

AGENDA

LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, JANUARY 7, 2026 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.

- 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 December 3, 2025, minutes.
3. Motion to approve contracting with Affordable Refrigeration Services LLC to install five new Lennox 80% furnaces and five new Lennox 14 SEER A/C Units at the five commercial properties for a total project cost of \$39,500.00. The funds to meet this expense will be provided by account #3230 - Capital Replacement/Common Buildings. The unaudited balance for this account as of 11/30/25 is \$643,694.21.
4. Motion to approve the revisions to the Policy regarding "Control Gate Entry."

PRESENTATION OF REPORTS:

I. COMMITTEE REPORTS

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

II. RECREATION REPORT (Mary Lighthipe)

III. COMMUNITY MANAGER'S REPORT

IV. BOARD OF TRUSTEES REPORT (Louis Maiocco)

UNFINISHED BUSINESS

1. New Policy, regarding "Variances"
2. Pool Furniture
3. LVW Grass Cutting for 2026 Season

NEW BUSINESS

1. Revisions to Terms and Conditions for Architectural Specifications

The next open Board meeting will be held on Wednesday, February 4, 2026, at 7:00 p.m. in the auditorium of Willow Hall.

AGENDA

LVWA BOARD OF TRUSTEE MEETING
WEDNESDAY, JANUARY 7, 2026 at 1:00 PM
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. 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 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

Management Staff:

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

Members of the audience were reminded of the rules for the open Board meeting, which are posted on the agenda.

V. Risi confirmed that her votes for the recent Board meeting on November 5, 2025, were valid. (she left the meeting at 1:04 p.m.)

ITEMS VOTED ON: *(continued in 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 November 5, 2025, minutes. S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

The revisions to the "Control Gate Entry System" policy and the new "Variances" policy need further discussion by the Board and will be presented at the next open Board meeting.

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.
- Mary Rose McCarthy, Chairperson, presented a report on behalf of the Administration Committee.
 - The Board approved Joseph Pannachio as a member of the Administration Committee.

M. Polulak reminded residents that the Association's rules and regulations strictly prohibit any disorderly, abusive, or threatening behavior towards staff, management, contractors, or anyone representing the Association. Residents who engage in such conduct may face enforcement actions.

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

III. COMMUNITY MANAGER'S REPORT:

- **Holiday Parking Passes for the Christmas Holiday:** Parking passes are valid from the day before the holiday through the weekend following the holiday. These passes are specifically for the visitors of unit owners only. All regular parking rules still apply; however, visitors with a holiday pass are exempt from the overnight parking restriction. Visitors must register with the Association office before parking and obtain a pass. Registration requires the visitor's name, license plate number, and the dates for which the pass is needed.
- **Snow:** When snow is forecast, all cars must be removed from the streets and driveways whenever possible. This will allow for quicker snow removal. Except for the Administration Office lot, all other parking lots are available for parking until the snow has been cleared. Improperly parked cars pose the biggest challenge during snow removal. Please remember that your garage or assigned parking spot is the only safe place to keep your car so snow-clearing equipment can operate effectively. Residents with two cars must remove one of them from the street and driveway. Most of our clearing equipment is too large to clear a double driveway if a car is parked on one side, often leaving areas unaddressed until smaller equipment is available. Therefore, it's essential to keep driveways clear. Snow removal on the main roads will begin once we have a 2-inch accumulation of snow and labor and equipment are available. Driveways and single-entry units will be cleared after the snowfall has stopped and the main roads have been opened. It is important to note that it is impossible to start snow removal in every area at the same time; therefore, we will rotate the starting points. Your cooperation in following these guidelines will help minimize any inconvenience during this time. For your own safety, we ask that you remain in your home as long as possible until snow clearing is complete. For additional updates, please tune in to Village Creeper Channel 1970.
- **Permits:** Residents must complete the following steps before beginning any work or ordering any products: Submit a request for a Permit Application to the Association office before any work starts. Ensure that the contractor's insurance is current and on file with the Association office. Submit the contractor's scope of work, including any necessary diagrams, drawings, and/or photographs. Once the permit is approved and issued, it must be displayed in a visible window for the entire duration of the work.
- **Visitor's Lists:** As the holidays approach, it's important to keep everything up to date! Remember to share QR codes with restaurant delivery persons only on a temporary basis for that day.
- **Updating your information with the Association office:** Keep an eye out for a form in our January magazine. We'd love your help updating your info, like pets, license plates, and emergency contacts.
- **Xfinity:** Meeting Scheduled for Thursday, December 11, 2025, from 9:00 a.m. to 4:00 p.m. at Club Encore to address concerns with service, billing, etc.

UNFINISHED BUSINESS:

1. The standing committees are still reviewing the **Rules Governing Clubs and Groups**.
2. **LVW Preservation Project:** (Explanation of the project provided by M. Polulak) In March 2025, GreenVest approached the Association with a proposal to designate part of the LVWA community land as Protected Land. The plan involves collaborating with the Parkway and Turnpike to help them acquire additional land for classification as Protected Land. This initiative would require LVWA to grant an easement on undevelopable community land, enabling GreenVest to move forward with its wetland restoration and preservation project. It is important to note that this is not a purchase of the land; LVWA would retain title to it. At that time, the Board of Trustees was presented with a Letter of Intent, which would allow GreenVest access to the site for further non-intrusive investigation during the study period. Once this study period concludes, GreenVest will provide LVWA with either an extension of the study period or a binding agreement that will include payment terms, conditions, indemnification, and specific language. This proposal, the "Letter of Agreement," was approved by the Board of Trustees on July 2, 2025. Ultimately, LVWA will be signing an NJDEP Conservation Easement upon reaching a binding agreement and closing, which is anticipated to occur sometime in 2026. In the meantime, the Association's Attorney reviewed the GreenVest proposal and recommended consulting with an engineer to determine whether they have experience and to facilitate collaboration with our legal counsel. A metes-and-bounds description will be required to confirm the area in question and its acreage. Additionally, an appraisal must be conducted by a company that specializes in this type of easement. Based on the Association Attorney's conversation with FWH Associates, the Board of Trustees on November 5, 2025, has approved an expenditure of \$4,200.00 from the Operating budget, sourced from the proceeds of the sale of 41A Edinburgh. FWH will conduct a comprehensive review of the property to evaluate potential environmental constraints regulated by the DEP. This review will include examining mapping, aerial imagery, topography, soil data, historic permitting records, and conducting a field visit. If a price is agreed upon, the Association's Attorney will draft a detailed agreement for the "area of interest," outlining the permitted usage and criteria. The Attorney's office is also recommending a bylaw amendment to authorize the grant of the easement by way of a rejection ballot. The Board will announce a town hall meeting.
3. **Sale of a Unit:** The approved use of the proceeds from the sale of 41A Edinburgh Lane was attached to the agenda. The Board still needs to determine the remaining balance.
4. **Master Deed revision, section 32:** M. Polulak provided an updated opinion. Upon further research, it is clear that the statute authorizing boards to implement corrective amendments to the master deed limits their authority to specific issues related to the Law Against Discrimination (LAD). In this case, although the proposed corrective amendment addresses an LAD-related matter, it does not seem to fall within the narrow scope allowed by the statute. Consequently, it appears that the Board lacks the authority to adopt this amendment without the membership's approval. The Board has decided to leave the Master Deed unchanged while developing a policy that complies with federal law. It is important to note that this provision is unenforceable because federal law prohibits anyone under 19 years old from residing in a community designated for individuals aged 55 and older.

MANAGER'S REPORT

- H. Height mentioned that the HVAC systems at the commercial properties are due for replacement. The air conditioning systems currently use R-22 refrigerant, which has been discontinued. These units are beginning to leak and will soon be unserviceable. There are five units across the buildings, and we have requested bids to replace all of them. The bids are as follows:

(Prices include tax and shipping)

Vendor	Equipment	Price
Affordable Refrigeration Services LLC	Install five new Lennox 80% furnaces and five new 14 seer AC units	\$38,000.00
Renegade Heating and Cooling LLC	Install five new Trane 80% furnaces and five new Trane 13 SEER AC units	\$55,243.95
Dwyer Services	Install five New York 80% furnaces and five New York 13.4 seer AC units	\$53,450.58

Management recommends contracting Affordable Refrigeration Services LLC to install five new Lennox 80% furnaces and five new Lennox 14 SEER air conditioning units at our five commercial properties. This installation will include all necessary parts and labor. The total cost for the project is estimated at \$38,000. Additionally, permits from Manchester Township are expected to cost approximately \$1,500. Therefore, the total project cost will amount to \$39,500, which will be funded from account #3230 – Capital Replacements – Common Buildings. The Board will vote on this proposal at the next open Board meeting scheduled for January 7, 2026.

- H. Height announced that the furniture at the Encore and Willow pools is due for replacement, with costs covered by the property replacement fund. Management sought bids both domestically and from a manufacturer in China. Previous experiences with manufacturers in China, such as with the post-top lights for the walkway project and the radar speed limit signs, yielded favorable results. The following bids were received:

Vendor	Equipment	Price
PARKnPOOL	200 chaise lounges, 300 strap chairs, 80 tables, 80 umbrella bases, 100 umbrellas, shipping taxes & fees	\$188,040.00
Kerry Wilkens Inc.	200 chaise lounges, 300 strap chairs, 80 tables, 80 umbrella bases, 100 umbrellas, shipping taxes & fees	\$229,383.86
Hangzhou Yoho Industrial Co., Ltd.	200 chaise lounges, 300 strap chairs, 80 tables, 80 umbrella bases, 100 umbrellas, shipping taxes & fees	\$70,794.00

Management recommends purchasing the following items from Hangzhou Yoho Industrial Co., Ltd.: 200 chaise lounges, 300 strap chairs, 80 tables, 80 umbrella bases, and 100 umbrellas. The total cost for these items is \$70,794.00, which includes all shipping fees and taxes, with delivery directly to Leisure Village West. The funds for this purchase will come from account #3150 – Property Replacement Fund. The Board will vote on this proposal at the next open Board meeting scheduled for January 7, 2026.

- V. Demeski stated that the Board of Trustees is aware that we have faced significant challenges in attracting and retaining high-quality seasonal employees over the past few years. This issue has negatively impacted the Grounds Department's ability to effectively serve the community. We are continually exploring ways to enhance our services for LVWA residents. In 2025, we engaged an outside grass-cutting contractor for the first time due to the challenges mentioned above.

After careful consideration, we have recognized that there is still a need to evaluate our approach to cutting, trimming, and blowing off the residential turf areas within the community. To address this need, we have prepared a Request for Proposal (RFP) and solicited bids to evaluate the possibility of continuing to contract out the residential grass-cutting operations. The LVWA Union staff will continue to cut and maintain the community buildings, large common areas, golf courses, and gates.

The bids received for these services are listed below. The bids are for 20 cuts (every 10 days), trimming of walkways and around 5 ft areas, edging of walkways, chemical application for weed prevention, and end-of-season leaf removal.

Bright View	\$577,422.36
Down to Earth	\$580,663.70
Turf Masters	\$619,571.22
John's Landscaping Property Management Inc	\$655,743.75
General Landscaping	\$686,920.90

Management recommends contracting with an outside landscaping contractor for our 2026 lawn cutting and trimming at a cost not to exceed \$581,000.00. The funds to meet this expense will be provided by account # 7405, Contracted Landscaping. The Board will vote on this proposal at the next open Board meeting scheduled for January 7, 2026.

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

- The Board is currently discussing the possibility of reintroducing Pinnacle Federal Credit Union, which is now known as Garden Savings Federal Credit Union. The Village Salon West is looking to expand its space. Additionally, VISTON and the Welcome Committee may be relocated to a different area within the commercial property.
- The annual appointment process for the Chairpersons is currently underway.
- The Board is currently looking into developing a Code Enforcement Team.
- One of the Board's Goals and Objectives is to explore upgrading the Route 37 gate.
- The Board has not executed a contract with the Community Manager, Jackie Ascione. There is a mutual agreement that her employment will be through January 6, 2026.

There was no new business.

The next open Board meeting will be held on Wednesday, January 7, 2026, at 1:00 p.m. in the auditorium at Willow Hall. The audit meeting will be held on Wednesday, January 14, 2026, at 7:00 p.m. in the auditorium at Willow Hall.

There being no further business, the Board meeting adjourned at approximately 2:11 PM.

Samantha Bowker
Administrative Assistant

Christina Basile
Board Secretary

Approved: PENDING

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Howard Height

Date: November 18, 2025

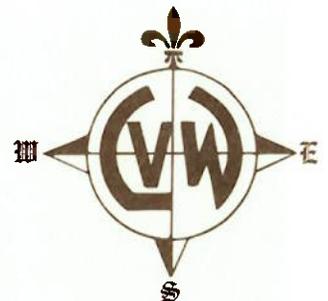
Re: Commercial Properties HVAC systems replacement

The HVAC systems at the commercial properties are due for replacement. The air conditioning systems use R-22 refrigerant, which is discontinued. The units are starting to leak and will no longer be serviceable. There are five units in the buildings, and we have gone out to bid to replace all five. The bids are as follows:

(Prices include tax and shipping)

Vendor	Equipment	Price
Affordable Refrigeration Services LLC	Install five new Lennox 80% furnaces and five new 14 seer AC units	\$38,000.00
Renegade Heating and Cooling LLC	Install five new Trane 80% furnaces and five new Trane 13 SEER AC units	\$55,243.95
Dwyer Services	Install five new York 80% furnaces and five new York 13.4 seer AC units	\$53,450.58

We recommend contracting Affordable Refrigeration Services LLC to install five new Lennox 80% furnaces and five new Lennox 14 SEER A/C units at the five commercial properties. This installation will include all necessary parts and labor. The total cost for this project will be \$38,000. Additionally, permits for Manchester Township are expected to be approximately \$1,500. Therefore, the total project cost will be \$39,500, which will be provided from account #3230 – Capital Replacements – Common Buildings.



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) Additional entry devices for motorcycles and RVs will be issued to registered residents upon presentation of the above documentation. Residents are limited to devices for (2) two motorcycles and (1) one RV.
- ~~2)3) Gate entry devices Transponders~~ are not transferable from vehicle to vehicle ~~nor~~, resident to resident, or to guests.
- ~~3)4) 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)5) 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)6) 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)7) 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)8) 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)9) Emergency vehicles and Police, Fire, Emergency medical vehicles, and postal vehicles will be assigned with the approval of the Community Manager.
- 9)10) 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.
- 11) 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 entering or exiting the Village. All vehicles must follow posted speed limits and signage.
- 40)12) Any driver causing damage and/or destruction to property in Leisure Village West will be responsible for the replacement or repair of any damaged property. Unit owners will be responsible for damage caused by guests.
- 13) Violations of these rules, regulations, or policies will result in the revocation of the transponder.
- 42)14) 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

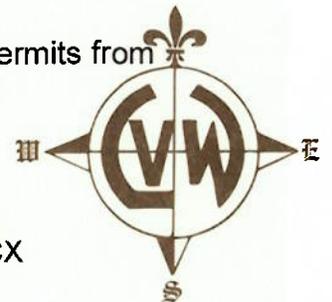
WHEREAS, the Board of Trustees recognizes the need to allow reasonable accommodations for residents with physical disabilities and serious physical limitations; and

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 Memorandum

To: Board of Trustees

From: Howard Height

Date: December 16, 2025

Re: Pool Furniture Replacement – follow up

At the Board's request I followed up with warranty info and possibility of viewing samples. All suppliers could not provide local contacts where their products could be inspected. All offered the possibility of shipping a sample and that cost would be deducted from the purchase price if we contracted with them. In all instances, the shipping was prohibitive, where the cost for a single lounge chair shipped would be over \$500. All domestic suppliers indicated if a warranty claim was required, the shipping would be handled by the supplier. All suppliers offered warranties from 2 to 5 years on their products. I asked Hangzhou Yoho Furniture photos showing more detailed views of their products and their manufacturing process which I have attached.

(Prices include taxes, fees, and shipping)

Vendor	Equipment	Price
PARKnPOOL	200 chaise lounges, 300 strap chairs, 80 tables, 80 umbrella bases, 100 umbrellas, shipping taxes & fees	\$188,040.00
Kerry Wilkens Inc.	200 chaise lounges, 300 strap chairs, 80 tables, 80 umbrella bases, 100 umbrellas, shipping taxes & fees	\$229,383.86
Pool Furniture Direct	200 chaise lounges, 300 strap chairs, 80 tables, 80 umbrella bases, 100 umbrellas, shipping taxes & fees	\$142,139.00
Hangzhou Yoho Industrial Co., ltd.	200 chaise lounges, 300 strap chairs, 80 tables, 80 umbrella bases, 100 umbrellas, shipping taxes & fees	\$70,794.00

We recommend purchasing 200 chaise lounges, 300 strap chairs, 80 tables, 80 umbrella bases, and 100 umbrellas from Hangzhou Yoho Industrial Co. ltd. For \$70,794.00. This includes all shipping, fees and taxes delivered directly to Leisure Village West. This will be charged to account GL# 3150, Property Replacement Fund.



Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees
From: Victor Demeski, Manager of Resident Services
Date: December 17, 2025 - UPDATED
Re: Grass Cutting Contractor vs Seasonal Labor

As the Board of Trustees is aware, we have encountered considerable challenges in attracting and retaining high-quality seasonal employees over the past few years. This situation adversely affected the Grounds Department's ability to serve the community effectively. We are constantly exploring ways to improve our service to LVWA residents. In 2025, we used an outside grass-cutting contractor for the first time due to the challenges outlined above.

After careful consideration, we have recognized that there is still a need to evaluate our approach to cutting, trimming, and blowing off the residential turf areas within the community. To address this need, we have prepared a Request for Proposal (RFP) and solicited bids to evaluate the possibility of continuing to contract out the residential grass-cutting operations. The LVWA Union staff will continue to cut and maintain the community buildings, large common areas, golf courses, and gates.

The bids received for these services are listed below. The bids are for 20 cuts (every 10 days), trimming of walkways and around 5 ft areas, edging of walkways, chemical application for weed prevention, and end-of-season leaf removal.

Bright View	\$577,422.36
Down to Earth	\$580,663.70
Turf Masters	\$619,571.22
John's Landscaping Property Management Inc	\$655,743.75
General Landscaping	\$686,920.90

We recommend contracting with Bright View for our 2026 lawn cutting and trimming at a cost not to exceed \$578,000.00. This expense will be charged to GL # 7405 Contracted Landscaping.



LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

TERMS & CONDITIONS

PERTAINING TO THE APPLICATION FOR A PERMIT TO INSTALL IMPROVEMENTS

PERMISSION TO INSTALL IMPROVEMENTS SHALL BE LIMITED TO THE ITEMS SPECIFICALLY SET FORTH AND IS GRANTED UPON THE FOLLOWING CONDITIONS, VIOLATIONS OF WHICH SHALL BE GROUNDS FOR RESCINDING OR REVOKING THE PERMISSION GRANTED.

1. The specified improvements must be located as shown on the plan, diagram, or specification attached as an essential element of the permit.
2. Any work performed in an owner's unit or the common area, including foundation planting beds outside the unit, is subject to all State laws, Municipal ordinances, and Association regulations.
3. If any work, installation, or improvement, whether approved or unapproved, causes any damage to any Unit, the General Common Elements, or the Limited Common Elements, the Unit Owner(s) associated with **the work or improvement shall be solely responsible for the same. By installation of any improvement, whether approved or unapproved, the Unit Owner(s) agree, for themselves and for their successors and assigns, to indemnify, defend, and hold the Association harmless to any claim, damage, or any injury to any person or thing related to the improvement and/or the installation, modification, maintenance, use or removal of the improvement.**
4. By executing and accepting this permit and its terms and conditions, the owner understands that the installation, when completed and then forming a part of the Common area, will not be insured by the Leisure Village West Association against any loss or for any Indemnification.
5. The owner acknowledges that the responsibility to repair and maintain said improvement rests solely with the owner and does not and will not be the responsibility of the Leisure Village West Association.
6. Leisure Village West Association will inspect all work. The owner and the contractor or workman will be responsible for any deviations from the approved permit and will be required to make any necessary corrections at the owner's expense.
7. The inspection is to verify the owner's compliance with the plans, diagrams, and/or specifications. It is not intended to warrant the quality, correctness, or compliance with contracts or codes of any work performed. The Association accepts no liability if the installation is improperly performed or if the installation causes damage to the unit, another unit, or the common elements.
8. Work improvements cannot be performed without approved permits from the Leisure Village West Association and proper permits, if required, for Building, Electrical, Plumbing, etc., from the Manchester Township Bureau of Inspections or the County. They must also comply with all State laws and municipal ordinances.
9. Unless otherwise indicated in the Specification, the services must be performed by a licensed contractor with proper insurance coverage to protect the owner and the Leisure Village West Association.
- 9.10. If the completed work does not match the Architectural Specification, the approval is automatically voided and corrective action will be required. Failure to correct the non-compliant work after approval has been voided may result in fines by the Association's governing documents.

OWNER - Please keep this for your records

(T&C) Board Approved: January 21, 2021

Amended: March 6, 2024

Amended: Pending