

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, FEBRUARY 4, 2026, at 7:00 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 January 7, 2026, minutes.
3. Motion to approve purchasing the Body-Solid S1000 4 Stack Multi-Gym from Johnson Commercial Fitness for a cost of \$8,296.18. The funds to meet this expense will be provided by account #3150 - Property Replacement. The unaudited balance for this account as of 12/31/25 is \$1,261,843.47.
4. Motion to approve the new Policy, regarding "Variances."
5. Motion to approve revisions to Terms and Conditions for Architectural Specifications.
6. Motion to approve the Garden Savings Federal Credit Union lease agreement for the commercial space.

### PRESENTATION OF REPORTS:

#### I. COMMITTEE REPORTS

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

#### II. RECREATION REPORT (Mary Lighthipe)

#### III. COMMUNITY MANAGER'S REPORT (Tom Hasko)

#### IV. BOARD OF TRUSTEES REPORT (Louis Maiocco)

### UNFINISHED BUSINESS

1. Pool Furniture
2. LVW Grass Cutting for 2026 Season

### NEW BUSINESS

1. Revisions to Architectural Specification 4\_6, "Electric Vehicle Charging Station."
2. New Architectural Specification 7\_14, "Chimney Replace/Repair/Remove."
3. New Architectural Specification 7\_13, "Installation of Attic Insulation."
4. Revisions to Architectural Specification 3\_6, "Replace Front or Rear Doors."

*The next open Board meeting will be held on Wednesday, March 4, 2026, at 1:00 p.m. in the auditorium of Willow Hall.*

- ADJOURN OPEN MEETING

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, FEBRUARY 4, 2026, at 7:00 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](mailto:bot@lvwa.net). Emails will be reviewed at a Board of Trustees workshop meeting. Statements and opinions of village-wide significance will periodically be addressed at an Open Board of Trustees Meeting or in the Manager's Corner of the LVW News Magazine.

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:**

- Accounting Administrator: Michelle Lampard
- Manager of Resident Services: Victor Demeski

**ITEMS VOTED ON:** *(continued in Unfinished Business and Board of Trustees' Report)*

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

C. Basile moved to approve the December 3, 2025, minutes. J. Carmody seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

S. Leslierandal moved to approve contracting with Affordable Refrigeration Services LLC to install five new Lennox 80 % furnaces and five new Lennox 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. S. Carollo seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

I. Gilbert moved to approve the revisions to the policy regarding "Control Gate Entry." S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

**PRESENTATION OF REPORTS:**

**I. COMMITTEE REPORTS:**

- Ivan Gilbert, Trustee Liaison, presented a report on behalf of the Architectural Committee.
- Anne Niebergall, Chairperson, presented a report on behalf of the Community Services Committee.
- There was no report for the Finance Committee since they did not meet in December.
- Mary Rose McCarthy, Chairperson, presented a report on behalf of the Administration Committee.
- L. Maiocco stated that the Board of Trustees approved the following members for the Election Committee: Audrey Adler, Michael Blank, Ted Castiglia, Beverly Craft, Mary Lou Doner as Chairperson, Ann Koller, Mary Ann Koeppel, Bernadette McLaughlin, Rosemary Moran, Anne Niebergall, Joyce Noren, Anne Robustelli, Ellen Truberg, Ruth Wiggins, and Vinell Williams.

- II. M. Lighthipe, Recreation Director, presented a report on behalf of the Recreation Department.
  - a. She reported that the Body-Solid S1000 4 Stack Multi-Gym is due for replacement. Replacement parts are no longer available. Management went out to bid, which includes all delivery, installation, and sales tax.

| Product                            | Vendor                     | Cost       |
|------------------------------------|----------------------------|------------|
| Body Solid S1000 4 Stack Multi-Gym | Johnson Commercial Fitness | \$8,296.18 |
| Body Solid S1000 4 Stack Multi-Gym | Fitness Superstore         | \$8,324.48 |
| Body Solid S1000 4 Stack Multi-Gym | Dumbbells Direct           | \$9,057.79 |

She is recommending purchasing the Body-Solid S1000 4 Stack Multi-Gym from Johnson Commercial Fitness for \$8,296.18. They are a local company, and their price includes disassembly and removal of the current equipment. The funds to meet this expense will be provided by account #3150 – Property Replacement. The Board will vote on this at the next open Board meeting on February 4, 2026.

III. COMMUNITY MANAGER'S REPORT:  
 No report.

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

- Exciting news for our community! We are thrilled to announce that Thomas Hasko will be joining us as our new Community Manager. He will assume his role on January 12, 2026.
- Residents are encouraged to come to the audit meeting, which is set for Wednesday, January 14, 2026, at 7:00 PM in the auditorium of Willow Hall.
- The maintenance staff did an excellent job with snow removal and cleaning up after the windstorms.
- Residents with maintenance requests or questions must submit them through the LVW website instead of the BOT email, as email submissions may cause delays in processing. You may also call the maintenance department for assistance.
- The Board is currently negotiating a lease agreement with Garden Federal Savings, previously known as Pinnacle Federal Credit Union, for the commercial space.
- Residents are encouraged to visit the LVW Deli located in the commercial space.
- The Board of Trustees has formed an ad-hoc committee to explore the establishment of a Code Enforcement Team. The committee consists of Trustees S. Carollo, C. Basile, and J. Carmody. While they have made several recommendations, further research is ongoing. They suggested creating an eight-member team, comprising two members each from the Architectural Committee, the Administration Committee, the Community Services Committee, and two residents. The Board will notify the community when it is time to seek member applications. The primary goal is to identify observable and objective violations. This includes, but is not limited to, parking violations, maintenance of the five-foot area, use of cameras, and adherence to other LVW rules, such as those governing common areas and the pool. The members' only responsibility will be to observe and report any violations to the Community Manager. Training will be provided to the members to enhance community awareness.

- The LVW GreenVest Preservation Project involves preserving wetlands on approximately 101 acres, with an estimated offer of between \$500,000 and \$750,000, and LVW retaining ownership. J. Carmody provided background information on GreenVest. There will be a town hall meeting on Friday, January 15<sup>th</sup>, at 7:00 PM in the auditorium at Willow Hall to provide an overview of the project, outline the next steps, and offer residents an opportunity to ask questions and share feedback. (Residents requested clarification regarding the restoration aspect of the project and expressed concerns about researching other projects GreenVest has undertaken.)
  - *J. Carmody moved to approve moving forward with a membership vote via a rejection ballot to amend the LVW Bylaws, Article VI, Section 1 (t), which would permit the grant of a conservation restriction to GreenVest, LLC. S. Carollo seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.*
  - *I. Gilbert moved to proceed with the issuance of a rejection ballot for the GreenVest Preservation Project. V. Risi seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.*
    - *The Board decided not to proceed with an appraisal of the land, based on advice from the Association's attorney.*
    - *The rejection ballots will be mailed on Friday, January 16, and unit owners will have 30 days to respond to the approval of the preservation project.*
    - *The Board will hold an open meeting on Tuesday, February 17, at 1:00 p.m. to announce the results of the rejection ballot.*
- The Board has approved the chairpersons for all the standing committees. The appointments are as follows:
  - ADR Committee: Ralph Kern
  - Architectural Committee: Barbara Owens
  - Community Services Committee: Anne Niebergall
  - Election Committee: Mary Lou Doner
  - Finance Committee: Patricia Hansen
  - Welcome Committee: Kathy Maiocco
  - Administration Committee: MaryRose McCarthy
- Some announcements: Residents must not feed wildlife. Pets must always be on a leash. Holiday decorations must be removed by January 9<sup>th</sup>. Recycling cans should have lids.

### **UNFINISHED BUSINESS:**

1. The new policy concerning "Requests for Architectural Variances to Limited Common Areas and Units" was presented. The Board will vote on this at the next open Board meeting scheduled for February 4, 2026.
2. During the last open Board meeting, Management recommended that the Board purchase pool furniture from Hangzhou Yoho Industrial for approximately \$70,000. The Board decided to conduct further research following concerns raised.
3. During the last open Board meeting, Management recommended that the Board hire Bright View for lawn cutting and trimming services in 2026. The Board decided to postpone the decision until the new Community Manager has had an opportunity to review the proposal.

V.Demeski mentioned that in early December, Management met with Global Hydro, a professional water resources firm, to review state requirements for our irrigation wells and ensure we remain in full compliance with the New Jersey Department of Environmental Protection (NJ DEP) regulations. During the review, NJ DEP confirmed that one older well, known as WELL 13R, must be permanently taken out of service. A nearby well, WELL 13, will continue to operate as usual. In addition, WELL 10 was originally

constructed with three separate shafts. State regulations now require that two of those shafts be properly closed, while the remaining active shaft will stay in service under a new designation, WELL 10R. The decommissioning work will be completed by Environmental Technical Well Drilling, the same contractor that recently drilled the community's two new wells and successfully handled prior well closures. The cost of this work is estimated at \$3,000 to \$4,000. Once the work is completed, all required documentation will be submitted to the NJ DEP to update our permits and confirm compliance. The review also identified the need to update the community's Water Conservation and Drought Management Plan, a document required by the State to be reviewed every two years. Because no recent updates were found, Global Hydro will work directly with the NJ DEP to confirm our status and bring the plan fully up to date. These steps are part of an ongoing effort to responsibly manage our water resources, meet state requirements, and ensure the long-term reliability of our irrigation system for the community. Management is recommending hiring Environmental Technical Well Drilling to decommission three wells for a cost not to exceed \$4,000.00. The funds to meet this expense will be provided by 3260 – Capital Replacement/Well & Motors. After discussion, *V. Risi moved to hire Environmental Technical Well Drilling to decommission three wells for a cost not to exceed \$4,000.00. The funds to meet this expense will be provided by account #3260 – Capital Replacement/Well & Motors. S. Leslierandal seconded.*

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

*The motion carried.*

**NEW BUSINESS:**

1. The revisions to the "Terms and Conditions for Architectural Specifications" were presented. The Board will vote on this at the next open Board meeting scheduled for February 4, 2026.

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

There being no further business, the Board meeting adjourned at approximately 2:15 PM.

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Samantha Bowker  
Administrative Assistant

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Christina Basile  
Board Secretary

Approved: PENDING

# Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

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## Interoffice Memorandum

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To: Board of Trustees

From: Mary Lighthipe

Date: January 2, 2026

Re: Fitness Equipment

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The Body-Solid S1000 4 Stack Multi-Gym is due for replacement. Replacement parts are no longer available.

The bids received are listed below. All bids include delivery, installation, and sales tax.

| Product                            | Vendor                     | Cost       |
|------------------------------------|----------------------------|------------|
| Body Solid S1000 4 Stack Multi Gym | Johnson Commercial Fitness | \$8,296.18 |
| Body Solid S1000 4 Stack Multi Gym | Fitness Superstore         | \$8,324.48 |
| Body Solid S1000 4 Stack Multi Gym | Dumbbells Direct           | \$9,057.79 |

We recommend purchasing the Body-Solid S1000 4 Stack Multi-Gym from Johnson Commercial Fitness. They are a local company, and their price includes disassembly and removal of the current equipment. This expense will be charged to GL#3150 – Property Replacement.



## 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.

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Board Secretary, Christina Basile

Board approved: PENDING

DRAFT

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



## ELECTRIC VEHICLE CHARGING STATION

For units with garages only

### MANCHESTER PERMIT REQUIRED

An Electronic Vehicle Charging Station (EV charger) must be installed by a licensed electrician who adheres to the strict quality, permitting, and inspections required by local authorities.

The capacity of a home EV charger depends upon your needs, your car, and your home's electrical system. There must be a separate, dedicated circuit for the charging station at the proper amperage.

It is understood that the unit owner, or subsequent owner, is RESPONSIBLE for the installation, maintenance, repair, replacement, or removal of this improvement, and it is NOT THE RESPONSIBILITY of Leisure Village West Association.

**Charging the electric vehicle must be done on the driveway outside the garage!**

#### ITEMS TO CONSIDER

- Charger Level -- voltage/amp
  - Level 1 (110Volt 15Amp) will only fully charge the electric vehicle in 2 to 3 days.
  - Level 2 (220/240Volt 50Amp) will fully charge overnight
- Cables – tethered and untethered
  - Tethered cables are fixed to the charging point – more convenient
  - Untethered cables require the driver to carry their own cable and plug it into the charger
- Cable length – 20 feet or longer – as charging of the electric vehicle must be performed on the driveway outside of the garage.
- EV charger must meet the industry safety standards – Underwriters Laboratories (UL) and Intertek (ETL) certification
- The electrical circuit must have surge protection for the EV charger
- Wi-Fi connectivity – (unnecessary for most EV drivers), but can provide the following:
  - Track energy used and calculate the cost of the electricity
  - Allows you to set a charging schedule
- Possibly can take 4 to 8 weeks from first contacting an Electrician to when the job is completed.

#### INSTALLATION

- All charging stations must be located outside of the garage and installed by a licensed and insured electrician. The location of the EV Charger must be PRE-APPROVED by the Architectural Committee PRIOR to installation.
- When not in use, the charging cable must be stored inside of the garage not outside.
- Charger must be hardwired to prevent nuisance tripping and MUST be on a separate, dedicated circuit with the proper amperage.
- The vehicle must be charged on the driveway, and the charging cable must NOT be located on the Village common property.

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

**SPECIFICATION NO. 4\_6**

LVW Permit Required

Board Approved: July 3, 2024

Page 2 of 2

**INSTALLER**

Installation must be performed by a licensed electrical contractor registered with the Division of Consumer Affairs. Such a licensed contractor must furnish the Leisure Village West Association office with a current certificate of insurance before a **unit owner can apply for a permit, and before any work can begin.**

It is requested that the unit owner or subsequent owner notify the Architectural Committee Volunteer (name and phone number shown on the face of PERMIT) when the EV Charger installation has been completed. The Volunteer reserves the right to view all such EV Charger installations during work in progress and upon completion.

**TERMS & CONDITIONS**

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

Board Approved: July 3, 2024

Revised: Pending

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

**SPECIFICATION NO. 7\_14**

PERMIT REQUIRED

TRUSTEE APPROVED

Date:

**SPECIFICATION FOR CHIMNEY  
REPLACE/REPAIR/REMOVE**

**MANCHESTER PERMIT REQUIRED**

A permit for chimney work must be obtained from the Leisure Village West Association, and installation must conform to the New Jersey Uniform Construction Code. Also, a Manchester Township permit is required for the replacement and removal of a chimney.

All work to be performed in a neat workman-like manner in accordance with generally accepted Trade Practices. This chimney replacement/repair/removal shall comply with all laws, codes, regulations, and ordinances. The contractor must be protected by insurance relating to property damage, workers' compensation, and public liability.

**The unit owner is responsible for the repair or damage to the roof and/or siding of the unit resulting from the replacement, repair, or removal of the chimney.** Any siding replaced must match the existing siding. Any replacement chimney bricks must match the existing bricks as closely as possible.

The disposal of any materials from the replacement, repair, or removal of a chimney is the sole responsibility of the resident, NOT Leisure Village West Association.

The LVW Maintenance Department must review any and all chimney replacement, removal or repair.

**The unit owner must sign a waiver releasing Leisure Village West or its agents from liability for damage caused during roof or siding repair or replacement.**

**INSTALLER**

The chimney replacement, repair, or removal must be performed by a licensed chimney contractor registered with the Division of Consumer Affairs. The Contractor shall furnish the Leisure Village West Association office with a current certificate of insurance before the resident can apply for a permit and begin any work.

When the chimney replacement, repair, or removal is completed, the resident must notify the Architectural Committee volunteer (whose name and phone number are shown on the permit).

**TERMS & CONDITIONS**

Responsibility for the maintenance, repair, or replacement of this improvement is that of the unit owner or subsequent owner and not the LEISURE VILLAGE WEST ASSOCIATION.

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

**CHIMNEY REPLACEMENT, REPAIR,  
OR REMOVAL  
WAIVER**

DISCLAIMER:

A waiver must be signed by the unit owner stating that Leisure Village West or its agents will not be responsible for any damage to the unit (including roof, siding, or structure) during any chimney replacement, repair, or removal.

The unit owner must obtain a licensed chimney company contractor to perform chimney replacement, repair, or removal.

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**Unit Owner Signature**

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**Unit Address**

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

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

**SPECIFICATION NO. 7\_13**

PERMIT REQUIRED

TRUSTEE APPROVED

Date:

**SPECIFICATION FOR INSTALLATION OF ATTIC INSULATION**

A permit for this improvement must be obtained from the Leisure Village West Association, and installation must conform to the New Jersey Uniform Construction Code.

**NOTE: It is the resident/homeowner's responsibility to determine if a Manchester Township permit is required.**

All work to be performed in a neat workman-like manner in accordance with generally accepted Trade Practices. This installation shall comply with all laws, codes, regulations, and ordinances.

The responsibility for the maintenance or replacement of attic insulation is that of the owner/subsequent owner, not that of Leisure Village West Association.

All workmanship and installation details for the Insulation must comply with the terms of the insulation product warranty and installation directions.

**Only batting insulation is allowed to be installed. Spray-in insulation is NOT permitted** because it hides access to electric lines in the garage, and it brings great difficulty when tracing leaks in the roof. The insulation must be installed so that the attic weep holes are not covered to ensure proper attic ventilation.

The unit owner must sign a **waiver** stating that the Leisure Village West Association is not responsible for damage to the unit resulting from incorrectly installed insulation.

**INSTALLER**

The attic insulation must be installed by a contractor registered with the Division of Consumer Affairs. The Contractor shall furnish the Leisure Village West Association office with a current certificate of insurance before the resident can apply for a permit and begin any work.

When the installation is completed, the resident must notify the Architectural Committee volunteer (whose name and phone number are shown on the permit).

**TERMS & CONDITIONS**

Responsibility for the maintenance, repair or replacement of this improvement is that of the unit owner or subsequent owner and not the LEISURE VILLAGE WEST ASSOCIATION.

[Type text]

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

**INSULATION WAIVER**

**DISCLAIMER:**

The unit owner must sign a waiver stating that neither Leisure Village West nor its agents is responsible for any damage to the unit resulting from incorrectly installed insulation.

\_\_\_\_\_ Unit Owner Signature

\_\_\_\_\_ Unit Address

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

[Type text]

**A PERMIT IS REQUIRED**

**SPECIFICATION TO REPLACE FRONT OR REAR DOORS**

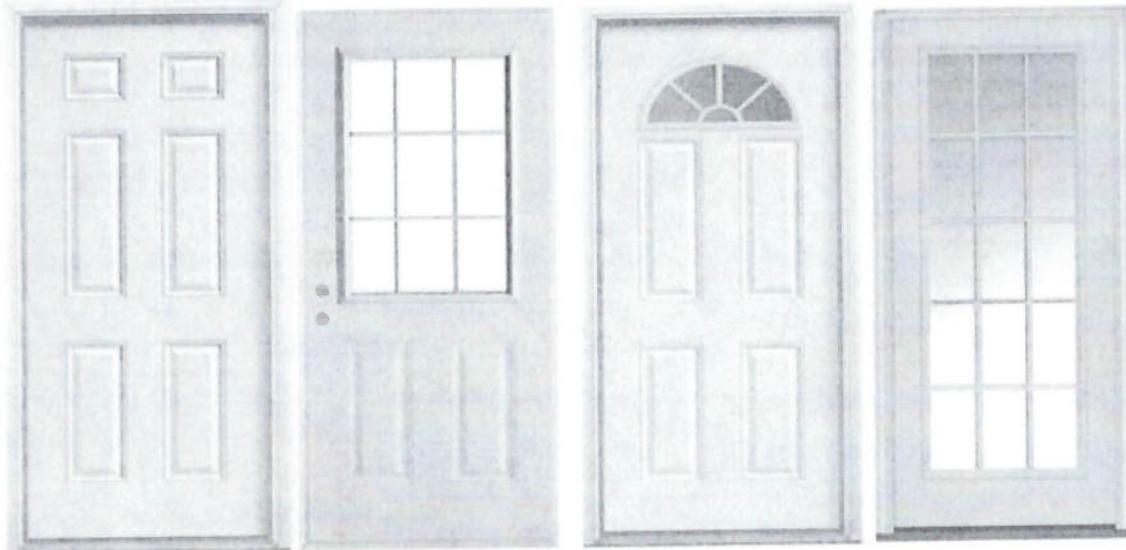
**STYLE & DIMENSIONS**

The replacement must match the dimensions of the door or doors being replaced. You can now replace your current door with either of the following original door styles (9-lite or 15-lite, solid or solid with top panel (glass)). **Double doors may be replaced with single door with sidelights.**

Doors that are solid with no lites (glass) can now be replaced with clear, solid white frosted glass, or iridized glass with Etchings and/or Grilles. **STAINED GLASS IS NOT PERMITTED.**

Doors may also have built in blinds between clear glasses. (Replacing 9 or 15 lite styles)

\*See figures below for samples.



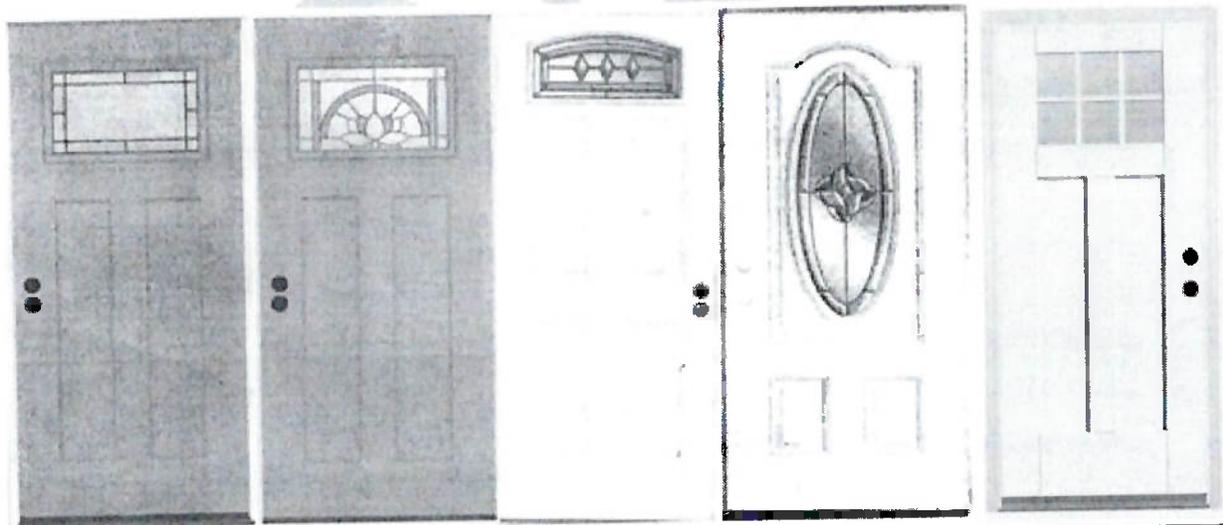
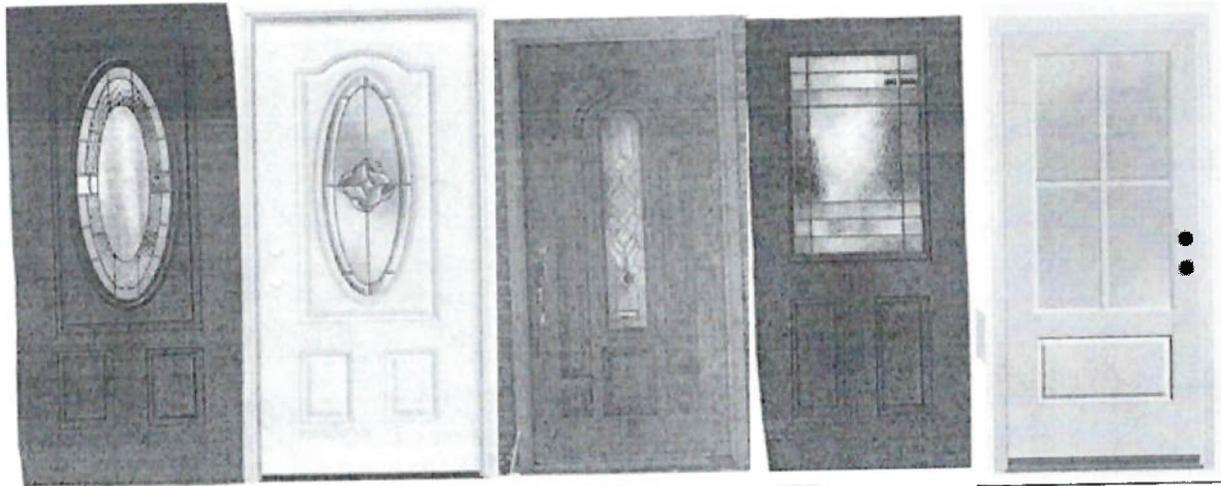
LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

SPECIFICATION NO. 3\_6

PERMIT REQUIRED

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Trustee Approved: July 3, 2013



LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

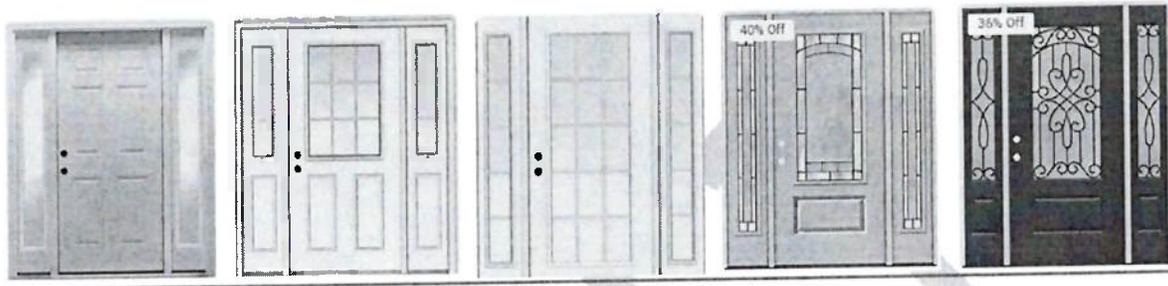
SPECIFICATION NO. 3\_6

PERMIT REQUIRED

Page 3 of 4

Trustee Approved: July 3, 2013

SIDELIGHT SAMPLES:



COMPONENTS

Replacement doors are purchased as kits that typically include a door panel, frame, weather stripping, sill and hinges. (Door handle and dead bolt are usually sold separate).

Slab door replacements are not allowed (that is replacement doors without frames).

Acceptable products include Jeld-Wen, Stanley Steel Exteriors, and Benchmark by Therma Tru, Masonite or equivalent brands.

The panel must be either steel faced or fiberglass.

COLOR:

All colors are Sherwin-Williams Exterior Paint, Satin Finish. **All approved colors can be found in the Resident Handbook, page 35.**

The resident can either go to the Maintenance Office or go directly to a Sherwin-Williams outlet store to see actual color.

A separate permit is required when a unit owner desires to change door or (style) ~~and/or color of any unit in Leisure Village West.~~

The unit owner may elect to paint the door(s) personally or contract with an Association approved painter.

The approved painter will be responsible for disposal of all paint and solvent containers in accordance with all local, state, and federal environmental laws and regulations.

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

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SPECIFICATION NO. **3\_6**

**PERMIT REQUIRED**

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Trustee Approved: July 3, 2013

**INSTALLATION**

The Association requires installation by a professional contractor, registered with the Division of Consumer Affairs. The contractor must furnish the Association with a current certificate of insurance before the resident can apply for a permit and before work can begin.

The contractor will be responsible for daily cleanup and removal of all materials, equipment, and debris from LVW at the end of the day. **NO EXCEPTIONS**

The resident must notify the Permits and Inspection Division volunteer (name and phone number shown on the face of permit) when the installation is completed.

**TERMS & CONDITIONS**

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

RESPONSIBILITY FOR THE MAINTENANCE, REPAIR OR REPLACEMENT OF THIS IMPROVEMENT IS THAT OF THE UNIT OWNER, OR SUBSEQUENT OWNER, AND NOT THE LEISURE VILLAGE WEST ASSOCIATION

Trustee Approved: July 3, 2013  
Amended: April 19, 2017  
Amended: November 21, 2018  
Amended: PENDING