

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, DECEMBER 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 for Public Comment and Participation in the open portion of the Board meeting are as follows: Residents will be allowed to make a three-minute comment or question related to the agenda item 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.

❖ **APPEARANCES:** Michael Polulak from McGovern Legal Services

- **PLEDGE OF ALLEGIANCE**
- **CALL TO ORDER**
- **ROLL CALL**

ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the November 5, 2025, minutes.
3. Motion to approve the revisions to the Policy, regarding "Control Gate Entry System."
4. Motion to approve a new Policy, regarding "Variances."

PRESENTATION OF REPORTS:

I. COMMITTEE REPORTS

- Architectural Committee (Barbara Owens)
- Community Services Committee (Anne Niebergall)
- Finance Committee (Patricia Hansen)
- Administration Committee (MaryRose McCarthy)
 - Approve new member

II. RECREATION REPORT

(Mary Lighthipe)

III. COMMUNITY MANAGER'S REPORT

(Jackie Ascione)

IV. BOARD OF TRUSTEES REPORT

(Louis Maiocco)

UNFINISHED BUSINESS

1. Rules Governing Clubs and Groups
2. Preservation Project - (PowerPoint Presentation)
3. Sale of a Unit
4. Master Deed Revision, Section 32

NEW BUSINESS

The next open Board meeting will be held on Wednesday, January 7, 2025, at 1:00 p.m. in the auditorium of Willow Hall. The audit meeting will be held on Wednesday, January 14, 2025, at 7:00 p.m. in the auditorium of Willow Hall.

- **ADJOURN OPEN MEETING**

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AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, DECEMBER 3, 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 7:03 p.m. by Board President Louis Maiocco, who led the Pledge of Allegiance.

ROLL CALL:

PRESENT: Trustees:

- President: Louis Maiocco
- Vice President: Joy Carmody
- Treasurer: Samuel Carollo
- Secretary: Christina Basile
- Trustee: Ivan Gilbert
- Trustee: Steven Leslierandal
- Trustee: Veronica Risi (via telephone)

Management Staff:

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

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

C. Basile moved to waive the reading of the minutes. S. Leslierandal seconded. A vote was called, and all were in favor. The motion carried.

C. Basile moved to approve the September 30, 2025, minutes. 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 the Welcome Committee Charter. 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 revisions to the Bingo Club Bylaws. I. Gilbert seconded. There were questions from the audience. A vote was called, and all were in favor. The motion carried.

S. Carollo moved to approve the policy, "Document Retention, Inspection, Production, Destruction" as amended. S. Leslierandal seconded. There were questions and comments from the audience. A vote was called, and all were in favor. The motion carried.

I. Gilbert moved to approve rescinding Policy Resolution, "Copy Charge for Association." J. Carmody seconded. There was no discussion, and a vote was called. 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.
- Patricia Hansen, Chairperson, presented a report on behalf of the Finance Committee.
 - The Board approved new members, Peter Dobko and Mary Trezza.
- Mary Rose McCarthy, Chairperson, presented a report on behalf of the Administration Committee.
 - The Board approved Ed Traeger as a member of the ADR Committee.

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

III. COMMUNITY MANAGER'S REPORT:

- **Meet Your Managers:** We warmly invite all residents to join us for a special "Meet Your Managers" gathering — a casual opportunity to connect with your Association Management team on Friday, November 14, 2025, at 10:00 am at Willow Hall. This event is designed to: help residents put faces to names in a relaxed setting, provide general community information and updates, answer common questions, and listen to your feedback and insights. To ensure we make the best use of our time together, a request form will be available that day for any specific work orders or follow-ups so that we can address individual concerns outside the group session.
- **A Message from the Architectural Committee:** Please be advised that five-foot area (FFA) inspections are currently underway. According to Specification 1_1 in the Resident Handbook, every homeowner must maintain their five-foot area (FFA). At this time, we are requesting that each homeowner conduct an inspection of their five-foot area to identify any issues that do not comply with Specification 1_1. The following is a sample of issues that would be considered non-compliant: Vines growing on the house; extensive, overgrown shrubbery, trees, and weeds; shrubbery located outside windows that obstructs egress during an emergency; and furniture placed in the five-foot area should all be appropriately corrected. Reminder: Residents are not permitted to landscape, alter, or personalize any common areas in the Village unless the Board of Trustees approves minor improvements. Board approval **MUST** be obtained before any work can be done.
- **Gates and Security.** While Leisure Village West is a gated community, it is essential to note that it is not fully secured. That said, we acknowledge the concerns many residents have raised regarding the operation of the gates—especially when they are affected by electrical outages or require repair. At the October open session with the Manchester Office of Emergency Management, I discussed the community's concerns regarding the gates remaining open during a power failure. Sgt. Robert Sharpy, the Emergency Management Coordinator, advised that he believes it is safer for all residents to leave all gates open in the event of a power loss. The safety of residents and the need to ensure first responders have immediate access to our community far outweigh other considerations. We are currently researching the cost of installing generators at the Colonial and Route 37 gates, similar to those at the main entrance. Until such installations are in place, in the event of a power failure, the gates will remain open to prioritize the safety of our residents. As a reminder, a fire can double in size in 30 seconds, and 60 seconds can make the difference between life and death.
- **Xfinity Refund Checks:** for \$67.00 for the Xfinity credit were mailed on or about November 3, 2025. As long as the US Post Office cooperates, you should receive your check within the next two weeks.
- **Seeding Project:** for the area south of the Buckingham Bridge has been completed, and the irrigation system should be completely blown out and winterized for the season after Veterans Day. The fences around the community have been cleaned with a quick-clean spray. We are starting the fall gutter project.
- **Snow Removal Information:** will be posted in the monthly magazine. Individuals who need chemo and dialysis, submit your request with a doctor's note so you can be placed on the priority list.
- **Power Outages:** With the help of Bob Chilton, a resident here at LVWA, the HOA will be organizing a session for residents to stop in and complete a letter to the BPU and our State and local representatives regarding all the JCP&L outages our community experiences.
- **Pathway Lighting:** In response to the many concerns about path lighting, we are implementing a new plan to address the issue. A member of the Architectural Committee has kindly offered to review residents' concerns regarding the path lighting and any necessary repairs. They will compile a list of lights that need replacement or repair and work with Management to prioritize and address them.

- **LVW Preservation Project:** *S. Leslierandal moved to approve FWH Associates to provide an environmental investigation and land development feasibility for the GreenVest Easement Agreement for a cost not to exceed \$5,000.00. The funds to meet this expense will be provided by the operating budget. S. Carollo seconded. There were questions from the audience. A vote was called and all were in favor. The motion carried.*
- **Common Area Lighting Project:** The Board adopted and implemented the Common Area Lighting project and agreed to begin funding it in 2021. To date, 392 post/parking lights have been replaced (including those at Leisure Fair Plaza, Willow Hall grounds, and the pool area). We are now requesting that the Board authorize the release of funds to purchase the materials needed to begin the project's fifth year.
Year 5: Replace and install 100 Walkway post lights. This will start in Cambridge Section Condos 17 and 18. Installation will include 30-watt LED post lights on 8-foot-tall aluminum poles. The ground in much of this area has extensive tree root overgrowth, requiring all-new underground wiring. Most digging will be done by LVW staff, and all footings and pole installation will be done by in-house staff. A change in the scope of the original project now requires a licensed electrician to make all final electrical connections, and we will install new wiring rather than using existing in-ground wires. Management is asking the Board to approve releasing the funds for year five. This expense is not to exceed \$67,000.00. The expense will be charged to GL # 3230 Capital Replacement Common Buildings. *J. Carmody moved to approve releasing the funding for year five of the common area lighting project for a cost not to exceed \$67,000.00. The funds to meet this expense will be provided by account #3230 – Capital Replacement/Common Buildings. S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.*

(The audience raised several questions and comments about various topics from the Community Manager's Report, including the status of hiring a Grounds Manager, the issue of lighting outages in the Yorkshire Court area, the process for refunding residents the \$67.00 for the Xfinity rebate, and who is responsible for monitoring hate speech on social media that involves the Leisure Villages West name.)

IV. BOARD OF TRUSTEES REPORT: (L. Maiocco)

- **Master Deed Revision, Section 32:** "Our attorney prepared the following statement to be read to explain an issue that recently came to the Board's attention regarding language contained in the community's Master Deed. Section 32 of the Master Deed includes a provision stating that a person, regardless of age, may reside in the community if they are providing support to an occupant. This provision dates back to the original Master Deed prepared in the 1970s. At the time this language was drafted, there was little guidance from federal agencies or the courts as to how the Fair Housing Act and the Housing for Older Persons Act should be interpreted in age-restricted communities. Since then, both HUD (the U.S. Department of Housing and Urban Development) and federal courts have made it clear that an age-restricted community may not permit minors to reside in the community as an accommodation to a disability. Accordingly, even though this "support person" language still appears in the Master Deed, it conflicts with current federal law and is not enforceable. The community must continue to comply with the requirements of the Housing for Older Persons Act, which means that no person under the age of 19 may reside in the community. So, to bring the governing documents into compliance with federal law, the Board intends to amend the Master Deed to remove this outdated provision. Pursuant to the Radburn Law, the Board may adopt this type of corrective amendment without membership approval, since it is being made solely to bring the governing documents into conformity with applicable law. Once adopted, the amendment will be recorded and made available for members to review. This action ensures that the Association's governing documents remain accurate, current, and fully compliant with both federal and state housing regulations. Therefore, at the next open board meeting, the board intends to pass this corrective amendment to remove the unenforceable "support person."

language from the Master Deed." We will also prepare the necessary corrective amendment for the board to pass. I presume that the board will pass this amendment at the December meeting (the meeting after the above statement is read to the membership).

UNFINISHED BUSINESS:

1. The Rules Governing Clubs and Groups are still being reviewed by the standing committees.

NEW BUSINESS:

1. The revised policy, "Control Gate Entry System," is attached to the agenda and presented to the residents for review. The Board will vote on it at the next open meeting on December 3, 2025.
2. A new policy titled "Variances" was presented and attached to the agenda. The Board will vote on it at the next open meeting scheduled for December 3, 2025.

The next open Board meeting will be held on Wednesday, December 3, 2025, at 1:00 PM in the auditorium at Willow Hall.

There being no further business, the Board meeting adjourned at approximately 9:09 PM.

Samantha Bowker
Administrative Assistant

Christina Basile
Board Secretary

Approved: PENDING

LEISURE VILLAGE WEST ASSOCIATION, INC. **POLICY REGARDING CONTROL GATE ENTRY**

WHEREAS, Leisure Village West is a common interest private gated community, with controlled access to the Village, and

WHEREAS, the Board of Trustees of Leisure Village West, under the authority of the governing documents, must develop rules and regulations to ensure the privacy of residents; and

WHEREAS, the Board of Trustees is obliged to provide the residents of the Village an appropriate system for entry and exit to avoid unlimited public access.

IT IS NOW THEREFORE, ~~this 6TH DAY OF MARCH 2019~~, declared to be the policy of Leisure Village West regarding the control gate entry system and transponders:

~~Control entry devices will be provided to the residents on the following basis:~~

- 1) One (1) control entry device will be issued to each unit upon presentation of a current, valid, vehicle registration in the name of the unit owner or registered tenant, a current driver's license and a valid certificate of insurance assigned for to that vehicle. Transponders will be affixed to the resident's vehicle's windshield. Additional control entry devices, transponders will be issued as follows:
 - a) Residents of Eton, Greenbriar, Concord, Falmouth, or Nantucket models may obtain a maximum of one (1) additional control entry device upon the presentation of a valid Driver's License, Vehicle Registration, and Insurance card. This second vehicle is required to park in a 72-hour parking space in the Encore overflow parking lot in designated areas.
 - b) Residents of Cambridge, Baronet, Winfield, Regency, Wheaton, Oxford, Stratford, Blair, St Tropez, Hastings, Roxy, Savoy, Ritz, Pickford, Waldorf, or Victoria models may obtain a maximum of two (2) additional control entry devices, upon the presentation of a valid Driver's License, Vehicle Registration and Insurance card registered to the resident. The additional vehicle is required to park in a 72-hour parking space in the Encore overflow parking lot designated areas if driveway space is unavailable.
- 2) ~~Gate entry devices~~ Transponders are not transferable from vehicle to vehicle ~~nor~~, resident to resident, or to guests.
- 3) No charge will be assessed to replace a Transponder. If a resident changes vehicles, the old transponder will be deactivated, and a new transponder will be issued.
- 4) No entry device will be assigned to vehicles used ~~for commercial~~ for commercial purposes, livery vehicles, scooters, mopeds, bicycles (including electric) ~~and or~~ oversized vehicles.
- 5) A resident who is provided a *company-owned vehicle* may be assigned a device transponder upon the presentation of a current registration, valid driver's license, and certificate of insurance, and, in the case of a rental or lease, a copy of the lease agreement and a letter from the company authorizing the use of the vehicle. ~~Gate devices~~ Transponders will not be assigned unless the information is presented.

- 6) Residents with a disability who possess a state issued non-driver ID, solely for the purpose of providing identification, or ~~if there is~~have no vehicle owned or associated with their unit, may obtain ~~a one~~ handheld transponder. Handheld transponders are only to be used by the resident to whom it is issued and ~~may will be result in forfeiture~~forfeited if used by others.
- 7) All ~~Gate Access Device~~transponders will be controlled by the Association office and ~~may will~~ be disabled or revoked at the discretion of the Association without prior notice for failure to comply with Association rules.
- 8) Emergency vehicles and Police, Fire, Emergency medical vehicles, and postal vehicles will be assigned with the approval of the Community Manager.
- 9) A memorandum of agreement between the Association and the resident ~~is to be signed at time of device issuance~~ referring to ~~the vehicle~~ parking ~~of vehicles~~ must be signed at the time the device is issued.
- 10) Vehicles using the entry and exit gates must not proceed through the gates until the gate arm is in a full, maximum upright position. Vehicles must not piggyback nor bumper hug the vehicle in from during entrying or exiting the Village. All vehicles must follow posted speed limits and signage.
- ~~10)11)~~ Any driver causing damage and/or destruction to property in Leisure Village West will be responsible for replacement or repair of any damaged property. Unit owners will be responsible for damage caused by guests.
- 12) Violations of these rules, regulations, or policies will result in the revocation of the transponder.
- ~~12)13)~~ This policy supersedes the "Distribution of Transponders to Residents without Automobiles" policy dated October 1, 1997. In addition, any provision contained in any previously adopted policy of the Association that conflicts with any provision set forth herein shall be deemed void, and the provision contained herein shall govern.

Board Secretary, Christina Basile

Approved:	November 7, 2007
Revised:	January 2, 2008
	June 3, 2009
	March 3, 2010
	July 5, 2012
	February 6, 2013
	March 6, 2019
	PENDING

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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

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

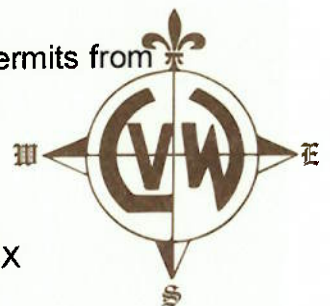
WHEREAS, the Board of Trustees recognizes the need to allow reasonable accommodations for residents with physical disabilities and serious physical limitations; and

WHEREAS, the Board of Trustees recognizes that unforeseen resident needs may also require reasonable accommodations; and

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

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

1. A unit owner may request a variance from Association policies, rules, or regulations regarding limited common areas or the façade of a unit, including but not limited to an alteration or modification of a walkway, sidewalk, driveway, curb, windows, or external doorway.
2. The unit owner must submit the request for a variance to the Community Manager.
3. The application must include documentation by a medical professional of the physical disability or limitation **or** a persuasive demonstration of the unforeseen **compelling** need the variance would address. The application must provide evidence that the variance is the **sole** manner in which the resident's needs can be accommodated.
4. The application must include details of the change, including renderings prepared by a contractor or architect.
5. The application includes a statement by the owner(s) that they understand and accept the following terms:
 - a. if the variance is approved, the work must be done by the Association or an insured contractor approved by the Association
 - b. If the variance is approved, the owner is responsible for all costs associated with the work and with its maintenance
 - c. If the variance is approved, the owner will obtain any applicable permits from Manchester Township before an Association permit will be issued.



6. The Community Manager will share the application with appropriate Association staff for their review and recommendations regarding the proposed change, including whether the work will be done by Association staff or will require an outside contractor.
7. The Community Manager will share the review and recommendations with the owner.
8. If the owner wishes to continue the variance process, the Community Manager will submit the application to the Board of Trustees.
9. If the Board approves the request, the Community Manager will issue the variance.
10. When the owner presents the Manchester Township permit, the Architectural Committee will issue the Leisure Village West permit.

Board Secretary, Christina Basile

Board approved: PENDING

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

INTEROFFICE MEMO

Date: November 20, 2025

From: Accounting Department

Re: Approved Usage of Proceeds from Sale of 41A Edinburgh Lane

Following are the approved operating expenditures from the proceeds of the sale of 41A Edinburgh Lane:

Proceeds from sale	\$	187,236.27	
Payment to FWH for Engineering and Environmental Svcs – GreenVest proposal		(4,200.00)	approved by BOT 11/5/25
Payment to Global Hydro – for application for minor modification for well replacements		(2,750.00)	approved by BOT 11/5/25
Stump disposal costs		(30,000.00)	approved by BOT 11/19/25
Cedar shake materials (funds transferred from operating to GL 3292)		<u>(30,000.00)</u>	approved by BOT 11/19/25
Balance remaining	\$	<u>120,286.27</u>	

