

AGENDA

LVWA BOARD OF TRUSTEE MEETING TUESDAY, SEPTEMBER 30, 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: Dan Keane and Ashley Janson from Allied Universal
Michael Polulak from McGovern Legal Services, LLC.

ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the September 3, 2025, minutes.
3. Motion to approve the August 29, 2025, Annual Meeting of the Members minutes.
4. Motion to approve renewing the lease agreement for Solid Gold Realty LLC d/b/a Century 21 Solid Gold Realty through October 15, 2027.

PRESENTATION OF REPORTS:

I. COMMITTEE REPORTS

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

II. RECREATION REPORT (Mary Lighthipe)

III. COMMUNITY MANAGER'S REPORT (Jackie Ascione)

IV. BOARD OF TRUSTEES REPORT (Louis Maiocco)

UNFINISHED BUSINESS

1. Policy, "Document Retention, Inspection, Production, Destruction."
2. Rules Governing Clubs and Groups

NEW BUSINESS

1. Revisions to Bingo Club Bylaws
2. Revisions to the Welcome Committee Charter

The next open Board meeting will be held on Wednesday, November 5, 2025, at 7:00 p.m. in the auditorium of Willow Hall.

- **ADJOURN OPEN MEETING**

AGENDA

LVWA BOARD OF TRUSTEE MEETING TUESDAY, SEPTEMBER 30, 2025 at 1:00 PM WILLOW HALL

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. 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.

The meeting was called to order at 1:00 PM by Trustee Ivan Gilbert with the Pledge of Allegiance.

- M L. Doner, Election Chairperson, gave the official report from the 2025 Trustee Election.

ROLL CALL:

PRESENT: Trustees:

- Ivan Gilbert
- Louis Maiocco
- Steven Leslierandal
- Joy Carmody
- Samuel Carollo
- Christina Basile
- Veronica Risi

Management Staff:

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

FIRST ORDER OF BUSINESS:

S. Bowker, Administrative Assistant, stated the procedures for the 2025-2026 Election of Officers. The voting for President, Vice President, Treasurer, and Secretary took place, and the results are as follows:

Reorganization of officers for the 2025-2026 year:

Louis Maicco	President
Joy Carmody	Vice President
Samuel Carollo	Treasurer
Christina Basile	Secretary
Ivan Gilbert	Trustee
Steve Leslierandal	Trustee
Veronica Risi	Trustee

L. Maiocco gave welcome remarks.

Liaison Assignments were assigned as follows by the Board President, L. Maiocco:

Administration Committee	Christina Basile
Architectural Committee	Veronica Risi
Finance Committee	Samuel Carollo
Community Services Committee	Joy Carmody

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

J. Carmody moved to waive the reading of the minutes. V. Risi seconded. A vote was called, and all were in favor. Motion carried.

C. Basile moved to approve the August 6, 2025, minutes. S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor. Motion carried.

V. Risi moved 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. S. Carollo seconded. There was a question from the audience. A vote was called, and all were in favor. The motion carried.

S. Carollo moved to approve painting the siding of 64 units in condos 23 through 51 during year one 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. J. Carmody seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

J. Carmody moved to approve the revisions to Architectural Specification 2_6, "Installation of Window Shutters." S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

S. Leslierandal moved 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. J. Carmody seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

I. Gilbert moved 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. J. Carmody seconded. There were questions from the audience. A vote was called and all were in favor. The motion carried.

PRESENTATION OF REPORTS:

I. COMMITTEE REPORTS:

- Barbara Owens, Chairperson, presented a report on behalf of the Architectural Committee.
- Anne Niebergall, Chairperson, presented a report on behalf of the Community Services Committee.
 - *The Board approved Patricia Hertz as a member of the Welcome Committee.*
- Patricia Hansen, Chairperson, presented a report on behalf of the Finance Committee.
- Mary Rose McCarthy, Chairperson, presented a report on behalf of the Administration Committee.

- II. M. Lighthipe, Recreation Director, presented a report on behalf of the Recreation Department.

III. COMMUNITY MANAGER'S REPORT:

- Congratulations to the newly elected Board of Trustees. She looks forward to working collaboratively in the service of our wonderful community.
- Xfinity installation update: Xfinity construction and installation are expected to be completed in the coming weeks. All homes remain on schedule to be connected by October 1, 2025. Any property damage caused by installation is Xfinity's responsibility. Repairs will be made after construction concludes, unless the issue is emergent. To schedule your service, you must wait for a door tag to appear on your home or visit the Xfinity website to view available dates for appointments and walk-ins. Some residents may have received an installation charge from Xfinity in error. Please disregard this bill. Xfinity has acknowledged the issue and will correct it in your next billing cycle.
- Verizon equipment returns: We are still waiting for Verizon to issue a formal letter with return instructions. Despite repeated outreach, we have not yet received a definitive response. In the meantime, residents have been successfully returning equipment to the local Verizon store and cancelling service independently. If you return your equipment, please get a tracking number for your records.
- Overnight parking violations: the Association is not staffed overnight. If you notice a violation, take a clear photo of the vehicle and license plate, ensure the photo is date and time stamped, and send it to the Association office so we can process the violation accordingly.
- General Compliance and Resident Support: Due to the high volume of concerns, staff may not always be able to conduct on-site inspections promptly. Photos from residents are extremely helpful in addressing issues more efficiently. For minor violations, we may place a courtesy phone call or send emails. While our goal is always compliance over enforcement, unresolved issues will result in formal violations. Management appreciates your cooperation as we work together to maintain community standards.
- Fire Alarm Safety Reminder: Occasionally, building fire alarms may be triggered even when no fire is present. Regardless, all residents must exit the building when the alarm sounds. Alarms can only be reset by the Fire Department or Fire Marshal. Failure to exit is both a safety risk and a violation. A fire drill is being scheduled. Staff will assist, but it is ultimately your responsibility to comply with evacuation procedures.

IV. BOARD OF TRUSTEES REPORT:

- L. Maiocco thanked the former trustees for their service.

UNFINISHED BUSINESS:

1. A new policy regarding 'Document Retention, Inspection, Production, and Destruction' was presented. The audience asked several questions. The Board will vote on this at the next open Board meeting on September 30, 2025.

NEW BUSINESS:

1. The proposed revisions to the Rules Governing Clubs and Groups were presented as an attachment to the agenda. During the meeting, audience members raised questions and sought clarification regarding these rules. The Board will continue to discuss the rules and will present them again at the next open Board meeting on September 30, 2025.

During the presentation for the revisions to the Rules Governing Clubs and Groups, a discussion ensued about the sanction for the Leisure Paws Club. *V. Risi* moved to rescind the ADR approval by the previous Board for Leisure Paws to hold its Mah Jongg event. *S. Carollo* seconded.

V. Risi – Yes
C. Basile – Yes
S. Carollo – Yes
S. Leslierandal – No
J. Carmody – Yes
L. Maiocco – Yes
I. Gilbert – No

The motion carried.

J. Carmody moved to reject the ADR's recommendation to allow Leisure Paws Club to hold its Mah Jongg event. *C. Basile* seconded.

V. Risi – Yes
C. Basile – Yes
S. Carollo – Yes
S. Leslierandal – No
J. Carmody – Yes
L. Maiocco – Yes
I. Gilbert – No

The motion carried.

The next open Board meeting will be held on Tuesday, September 30, 2025, at 1:00 PM in the auditorium at Willow Hall.

There being no further business, the Board meeting adjourned at approximately 3:17 PM.

Samantha Bowker
Administrative Assistant

Christina Basile
Board Secretary

Approved: PENDING

LEISURE VILLAGE WEST
ANNUAL MEETING OF MEMBERS

AUGUST 29, 2025
WILLOW HALL

The meeting convened at approximately 1:00 PM with the Pledge of Allegiance.

Present were Board members: Ivan Gilbert, Wayne Steinman, and Louis Maiocco. Also, present was the Accounting Administrator – Michelle Lampard.

I. Gilbert, BOT Official, gave welcome remarks and explained the purpose of the meeting.

10:00 AM: Residents were given one last opportunity to submit a ballot or change a vote.

The Election Chairperson, M L. Doner, confirmed that quorum had been reached with 1,370 ballots received. She gave welcome remarks and explained the process for the election.

10:05 AM: The Election Committee began separating envelopes, opening, removing, and batching ballots, scanning ballots. The meeting was streamed live on the community channel, and observers were welcomed in Willow Hall.

2:06 PM: The Election Committee transmitted the Ballots to MK Elections for tallying.

The results of the 2025-2026 Trustee Election were as follows:

Samuel Carollo	927
Christina Basile	709
Ronnie Risi	614
Al DAmato	602
Earl Ritchie	488

The new Trustees for the 2025-2026 year are Christina Basile with a three-year term, Samuel Carollo with a three-year term, and Ronnie Risi with a one-year term.

The meeting ended at approximately 3:57 PM.

Samantha Bowker
Administrative Assistant

Christina Basile
Board Secretary

Approved: PENDING

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: _____

THE LEISURE VILLAGE WEST
BINGO CLUB
BYLAWS

BYLAWS

ARTICLE I

NAME

Section 1.

The name of this organization shall be:

The Leisure Village West Bingo Club.

ARTICLE II

PURPOSES

Section 1.

The Objective of this club shall be:

To study, review, and make recommendations to the Board of Trustees concerning the operation of Bingo.

To operate the Bingo games and provide the residents with an enjoyable activity.

To establish and maintain a New Jersey Bingo License as required to operate bingo gaming within Leisure Village West.

To establish and maintain Bingo games, which may be held twice monthly throughout the year

The Bingo Club shall take ownership and responsibility for all of the Bingo Equipment and the maintenance and repair of same.

The Bingo Club shall save funds for the future purchase of new equipment.

The Bingo Club shall determine how the funds generated will be spent, ie, on bingo expenses and for the pleasure and use of the entire LVW Community

ARTICLE III **MEMBERSHIP**

Section 1.

The active membership of this club shall consist of all residents of Leisure Village West.

ARTICLE IV **OFFICERS**

Section 1.

The elected officers of the club shall consist of the following:

- (1) President
- (1) Vice-President
- (1) Secretary
- (1) Treasurer
- (1) Assistant Treasurer

Section 2.

These elected officers are to serve at least one (1) year terms. Elections to be held on the first Wednesday in September.

Section 3.

The elected officers shall perform their duties as prescribed in these Bylaws and by the parliamentary authority adopted by the club.

Section 4.

Vacancies in any office shall be filled for the unexpired term by appointment of the *Executive* Board.

ARTICLE V
EXECUTIVE BOARD

Section 1.

The elected officers shall constitute the Executive Board.

Section 2.

At any meeting of the Executive Board, a majority of its members attending shall constitute a quorum.

Section 3.

Each Board member of the LVW Bingo Club shall be entitled to one vote at any Board meeting.

Section 4.

The duty of the Executive Board shall be to conduct the business of the club.

Section 5.

The Executive Board of the LVW Bingo Club can approve any one expenditure of up to Five Hundred Dollars (\$500) per session. Amounts above that must be for expenditures proposed by the Executive Board and accepted by the Leisure Village West Board of Trustees. No funds will be expended to any Leisure Village West club for a club's use in its club's name. All *funds* collected will be used in accordance with Article II.

Section 6.

No funds shall or will be expended to any LVW Club for that club's use in that club's name

Section 6.7

No spouse and/or partner of any unit may serve on the executive Board simultaneously.

ARTICLE VI
DUTIES OF THE OFFICERS

Section 1.

The President shall be the chief executive officer of the club, and shall preside at all meetings of the membership and the Executive Board. The President shall perform such other duties as are prescribed in the Bylaws and by the parliamentary authority adopted by the club.

Section 2.

The Vice-President, in the absence of the President, presides and performs the duties of the President and shall, in general, aid the President in his/her duties.

Section 3.

The Secretary shall keep the minutes of the meetings of the club and the Executive Board, and shall read such minutes at the meetings. The Secretary shall be custodian of all documents belonging to the club, and shall notify all committees of their appointments and the duties of these committees. The Secretary shall maintain a list of all members.

Section 4.

The Treasurer shall open a checking account in a federally insured banking Institution as directed by the Executive Board. The Treasurer will receive and bank all funds of the club, maintain records for such funds, pay the bills of the club, and disburse all funds as directed by the Executive Board. These disbursements shall only be by check which must be signed by two (2) elected Officers of the club. Treasurer shall file state and federal taxes, if required, apply for state and municipal licenses. The Treasurer shall give a statement of income and expenditures and submit a financial report after each session to the Recreation Director who shall submit the same to the Board of Trustees.

Section 5.

The Assistant Treasurer, in the absence of the Treasurer, performs the duties of the Treasurer and shall, in general, aid the Treasurer in his/her duties.

No officer or member shall gain directly or indirectly from the funds generated by this club.

ARTICLE VII
GENERAL AND SPECIAL MEETINGS

Section 1.

Annual Meeting

The Annual Election meeting shall coincide and be conducted prior to the first Bingo session in September each year, at which time the officers of the Executive Board will be elected and installed for the new fiscal year. Committee members will be appointed.

All attendees of the Annual Election Meeting are entitled to one vote

Section 2.

Special Meetings

Special meetings may *be* called by the President, or shall be called by the President upon the written request of Ten (10) or more members, or for any impasse of the Board or failure to act. The purpose of special meetings shall be stated in the call, and at least five (5) days' notice of such special meeting shall be given where practical. No business other than the stipulated reason for calling the special meeting shall be transacted at this meeting.

ARTICLE VIII
ELECTION OF OFFICERS

Section 1.

At the Executive Board meeting held three months prior to the annual meeting, a nominating chairperson shall be appointed by the President. This chairperson shall appoint two (2) others to assist him/her *in* nominating candidates for all offices to be filled at the September meeting. This committee shall present a slate prior to the September meeting. Additional nominations from the floor shall be permitted. In the event that a nominee is not present, written acceptance or consent of such nominee must be presented at that time.

Section 2.

Removal of an Officer. The Executive Board may propose the removal of one or more officers by an affirmative vote of 2/3 of the Executive Board.

ARTICLE IX

COMMITTEES

Section 1:

The President may appoint such ad hoc committees as he/she deems necessary.

Section 2:

The designated Vice President shall be ex-officio member of all committees and may serve as Chairperson of a committee as covered in these bylaws.

ARTICLE X

GENERAL

Section 1.

When a special event or project is proposed to the club, the proposal must be presented in writing to the Executive Board, stating the purpose of the project, the date and time scheduled, any costs involved, and listing the benefits to the committee and/or residents of the village.

Section 2.

The President's signature plus the signature of an additional Executive Board member, as directed by the Executive Board, shall be required on any form to be signed in the name of the club. No other parties are allowed to obligate the *club in any manner* or form.

ARTICLE XI

AMENDMENTS

Section 1.

Any amendment to the Bylaws shall be presented, in writing, by the Executive Board to the Recreation Director, who will submit the same to the Board of Trustees for approval.

ARTICLE XII

DISSOLUTION

Section 1.

In the event the club dissolves either voluntarily or by direction of the Board of Trustees of Leisure Village West, all funds will be dispersed back to the members of the community.

BOARD SECRETARY, ~~THOMAS HARDMAN~~ CHRISTINA BASILE

APPROVED: August 15, 2011

AMENDED: June 5, 2019

AMENDED: November 3, 2021

AMENDED: PENDING

WELCOME COMMITTEE

CHARTER STATEMENT

The Welcome Committee is a LVW Board of Trustees appointed committee and is a subdivision of the Community Services Committee.

CONFIDENTIALITY

Members shall keep the Committee's confidential information in strictest confidence. Members shall not disclose or discuss such information to anyone outside of the Committee unless authorized to do so. The member shall not make use of any confidential information for their own purpose or the benefit of anyone.

Members are obligated to maintain the confidentiality of such matters and information even after the member leaves the Committee.

Committee members understand that failure to comply with the above paragraphs could lead to claims by the Association or other persons or entity, and that such disclosure may cause such claims to not be covered by the Association's insurance.

ORGANIZATION

1. The selection of the Chairperson shall be recommended by the members of the committee. These recommendations will be forwarded to the Community Services Committee for review and to the Board of Trustees by the Trustee Liaison for confirmation. As part of the assignment to this post, the Chairperson shall be computer literate and report quarterly to the Community Services Committee.
2. The Board of Trustees will review the position of Chairperson on an annual basis. In the event the position is vacated for any reason, the members of the Committee will recommend a successor to the position. This shall be submitted to the Community Services Committee and to the Trustee Liaison for submittal to the Board of Trustees who will confirm or reject the appointment.
3. The members of the Committee shall be approved volunteers. The membership size shall be limited to working members.
4. Individuals seeking to become members of the Welcome Committee must prepare a written request, along with a resume or detailed information on their experience and submit it to the LVW Administrative Assistant who will then submit it to the Committee Chairperson. The Chairperson will then distribute copies to the Committee members for their information, input, and approval.
5. Then, if appropriate, the candidate is asked to attend an interview session to determine the candidate's suitability to the Committee and the needs of the Committee. If found

to be an acceptable addition, the Chairperson will recommend the individual to the Community Services Committee for approval. Application will then be submitted to the LVW Board of Trustees for final approval and appointment of the individual as a new member of the Welcome Committee.

MEETINGS

The Welcome Committee will meet ~~on a~~ quarterly basis or bi-annually to review its policies and procedures. Feedback from resident visits will be discussed and modifications and/or additions to the program will be made on an as needed basis.

OPERATION OF THE COMMITTEE

1. The LVW Association office will inform the Chairperson of new residents and of residents that move within the village at the beginning of each month.
2. Study, review and make recommendations to the Community Services Committee concerning the welcoming of new residents to the village.
3. Meet with new residents via a group session to welcome and explain the operation of the village including rules and regulations, Association procedures, and provide information relative to the individual home to include but not limited to:
 - ~~Provide Welcome Booklet explaining a wealth of information.~~
 - Review pertinent information pertaining to rules and regulations
 - Review 5 ft area obligations
 - Review Dog & leash rules and regulations
 - Review Helping Hands and DO's/DON'Ts
 - Review LVW bus schedule with new resident.
 - Provide up-to-date information relative to the Manchester-Lakehurst area.
 - Answer questions concerning maintenance, appliances, recreational activities and local information.

NOTE: Should a resident request or require an at home visit, the Welcome Committee Chairperson or Co-chairperson will do their best to accommodate the request.

Approved: September 7, 2022
Amended: PENDING