of October 1, 2025. This is estimated to be a 10-year project. We will do the worst units first. The average price to paint each unit is \$1,000, including labor and the cost of painting materials.

The adoption of this project would require additional funding for this account for the FYE 9/30/27.

We recommend painting the siding of 64 units in Condos 23 through 51 during Year 1 of the 10-year project. The specific units will be determined before the project begins. The total cost for this work is estimated to be \$64,000. Funds to cover this expense will be allocated from account #3000, Deferred Maintenance.



**SPECIFICATION NO. 2\_6**  
**INSTALLATION OF WINDOW SHUTTERS**

PERMIT REQUIRED  
Page 1 of 1  
Trustee Approved  
Date: January 2009

**SPECIFICATION FOR INSTALLATION OF WINDOW SHUTTERS**

**MATERIAL**

Window shutters must be of aluminum or plastic construction, and either a one-piece closed louver or raised panel design.

**COLOR**

Shutter colors must be black, white or match the trim or siding color of the unit, approved by maintenance. The choice of color must be approved by the Architectural Committee before any work is commenced.

**DIMENSION & INSTALLATION**

Window shutters must be installed in accordance with the manufacturer's instructions, and the shutter length must be the length of the window and/or window trim and the width must be 15 – 18 inches.

**When replacing an existing shutter, the new shutter must be the same size and shape as the original shutter.**

The unit owner shall notify the ~~Physical Plant Division Inspector~~ Architectural Committee volunteer (name and phone number on face of PERMIT) when work has been completed.

**INSTALLER**

Window shutter installation must be made by a contractor who is registered with the Division of Consumer Affairs. Such contractor must furnish the Leisure Village West Association Office with a current certificate of insurance before unit owner can apply for a permit, and before any work can begin.

**TERMS & CONDITIONS**

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

Trustee Approved: January 2009  
Revised: July 6, 2018  
Revised: Pending

---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** BOARD OF TRUSTEES  
**FROM:** JACQUELINE ASCIONE  
**SUBJECT:** CLUSTER MAILBOX REPLACEMENTS  
**DATE:** JULY 24, 2025

---

The Board of Trustees has established a program to fund the replacement of the Cluster Mailboxes that serve the community. The average cost of a Cluster Mailbox, including tax, is \$2,300.

There is a need to continue the program to replace the leaking Cluster Mailboxes. We recommend the purchase of the next set of Cluster Mailboxes (up to 10) at a total cost not to exceed \$23,000. The funds to provide this expense will be charged to account #3230, Capital Replacement – Common Buildings.

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

---

## Interoffice Memorandum

---

To: Board of Trustees

From: Howard Height

Date: August 19, 2025

Re: Encore Spa Heater

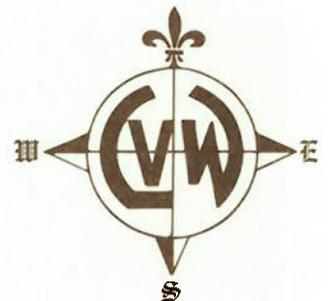
---

The Encore Spa heater was due to be replaced after this pool season ended. Unfortunately, the heater exchanger developed a leak and was shorting out the igniter. The heater stopped working. We got pricing and checked availability. Our wholesale supplier, Baystate Pools, did have a replacement in stock and would be able to deliver it within one day. Their pricing was also the lowest. Below are the comparative prices we found:

(Prices include tax and shipping)

Vendor	Equipment	Price
Baystate Pools	Jandy JXIQ Pool Heater 400 Natural Gas	\$ 3,666.63
Pool Supply Express	Jandy JXIQ Pool Heater 400 Natural Gas	\$ 4,656.53
Pool Web	Jandy JXIQ Pool Heater 400 Natural Gas	\$ 4,158.36
E-Pool-Supply	Jandy JXIQ Pool Heater 400 Natural Gas	Sold Out

We recommend purchasing a Jandy JXIQ POOL HEATER 400 NATURAL GAS from Baystate Pools for \$3,666.63 including tax and shipping. This expense will be charged to GL# 3230 – Capital Replacements – Common Buildings.



# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

## LEISURE VILLAGE WEST ASSOCIATION, INC. POLICY RESOLUTION NO. \_\_\_\_\_ REGARDING DOCUMENT RETENTION, INSPECTION, PRODUCTION, AND DESTRUCTION

**THIS RESOLUTION** (the “Resolution”) is made on this \_\_\_\_ day of \_\_\_\_\_ 2025, by Leisure Village West Association, Inc. (the “Association”), by and through its Board of Trustees (the “Board”), having a principal address of 959 Buckingham Drive, Manchester, New Jersey 08759; and

**WHEREAS**, the Association was created by the filing of a certain Certificate of Incorporation on May 31, 1972, with the Secretary of State of the State of New Jersey; and

**WHEREAS**, the Association’s various Master Deeds, Bylaws, and various Amendments thereto were consolidated into a single Master Deed and Bylaws, filed and recorded in the **Ocean County Clerk’s Office on July 30, 2014, in Deed Book 15,860, Page 1,840 et seq. (the “Consolidated Master Deed”)**, as amended from time to time; and

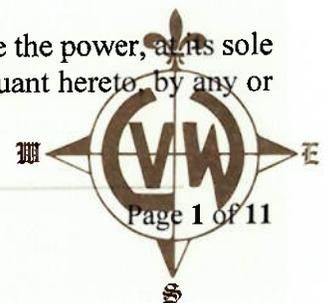
**WHEREAS**, Section 10 of the Association’s Declaration of Restrictive and Protective Covenants and Agreements and Easement Grants (the “Declaration”) contained in the Consolidated Master Deed provides that “each owner, tenant and occupant of a Unit shall comply with the provisions of this instrument and the Bylaws and Rules and Regulations of Leisure Village West Association and the Condominium Act of the State of New Jersey”; and

**WHEREAS**, the Association’s Bylaws (the “Bylaws”), Article V, Section 1 provides that “[t]he affairs of the Association shall be governed by a Board of Trustees consisting of not less than five nor more than nine members, as may be determined from time to time by the members of the Board of Trustees of the Association each of whom shall be a member of the Association and a resident of Leisure Village West”; and

**WHEREAS**, the Bylaws, Article VI, Section 1 provides that “[t]he 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”; and

**WHEREAS**, the Bylaws, Article VI, Section 1(n) provides that the Board shall have the power “[t]o make, and enforce compliance with, such reasonable rules and regulations relative to the operation, use and occupancy of the units, common elements and Association facilities, and to amend the same from time to time as when approved by appropriate resolutions shall be binding on the owners and occupants of units, their successors in title and assigns”; and

**WHEREAS**, the Bylaws, Article IX, Section 1 provides that “[t]he Board shall have the power, at its sole option, to enforce the terms of this instrument or any Rule or Regulation promulgated pursuant hereto, by any or all of the following: self-help; sending notice to the



offending party to cause certain things to be done or undone; restoring the Association to its original position and charging the breaching party with the entire cost or any part thereof; complaint to the duly constituted authorities; or by taking any other action, summary or otherwise, before any court as may be provided by law;" and

**WHEREAS** the Board wishes to allow the Members access to information regarding the Association without compromising the privacy interest of other Members and without jeopardizing the Board's ability to efficiently manage the business affairs of the Association;

**WHEREAS the Board wishes to ensure that the Association's policy conforms to New Jersey statutes and regulations.**

**NOW, THEREFORE, BE IT RESOLVED THAT** the following procedures for the retention, inspection, production, and destruction of the Association's documents are hereby adopted.

**I. DOCUMENT RETENTION**

**A.** Documents shall be retained by the Association for ~~at least~~ a minimum of one year, with the following exceptions:

- i. Governing Documents, including the Master Deed, Bylaws, Certificates of Incorporation, Amendments, and Resolutions, shall be retained indefinitely.
- ii. Written minutes for all meetings of the Members and open meetings of the Board shall be retained indefinitely.
- iii. Electronic recordings of the meetings of the Members and open meetings of the Board, if any, shall be retained for a minimum of thirty (30) days from the date the written minutes are approved.
- iv. Notice of the meetings of the Members and open meetings of the Board shall be retained for ~~a period~~ a minimum of of two (2) years.
- v. Board election ballots shall be retained for a period of ninety (90) days from the date of the election. All other ballots shall be retained for a period of six (6) months from the date that a vote was completed.
- vi. All tax returns and audits shall be retained for a minimum of seven (7) years.
- vii. All records that support an item of income or deduction on a filed tax return or audit including, but not limited to, canceled checks, credit card sales slips, invoices, bank deposit slips, and account statements shall be retained for a minimum of seven (7) years for the filing of the relevant tax return and/or the issuance of the final audit to which it relate.
- viii. All vendor invoices shall be retained for a minimum of three (3) years.
- ix. Employment tax records, if any, shall be retained for a minimum of four (4) years after the date the tax becomes due or is paid, whichever is later.

- x. Employee job descriptions need only be current job descriptions.
- xi. Once a vendor's bid has been accepted, all other bids for that project shall be retained for a minimum of six (6) months from date of acceptance of a bid.
- xii. Records relating to property of the Association shall be retained for a minimum of seven (7) years from the year in which the property is disposed of in a taxable disposition.

## II. INSPECTION AND PRODUCTION OF ASSOCIATION BOOKS AND RECORDS

- A. The books and records of the Association may be inspected by Members, at the Association's management office or any other place designated by the Board where records are kept, **during normal business hours and upon written request.**
- B. Any Member requesting to inspect the books or records of the Association shall complete a Document Review Request Form and return it to the Association's management office at least ten (10) days prior to the proposed date of inspection. The current version of the Document Review Request Form is attached hereto and incorporated into this Resolution as Exhibit A.
  - i. An Association representative must be present at all times that Association documents are being reviewed. It is the responsibility of the Member making a request to schedule a time at which an Association representative (e.g., the manager) will be available to supervise the review.
  - ii. Unless otherwise agreed to by the Association, Members shall have one (1) hour to review the requested documents.
  - iii. Unless otherwise restricted by the Board pursuant to this Resolution, the Member reviewing Association books and records shall have the right to be accompanied during the inspection by any two (2) individuals, which may include a non-owner professional, chosen by the Member.
  - iv. No original documents or records may be removed from the Association's management office.
- C. Any Member requesting to copy the Association's books or records shall complete a Document Copy Request Form and return it to the Association's management office at least ten (10) days prior to the date that the Member wishes to obtain the document. The current version of the Document Copy Request Form is attached hereto and incorporated into this Resolution as Exhibit B.

**D.** The following documents are permitted to be reviewed and copied by Members (“Current Permitted Documents”):

**i.** Governing Documents:

1. Master Deed
2. Bylaws
3. Certificates of Incorporation
4. Rules and Regulations
5. Adopted Administrative or Policy Resolutions
6. Amendments

**ii.** Minutes from open sessions (including all attachments) including the following:

1. Open meetings of the Board (excluding Executive Sessions and Committee Meetings, which may be redacted and provided, if approved by the Board)
2. Meetings of the Members
3. Newsletters
4. Specifications for services provided to Members

**iii.** Financial Information:

1. Assessment records for the current and previous calendar years.
2. Income Tax Returns and audits for the current and previous calendar years.
3. Financial Statements with bank and investment account numbers intentionally deleted (Annual & Monthly) for the current and previous calendar years.
4. Real Estate Tax Records for the current and previous years.
5. Unemployment Tax Returns for the current and previous calendar years.
6. Insurance Policies and Certificates for the current and previous calendar years.
7. Annual Budget for the current and previous calendar years.
8. Current Employee Job Descriptions.
9. Executed contracts with vendors.
10. Reserve studies.

**iv.** Current Permitted Documents, as listed above, for the time period set forth above, will be provided for inspection and copying within ten (10) days of such request unless they are stored off premises at a secure storage location. Absent exceptional circumstances set forth in writing by the Board or its managing agent within the time prescribed herein, Current Permitted Documents stored off site will be made available within thirty (30) days of such request, unless the requested document(s) are no longer in the Association’s possession or control pursuant Section I of this Resolution.

~~E. Certain Association documents shall be deemed to be confidential ("Confidential Documents") and may not be made available to Members for inspection or copy at any time without express prior approval of at least a simple majority of the entire Board. If the Board deems that such a request is for a proper purpose and approves the same, any granting of such a request may be subject to such necessary and reasonable redactions, constraints, and/or conditions as the Board or its managing agent may impose. In exercising its judgment under this or the preceding paragraphs, the Board's decision must be made in good faith based upon the good cause factors listed in this paragraph. The Board shall consider, among other things: (1) whether the stated purpose of the request is inimical to the best interest of the Association or constitutes an unwarranted invasion of privacy; (ii) whether compliance with such request will impose an unreasonable administrative burden or expense upon the Association; (iii) the advice of counsel; or (iv) any other matters which are relevant to the welfare of the Association and its Members. If requested, the Board must inform the Member of its basis for any denial of making the requested document(s) available for inspection within five (5) days of such request, for reasons for denial.~~

E.i. Confidential Documents shall include, but shall not be limited to, the documents listed below:

1. Documents involving matters protected by the provisions of the Open Meetings Laws, such as:
  - a. Any document, the disclosure of which would constitute an invasion of individual privacy.
  - b. Any document relevant to pending or anticipated litigation or contract negotiations.
  - c. Any document falling within attorney-client privilege to the extent needed for the attorney to exercise his/her ethical duties as a lawyer.
  - d. Any document involving the employment, promotion, discipline, or dismissal of a specific officer or employee of the Association.
2. Matters which are the subject of Executive Board sessions, including unredacted minutes from these meetings.
3. Contract bids and pending proposals.
4. Employee applications.
5. Employee files.
6. Payroll records.
7. Legal files.

ii. Any Member requesting to inspect or copy Confidential Documents shall complete the Document Review Request Form and/or Document Copy Request Form and return it to management at least five (5) business days prior to a scheduled Board meeting in order to be placed on the agenda for the Board's consideration. The Board shall respond to each properly submitted Document Review Request Form or Document Copy Request Form within ten (10) days after the Board meeting at which the request was considered, unless there are exceptional circumstances for the delay, which are set forth in writing by the Board or its managing agent within the prescribed time.

F. Members may make copies of Association records and documents that the Member has been permitted to review to the extent allowed and/or required by law, but will be charged for the copying costs.

i. The fee for the duplication of a document shall be in accordance with fee policy in place at the time of the request. ~~the schedule below:~~

~~First page to tenth page: \$0.75 per page.~~

~~Eleventh page to twentieth page: \$0.50 per page.~~

~~All pages over twenty: \$0.25 per page.~~

ii. If the actual cost for the duplication of the document exceeds the foregoing rates, the Association shall be permitted to charge the actual cost of duplicating the document.

iii. Notwithstanding anything else herein, Members shall not be charged for the first copy of any meeting minutes. However, Members desiring multiple copies of the same meeting minutes may be required to pay the Association for the copying costs.

iv. Upon approval of a Member's Document Copy Request Form, before obtaining copies of the Association's records or documents, the Members must sign an Acknowledgement, such as the one attached as Exhibit C, that lists the records that are to be received and states that there may be consequences for misuse of such records.

G. The Board may refuse inspection requests which are **unreasonably burdensome or made for an improper purpose** in accordance with N.J.S.A. 15A:5-24(c).

### III. DESTRUCTION

A. At the expiration of the retention period set forth in Section I of this Resolution, the Association shall may destroy the documents.

### IV. GENERAL

A. Should any provision herein be determined to be invalid, the remaining provisions herein shall remain in full force and effect.

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

C. Notwithstanding anything stated herein, the Association may exercise all rights and remedies available to it at law, in equity, and/or pursuant to the Association's Governing Documents.

**EXHIBIT A**  
**DOCUMENT REVIEW REQUEST FORM**

Member Name (Requesting Party): \_\_\_\_\_  
Address in the Association: \_\_\_\_\_  
Address if not residing in the Association: \_\_\_\_\_  
Member's Phone #: \_\_\_\_\_  
Member's Email Address: \_\_\_\_\_

Brief description of document(s) you are seeking:

---

---

---

**For Confidential Documents Only:** For what purpose are you requesting the document review? Please describe the purpose(s) below:

---

---

---

-----  
To be Completed by an Association Representative

Your request for document review has been Fulfilled / Denied (circle one).

If denied, your request was denied for the following reasons:

---

---

If your request was denied, you have an opportunity to participate in alternative dispute resolution ("ADR"). If you would like to participate in ADR, you must send a written request to the Association's management office within ten (10) days from the date of the denial of your request. If you fail to request an ADR hearing within ten (10) days from the date of the denial of your request, any right you may have to participate in the ADR process will be considered waived.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**EXHIBIT B**  
**DOCUMENT COPY REQUEST FORM**

Member Name (Requesting Party): \_\_\_\_\_  
Address in the Association: \_\_\_\_\_  
Address if not residing in the Association: \_\_\_\_\_  
Member's Phone #: \_\_\_\_\_  
Member's Email Address: \_\_\_\_\_

Brief description of document(s) you are seeking:

\_\_\_\_\_  
\_\_\_\_\_

**For Confidential Documents Only:** For what purpose are you requesting the document? Please describe the purpose(s) below:

\_\_\_\_\_  
\_\_\_\_\_

How do you want to receive the document, mail, e-mail, or pick-up at the management office?

**PLEASE NOTE** that you will be charged copying costs in accordance with the below schedule as well as direct postage costs. Payment of such costs must be made before documents are delivered to you:

First page to tenth page: \$0.75 per page.  
Eleventh page to twentieth page: \$0.50 per page.  
All pages over twenty: \$0.25 per page.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-----  
To be Completed by an Association Representative

Your request for document copying has been Fulfilled / Denied (circle one).

If denied, your request was denied for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

If your request was denied, you have an opportunity to participate in alternative dispute resolution ("ADR"). If you would like to participate in ADR, you must send a written request to the Association's management office within ten (10) days from the date of the denial of your request. If you fail to request an ADR hearing within ten (10) days from the date of the denial of your request, any right you may have to participate in the ADR process will be considered waived.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**EXHIBIT C**

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, received copies of records of Leisure Village West Condominium Association, Inc., on \_\_\_\_\_, 20\_\_\_. The records that were copied are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the information provided may contain confidential and/or sensitive information and that it is being provided pursuant to my rights as a member. It is not being provided for any type of publication or announcement. Should I choose to share any of the information received, I subject myself to potential liability. The Association assumes no liability for any potential damages or losses I may incur as a result of the misuse of the information I receive.

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**LEISURE VILLAGE WEST ASSOCIATION, INC.**

Resolution Type: Policy No. \_\_\_\_\_  
Relating To: Document Retention, Inspection, Production, and Destruction

Duly adopted at a meeting of Leisure Village West Association, Inc., held this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Officer

Vote:

YES NO ABSTAIN ABSENT

, Trustee

Attest:

\_\_\_\_\_  
, Board Secretary

\_\_\_\_\_  
Date

File:  
Book of Minutes -  
Book of Resolutions:

Book No.

Page No.

Policy  
Administrative  
Special  
General

\_\_\_\_\_

\_\_\_\_\_

Resolution Effective: IMMEDIATELY.



## LEISURE VILLAGE WEST RULES GOVERNING CLUBS AND GROUPS

The Recreation Director must officially recognize a Club/Group to be entitled to reserve rooms and equipment for meetings and other events, use the parking lot for bus trips, publicize events in the Leisure Village West News, FRONTSTEPS [leisurevillagewest.com](http://leisurevillagewest.com), Creeper and bulletin boards. These are the rules for obtaining official recognition and functioning as a recognized Club/Group in Leisure Village West.

1. **Application:** Application forms for recognition shall be submitted to the Recreation Director. Each application must state the purpose, value, and type of Club/Group and affirm that no other Club/Group of the same kind presently exists. Upon review and recommendation by the Community Services Committee, the Recreation Director will grant or deny the application.
2. **Qualification for Membership:** Only residents of Leisure Village West shall be eligible to become members of any Club or Group.
3. **Clubs:** ~~Clubs provide~~ must have bylaws approved by the Recreation Director. The bylaws that constitute rules to be followed by their members, including The bylaws must stipulate: a) that the club has four or more officers, including a Treasurer; b) that only ~~Only one resident from each unit may serve on a club's executive board.~~; c) that the club may ~~Clubs may~~ run traditional fundraisers/special events and out-of-village trips; d) that they ~~May~~ may conduct open and closed meetings at their discretion; e) that they may ~~May~~ invite guest speakers/ entertainers, subject to LVW's general rules and policies; f) ~~that Non-non-residents are only permitted to attend a Special Event or Fundraiser when an admission fee is charged.~~; g) a description of the process for distributing the club's fund if it disbands.
  - i. Clubs shall be entitled to one scheduled primary meeting date per month. Clubs with a stated goal of conducting weekly meetings may conduct up to three additional meetings per month following the rules governing their organization. The number of weekly meetings may be reduced if and when demand exceeds available space.
  - ii. Clubs shall submit a list of current officers and an annual calendar of regularly scheduled primary meeting dates, Board meeting dates, and fundraiser/special events for the calendar year. Annual calendars should must be submitted no later than December 1, to be included on the calendar for the following year. Fundraisers must be identified when submitting the annual calendar. Requests must be approved by the Recreation Director and will be based on the availability of the facilities. ~~Annual calendars should be submitted no later than December 1, to be included on the calendar for the following year.~~ (Forms are available at the Recreation Office and on [FRONTSTEPS leisurevillagewest.com](http://FRONTSTEPS.leisurevillagewest.com).)
  - iii. ~~Clubs wishing to use the facilities for Special Events/Fundraisers will be limited to four (4) events per year, two (2) on their scheduled meeting date and two (2) on alternate dates based on availability. One (1) additional Fundraiser is permitted, provided 100% of the collected funds go to a 501C(3) charitable organization.~~ A Special Event/Fundraiser is one in which admission is charged or a donation is requested, such as, but not limited to, dances, picnics, card parties, fashion shows, musical

venues, out-of-village luncheons, dinners, and trips. The Dance Club may hold four (4) Open Dances/Fundraiser Events with non-resident guests and six (6) Social Dances with residents only.

- iv.iii. Clubs ~~must~~ may schedule out-of-village trips and ~~will~~ must notify with the Recreation Department before making a firm commitment with a bus company. Trips are limited to 4 four per year, two 2 of which may be multi-day trips. The Travel Club is exempt from this rule and is permitted to conduct a reasonable number of multi-day trips as approved by the Recreation Director. The bus company must provide a Certificate of Insurance, which the club will submit to the Recreation Department before the trip's departure. Clubs are ~~not~~ permitted to conduct Casino trips. ~~Casino trips are under the jurisdiction of the Recreation Department. All trips will be considered fundraisers and are subject to the fundraiser rules as listed in #3 (iii). All trips are subject to the disclosure requirements as listed in #3 (ix).~~
- v.iv. Each Club is required to be aware of the applicable legal, tax, and community-specific requirements that the Club complies with such requirements. Each Club should consult with legal and tax counsel, as it deems appropriate. Clubs that meet monthly are required to give a quarterly financial report at the business portion of the meeting. Clubs that meet less frequently will be required to provide a financial report as close as possible to a fiscal quarter. Financial reports should not be posted on social media.
- vi.v. The Club's bylaws will include provisions for the distribution of the treasury should the Club disband. The provision must consist of not less than fifty percent (50%) of the distribution be appropriated back to the Recreation Department. National Organizations are exempt.
- vii.vi. Clubs must obtain a Social Affair Permit whenever alcohol is to be served at a Club function, including beer and wine. Permits are obtained from the Township and then forwarded to the State for approval, a process that may take several months. B.Y.O.B. is permitted at club functions and may be advertised as such.
- viii.vii. All Clubs are required to have a State Registration Certificate ID and Township License when holding a 50/50, gift raffle, or lottery ticket raffle. The State will issue a Registration Certificate ID# for a nominal cost to the Club. The Registration Certificate number is valid for two years. Once the Registration Certificate ID# is received, the Club should apply for an annual license through Manchester Township. The Township requires Clubs to list the dates of all 50/50 raffles. Clubs may apply separately for any special raffle event. The Club's raffle license must be clearly displayed during all raffle sales. A copy of the raffle license must be filed with the Recreation Department.
- viii. Any club (or club member) that purchases goods or services from a vendor on behalf of the club and, as a consequence of such purchase, receives an additional benefit (regardless of the source), shall disclose in its event publicity, or require disclosure in the re-publicizing of the event by the club's members:
  - (1) the name of the vendor,
  - (2) any family or business relationship that exists between the vendor and any club officer (or the member who purchased the goods or services),

- (3) the amount paid by the club/member to the vendor,
- (4) the type of benefit received,
- (5) the value of the benefit, and
- (6) the disposition of the benefit.

For the purposes of the above, the following definitions will apply:

"Benefit": Anything of value, tangible or intangible, other than the goods or services themselves, a discount of the purchase price, or catered food.

"Type" of benefit: includes, but is not limited to, event and transportation tickets, airline miles, points, gifts, gratuities, rooms, comps, and goods or services in-kind.

"Event publicity": includes but not limited to, flyers, posters, email, social media postings, and telephone calls, used to advertise the event.

"Value of" the benefit: the current market value in US dollars.

"Name of the vendor": the business or individual name of the seller, as applicable.

"Disposition of" the benefit: how the benefit will be distributed and who will receive it.

#### **4. Groups:**

Groups must have simple bylaws or a document that constitutes rules to be followed by participants approved by the Recreation Director. ~~Must~~ The document must declare the group's specific goals, a common interest, or a mutual desire to share knowledge.

- i. Groups may not collect dues or have any other financial transactions.
- ii. ~~Provide simple bylaws or a document that constitutes rules to be followed by participants.~~
- iii. Provide one or more contact persons.
- iv. Meeting space will be provided based on the number of participants and the availability of facilities.
- iv. Fundraising and raffle events are not permitted.

#### **5. General Rules:**

Advertising flyers for display in plastic wall bins shall be limited to 8 1/2" x 11." Posters used at ticket sales conducted in lobbies shall not exceed 16" x 20." Approval by the Recreation Department shall be obtained before posting. Ticket sales in the lobby must be pre-approved by the Recreation Director and the Club in session on the day of the sale.

All LVW audio/visual equipment must be operated by a person certified as qualified by the Recreation Department. Video training on audio/visual equipment will be made available. At least one member from each club should be certified in A/V operations. If a Club/Group cannot provide a certified operator, the equipment will not be made available. All equipment must be returned in the same condition as it was received. The Club/Group shall be responsible for the cost of repairs. The above shall be strictly adhered to, or future use will be denied.

The Recreation Director will be responsible for scheduling the use of buildings, rooms, patios, and equipment. **All schedules are subject to change based on space availability.** Kitchen use will be limited to meeting dates and scheduled special events. It is the responsibility of the Club/Group to ensure the facilities are left clean and in good condition following their meeting/event. If a private caterer is used, a Certificate of Insurance for the vendor must be received by the Recreation Director at least 7 days before the event.

Association and Recreation-sponsored events shall have priority for all room reservations and dates. Clubs' and Groups' approvals shall then be subject to the following hierarchy: Clubs will always have priority, followed by groups.

Club and Group articles in the LVW News magazine will be based on available space and first-come status in accordance with the previously stated hierarchy. Creeper Channel notices are subject to the existing rules in accordance with the Recreation Department's established procedures. Clubs and groups are encouraged to advertise on FRONTSTEPS their Club page on [leisurevillagewest.com](http://leisurevillagewest.com). With the exception of the LVW unofficial social media platforms, no Club or Group is to place articles, flyers or posters in outside publications, with public vendors or on public social media platforms that reference any upcoming or future events.

In the event of a conflict between clubs or groups that cannot be resolved mutually, the matter shall be referred to the Recreation Director and the Community Services Committee for review. The Director and the Community Services Committee shall conduct a hearing with the disputants to resolve the dispute. In the event of an impasse, the Recreation Director shall communicate the final disposition.

Organized group play must provide a list of participants to the Recreation Department and the Route 70 Gatehouse two days prior to the event.

If a club or group does not comply with these rules, it will forfeit its right to function in Leisure Village West, and all privileges will be revoked.

If there is a conflict between these rules and any Club's governing documents, these rules shall prevail.

**DISCLAIMER: The Leisure Village West Association, Inc. does not review, oversee, maintain, manage, insure, protect, or guarantee the finances of any organization. Full responsibility for the management of all Club and/or Group funds lies with the individual club or group and its officers.**

**Furthermore, Leisure Village West Association, Inc. does not plan, supervise, or endorse any Club activities or events and is not responsible for any damage or injury of any kind that occurs at or results from any Club activities or events. Any person who participates in any Club activity or event does so at their own risk.**

\_Adopted by BOT: July 5, 2000  
Revised: July 3, 2002  
Revised: July 18, 2007  
Revised: April 7, 2010  
Revised: June 5, 2013  
Revised: November 5, 2014  
Revised: July 19, 2017  
Revised: December 5, 2018  
Revised: May 1, 2019  
Revised: January 6, 2021  
Revised: August 4, 2021  
Revised: December 6, 2023  
Revised: PENDING