

AGENDA

LVWA BOARD OF TRUSTEE MEETING TUESDAY, MARCH 31, 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

❖ Appearances: Dan Keane from Allied Universal

ITEMS TO BE VOTED ON:

1. Motion to waive the reading of the minutes.
2. Motion to approve the February 4, 2026, minutes.
3. Motion to approve the March 4, 2026, minutes.
4. Motion to approve the Swimming Pool Rules for the 2026 Season.
5. Motion to approve new Architectural Specification 7_11a, "Bathroom Exhaust Fan - Soffit."
6. Motion to approve new Architectural Specification 7_11b, "Bathroom Exhaust Fan - Roof."
7. Motion to approve revisions to Architectural Specification 6_8, "Natural Gas Backup Generator."

PRESENTATION OF REPORTS:

I. COMMITTEE REPORTS

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

II. RECREATION REPORT (Mary Lighthipe)

III. COMMUNITY MANAGER'S REPORT (Tom Hasko)

IV. BOARD OF TRUSTEES REPORT (Louis Maiocco)

UNFINISHED BUSINESS

NEW BUSINESS

1. Revisions to Architectural Specification 2_2, "Installation of Vinyl Replacement Windows."
2. Revisions to Architectural Specification 2_9, "Installation of New Construction Windows."
3. Revisions to the Rules Governing Clubs and Groups

The next open Board meeting will be held on Wednesday, May 6, 2026, at 7:00 p.m. in the auditorium of Willow Hall.

- ADJOURN OPEN MEETING

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AGENDA

LVWA BOARD OF TRUSTEE MEETING TUESDAY, MARCH 31, 2026, 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 7:00 p.m. by Board President Louis Maiocco, who led the Pledge of Allegiance.

L. Maiocco welcomed the new Community Manager, Thomas Hasko.

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: Tom Hasko
- Accounting Manager: Michelle Lampard

Kevin DelRocinni from Polulak Law, LLC, was introduced and discussed an error regarding the zip code on the rejection ballot for the LVW GreenVest Preservation project. He assured everyone that the ballots are being sent to the correct post office in Lakehurst. If anyone has concerns about their ballot, they can reach out to the election committee at election@lvwa.net. Residents were given the opportunity to ask Kevin any questions or express any concerns regarding the preservation project.

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

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 January 7, 2026, minutes. S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

V. Risi moved 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 – Equipment Replacement. C. Basile seconded. Audience members asked questions about the equipment warranty and the disposal of old equipment. A vote was called, and all were in favor. Motion carried.

S. Carollo moved to approve the new policy regarding "Variances." S. Leslierandal seconded. After questions arose from the audience concerning the limit on physical disabilities, C. Basile moved to table the motion. J. Carmody seconded this motion. A vote was called, and all were in favor. As a result, the motion was tabled.

I. Gilbert moved to approve the revisions to Terms and Conditions for Architectural Specifications. J. Carmody seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

S. Leslierandal moved to approve the Garden Savings Federal Credit Union Lease Agreement for the commercial space. V. Risi seconded. Audience members requested clarification on cash transactions and the fee structure for renting the space. A vote was called, and all were in favor. The motion carried.

PRESENTATION OF REPORTS:

I. COMMITTEE REPORTS:

- Barbara Owens, Chairperson, presented a report on behalf of the Architectural Committee.
 - *The Board approved Ford Weiner as a member 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.

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

(Kevin DelRoccini left the meeting at 7:40 p.m.)

III. COMMUNITY MANAGER'S REPORT: (Thomas Hasko)

- He thanked the Board for the opportunity to manage LVW and has been reviewing all operations, with a focus on delivering high-level customer service.
- Snow removal operations report with recommendations was provided to the Board and reviewed.
- Office hours for the Community Manager have been extended for the next few months to Tuesdays from 4:00 p.m. to 6:00 p.m. for residents and employees, by appointment preferred.
- Computer and Network Managed Services: An RFP will be sent to three companies, and an update will be provided at the next open Board meeting on March 4, 2026.

The following questions and topics were raised by the audience members: timeline for completion of pathways, after-hours hotline procedures, first responders list, availability of salt, employee bonuses, possibility for residents contributing a monetary bonus toward snow removal efforts, keeping gates open during snow events, garage door damage concerns, staffing levels required for snow removal, use of volunteers, obtaining additional mail services.

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

- Goals and Objectives: The Board will present its Goals and Objectives at the next open board meeting on March 4, 2026.
- Recycling Lids: The Association strongly encourages residents to use lids on their recycling bins for better waste management.
- Code Enforcement Team Update: In late December, on the 23rd, the Ad-Hoc Committee for the Code Enforcement met and developed an initial outline for the creation of a Code Enforcement Team. The outline addressed two primary areas: the proposed structure and staffing of the team, and the general activities and observable violations it should focus on. At the January Board meeting, this outline was presented with an important clarification – it was strictly a preliminary framework. It was never intended to serve as a finalized, ready-to-implement program. At that time, we emphasized that the outline would need to be refined and finalized in collaboration with the incoming Community Manager to ensure alignment with management operations, procedures, and documentation requirements. The next meeting to discuss operational and reporting procedures and prepare a finalized implementation plan will occur once management's availability allows.

- **Legal Services Transition:** The Board has been informed that Michael Polulak, who has worked with McGovern Legal Services, LLC for many years, has established his own firm, Polulak Law, LLC. He is joined by two additional attorneys, including Kevin DelRoccini. The Board has agreed to retain Polulak Law for legal services. Ongoing discussions will determine which matters will remain with McGovern Legal Services and which will transition to Polulak Law. Further details will be provided as the transition plan is finalized.

UNFINISHED BUSINESS:

1. The Community Manager reviewed a memo regarding proposals for pool furniture. One bid, submitted by a company based in China, was significantly lower than the other proposals received. The Board expressed concerns about the significantly lower pricing and felt uncomfortable proceeding with that proposal at this time. Management will reach out to a local company to obtain a fourth bid. Once this additional proposal is received and reviewed, the Board will receive an updated report at the next meeting.
2. The lawn cutting services for the 2026 season were presented at the last meeting, which raised concerns regarding the original scope of work and consistency among contractor submissions. Management revised the RFP to ensure greater consistency among contractor bids, increased mowing frequency, expanded edging requirements, and clear inclusion of curb line edging, which had not been previously specified. The updated RFP included the following changes: increased from 20 cuts per season (10-day cycle) to 33 cuts per season (8-day cycle), eight-day rotating schedules, which are consistent with past practice, leaf removal will be the responsibility of the contractor, and LVW management will oversee the pickup and removal, trimming along walkways, around walk lights, within five-foot areas, around trees in common areas, all trimming will be neat, uniform, and free of property damage, edging increased to eight times per season which is approximately once a month – this also includes sidewalks and curb lines, weed control is a weekly service and the contractor is responsible for weed control along curb lines and walkways. All vendors were invited to rebid based on the revised scope. The following are the results:

Contractor	Price
Bright View	\$652,150.00
Turf Masters	\$673,259.00
LMS Landscaping	\$711,150.00
John's Landscaping	\$762,000.00
Down to Earth	\$807,900.00
General Landscaping	\$886,014.00

After evaluating the revised scope, overall cost, and comparative pricing, Brightview has been identified as the lowest responsible bidder. Management recommends awarding the revised landscape contract to Brightview.

Audience members voiced their concerns about the issues faced last season with the previous contractor, emphasizing the importance of including a termination clause in the new contract. They noted that the current vendor proposed has been involved in snow removal this year. Attendees inquired whether the contractor would handle fertilizing and seeding, if a performance bond would be required, and whether there are sufficient funds available in the budget. They also asked about whose equipment would be used, the current status of the existing lawn mowers, and details regarding the Grounds Manager position.

T. Hasko reiterated that his responsibility is to mitigate risk in the best interest of the Association, even when decisions may be unpopular. He announced the hiring of a new Grounds Manager, effective February 16th. The Board was informed that he will be properly onboarded before the distribution of contact information. T. Hasko expressed confidence in his qualifications and requested the community's continued support during the transition.

S. Leslierandal moved to approve contracting with Brightview for the 2026 grass cutting season for \$652,150.00. The funds to meet this expense will be provided by the operating budget, account #7405. C. Basile seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

NEW BUSINESS:

1. The proposed revisions to Architectural Specification 4_6, titled "Electric Vehicle Charging Station," were included in the agenda for review. A member of the audience sought clarification regarding the insurance coverage for the units. The Board will vote on these changes at the next open Board meeting, which is scheduled for March 4, 2026.
2. A new architectural specification, 7_14, titled "Chimney Replace/Repair/Remove," was included in the agenda for review. Audience members raised a concern regarding the waiver attached to the specification and sought clarification on who is responsible for the maintenance or replacement of the chimney. The Board will vote on these changes during the next open Board meeting, scheduled for March 4, 2026.
3. A new architectural specification, 7_13, titled "Installation of Attic Insulation," was included in the agenda for review. Members of the audience raised concerns regarding the type of insulation being proposed, as well as the insulation materials that have already been approved. The Board is scheduled to vote on these changes at the next open meeting on March 4, 2026.
4. The proposed revisions to Architectural Specification 3_6, titled "Replace Front or Rear Doors," were included in the agenda for review. The Board will vote on these changes at the next open Board meeting scheduled for March 4, 2026.

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

There being no further business, the Board meeting adjourned at approximately 9:05 PM.

Samantha Bowker
Administrative Assistant

Christina Basile
Board Secretary

Approved: PENDING

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: Tom Hasko
- Accounting Manager: Michelle Lampard

V. Risi apologized for her behavior during the last open Board meeting.

APPEARANCES: Dan Keane from Allied Universal did not attend this meeting.

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.

A member of the audience raised a question regarding the Computer and Network Managed Services item. They noted that at the open Board meeting on February 4th, a motion was made to table this matter; however, this motion was not reflected in the meeting minutes and needs to be amended. The Board will review the minutes, and if necessary, it will make the appropriate amendments. Additionally, the Board did not vote on the minutes from February 4, 2026.

J. Carmody moved to approve the February 17, 2026, minutes. S. Leslierandal seconded. A vote was called, and all were in favor. The motion carried.

I. Gilbert moved to approve the revisions to Architectural Specification 4_6, "Electric Vehicle Charging Station." V. Risi seconded. There was no discussion, and a vote was called. All were in favor, and the motion carried.

I. Gilbert moved to approve the new Architectural Specification 7_14, "Chimney Replace/Repair/Remove." C. Basile seconded. There was no discussion, and a vote was called. All were in favor, and the motion carried. *(After the vote, a resident raised concerns regarding the chimney replacement policy, specifically questioning why homeowners are required to sign a waiver accepting responsibility for any damage caused during work. The resident noted that the Association maintains insurance for the buildings and asked why liability is being shifted to the homeowner when contractors are required to be licensed and insured. The resident suggested that the Association should manage any claims for damages through its insurance rather than placing the burden on individual unit owners. Another resident commented that it is concerning that, after 53 years, an amenity originally offered as an optional feature by the builder is now being assigned full responsibility by the Association to the unit owner, despite it being part of the unit at the time of the purchase.)*

I. Gilbert moved to approve a new Architectural Specification 7_13, "Installation of Attic Insulation." S. Leslierandal seconded. *There were comments and questions from residents regarding this specification, which requires homeowners to sign a waiver stating that the Association is not responsible for damage to a unit related to insulation installation. A resident questioned who would verify that insulation was installed correctly and whether those performing inspections would be certified, noting concerns about Architectural Committee members or others entering attics without proper certification. Additional questions were raised regarding whether a permit from Manchester Township would be required or if the permit referenced was an internal Association permit. Board members responded that insulation work would be performed by licensed and insured contractors and that responsibility for proper installation would remain with the homeowner who hires the contractor. Concerns were also raised about the Association shifting responsibility and costs to the individual homeowners.* Following the concerns presented, J. Carmody moved to table this motion, and C. Basile seconded. A vote was called, and all were in favor. This motion was tabled to obtain clarification regarding whether Manchester Township notification or permitting is required and who would be responsible for that process. The Board reiterated that the responsibility for insulation installation would remain with the unit owner.

I. Gilbert moved to approve the revisions to Architectural Specification 3_6, "Replace Front or Rear Doors." J. Carmody seconded. There was no discussion, and a vote was called. All were in favor, and 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.
- There was no report for the Finance Committee.
- Mary Rose McCarthy, Chairperson, presented a report on behalf of the Administration Committee.
- *The Board approved Rocco D'Erasmus, Denise Gunzelman, and Lorraine Montalto as new members of the Election Committee.*

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

III. COMMUNITY MANAGER'S REPORT: (Thomas Hasko)

- He thanked the staff and managers for their dedication during the recent snowstorm, noting that many worked extended hours and some employees remained on-site nearly two days to assist residents. He reported that the storm created significant challenges due to heavy snowfall and ice. Additional assistance was secured from a contractor who provided six loaders and ten skid steers. Within approximately 12 hours after the storm ended, the main roads were cleared to allow access for emergency vehicles, after which crews focused on widening roads and clearing driveways. Equipment and staffing issues also impacted operations. One loader was out of service, two employees were out sick, and two mechanics resigned shortly before the storm. Despite these challenges, the remaining mechanic and the new Grounds Manager worked to keep equipment operational. Looking ahead, management will review equipment needs and develop a snow removal plan for next season, including possible equipment rentals or purchases. Sidewalk clearing was also identified as an area for improvement, and similar equipment may be considered.

- There was a kickoff meeting with BrightView Landscaping to prepare for the mowing season. The community has been divided into six zones, with mowing scheduled approximately once per week. Weekly notifications will be sent to inform residents which zones will be serviced.

There were Questions/Comments/concerns from audience members after the Community Manager's report.

A resident had questions regarding Xfinity bulk contract pricing, and they also raised concerns about a water leak at a unit that has persisted for several years due to its vacancy. Management agreed to meet with the resident the following day to discuss the matter. Residents asked about the cost of the recent snowstorm, but management stated the numbers are not yet finalized as contractor charges and payroll are still being reviewed. A detailed report will be provided once complete. Additional residents commented on snow removal operations, thanking staff for their efforts while raising concerns about the cost of outside contractors and staffing levels. Management responded that staffing has been reduced over the years and that a full review of equipment, staffing, and contractor costs will be conducted following the storms. A resident also asked for an update regarding the Computer and Network Management Services that had been discussed at the previous meeting. Management reported that the Association proceeded with contracting the service, following Board approval on an emergency basis after the community email system failed, leading to disruptions in internal and resident communications. The outside service was selected due to its stronger cybersecurity capabilities and ability to better protect the Association's data and systems. Based on this, the Board agreed to vote on approval.

I. Gilbert moved to approve contracting with Coastal Solutions Remote Monitoring and Management Service for a term of 12 months. C. Basile seconded. A vote was called, and all were in favor. The motion carried.

A resident questioned whether the Association employees were sent home while outside contractors continued working. Management explained that crews were working in two shifts and that one crew was asked to return the next morning due to fatigue and safety concerns after several overnight shifts. Management acknowledged a scheduling oversight with contractor rest time and stated it would be corrected. The Board agreed to introduce the new Grounds Manager and Building Maintenance Manager at the next meeting.

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

- Goals and Objectives: The Board presented the action items list. The list is still under review by the Board and will later be forwarded to the Finance Committee for budget and reserve planning, with finalized copies to be shared with residents. *A resident raised concerns about the community's appearance and maintenance, noting reduced staffing levels over the years and the potential impact on the community's reputation. The Board acknowledged the concerns and stated that new management and operational ideas are being developed. A resident also raised safety concerns regarding the condition of the Encore patio, noting the ground surface and seating arrangement present hazards for residents using canes or walkers and recommending that repairs be prioritized before placing patio furniture.*
- Code Enforcement Team Update: L. Maiocco stated that during a recent Board meeting, the Board carefully reviewed and discussed the potential information of the Code Enforcement Team. After considering all available options, the Board has decided not to move forward with establishing a separate code enforcement team at this time. All violations will continue to be addressed and managed directly by the Association's management staff. The Board believes this approach ensures consistency, efficiency, and proper oversight in the enforcement process. Should circumstances change in the future, the Board may revisit this matter as needed.

UNFINISHED BUSINESS:

1. Variance Policy: L. Maiocco stated that in December 2024, the Administration Committee was formally tasked with developing a proposed Variance Policy for Board consideration. After several months of review and collaboration, the Board presented the draft policy to the membership at the November 2025 open meeting. Since that time, the Board has placed the proposed policy on the agenda for a vote on two separate occasions. However, each time the matter was tabled for further discussion and clarification. At the Board workshop meeting held in February, the Board conducted a comprehensive review of the matter and reached a consensus decision. Rather than adopting a standalone formal Variance Policy, the Board has agreed to incorporate a clearly defined variance request process directly into the Resident's Handbook. Updated language will be included in the next revision of the Resident's Handbook and shared with the community.
2. Pool Furniture: T. Hasko stated that the Board tasked Management with researching the pool furniture at the Encore and Willow pools. Management presented its findings for the Board's review and consideration. During that discussion, concerns were raised regarding both the overall cost and the quality of furniture sourced directly from an overseas manufacturer. Given the financial investment involved, the Board believes it's important to ensure that any replacement furniture meets our standards for durability, safety, and long-term value. As a result, the Board has directed Management to obtain sample pieces through a local supplier so they may be inspected and tested before any bulk purchase is approved. If the samples meet expectations, a full replacement would likely be scheduled in preparation for the next pool season.
3. LVW Preservation Project: T. Hasko stated that, as the membership is aware, the Board previously approved moving forward with the Green Vest Preservation Project. In accordance with the governing documents, the membership was provided the opportunity to reject the Board's decision. The required threshold for rejection was not met, and therefore, the Board's approval stands. Accordingly, the Association will now proceed with the project. The next steps will include finalizing and executing the formal agreement. In addition, the Board will be discussing where to appropriate the funds when received. Once those details are finalized, they will be communicated to the membership.

NEW BUSINESS:

1. Swimming Pool Rules for the 2026 Season: presented as attached to the agenda for community review. The notable revision is the number of guests for this season. The Board will vote at the next open Board meeting scheduled for March 31, 2026.
2. Architectural Specification 6 8, "Natural Gas Backup Generator": I. Gilbert presented the revisions as they were attached to the agenda for the community's review. The notable revision is that the gas line may now be run up the side of the unit. The Board will vote at the next open Board meeting scheduled for March 31, 2026.
3. Architectural Specification 7 11a, "Bathroom Exhaust Fan – Soffit": I. Gilbert presented this new specification as it was attached to the agenda for the community's review. The Board will vote at the next open Board meeting scheduled for March 31, 2026.
4. Architectural Specification 7 11b, "Bathroom Exhaust Fan – Roof": I. Gilbert presented this new specification as it was attached to the agenda for the community's review. The Board will vote at the next open Board meeting scheduled for March 31, 2026.
5. Solar Report for FYE 09/30/26: was attached to the agenda for Community review and will be posted on the LVW internal website.

The next open Board meeting will be held on Wednesday, March 31, 2026, at 1:00 p.m. in the auditorium at Willow Hall.

There being no further business, the Board meeting adjourned at approximately 2:53 PM.

Samantha Bowker
Administrative Assistant

Christina Basile
Board Secretary

Approved: PENDING

DRAFT

**LEISURE VILLAGE WEST ASSOCIATION
SWIMMING POOL RULES
2026 SEASON**

The official opening is Friday, May 22nd, for the Willow and Encore pools. Both the Willow and Encore pools will remain open until Monday, September 7th. The Willow Pool will remain open for residents only from September 8th through September 30th.

Signs will be posted, not less than three feet by four feet, and shall be prominently displayed at the entrance to each swimming area, stating: 'No lifeguard will be on duty.' Residents must always accompany guests. Notice to Parent or Guardian – Never Leave Children Unattended. No swimming alone. The Board reserves the right to rescind any rules that are abused.

<u>POOL HOURS:</u>	Willow Pool	11 am to 7 pm Monday–Friday 10 am to 7 pm on weekends & holidays
	Encore Pool	10 am to 8 pm daily. <i>From July 1st through August 15th, the Encore pool will remain open until 9 p.m.</i>
	Aquacisers	10 am to 11 am Monday through Friday, and Monday and Wednesday 7:15 pm to 8:15 pm at Willow Pool only. (NO CLASSES on Holidays or Weekends). ONLY Aquaciser class members will be admitted during these hours.
	Pool Volleyball:	7:15 pm to 8:15 pm Tuesdays at Willow Pool. ONLY Volleyball participants will be admitted during these hours.
	Youth Hours:	10 am to 1 pm at Encore Pool and the Pool Area. 4 pm to 7 pm at Willow Pool and the Pool Area. Children are NOT allowed in the pool or pool area at any time other than the designated Youth Hours.

The Pool Attendant will give a 10-minute warning when the children's hours are ending. The children must be out by 1 pm at Encore and 7 pm at Willow.

In the event of the closure of one pool, the Youth guest hours at the open pool are: 11 am to 1 pm and 4 pm to 7 pm.

NUMBER OF GUESTS:

Adult Guests:	Four (4) adult guests (15 or Older) per unit. Must be accompanied by a resident. May be admitted during adult hours as listed above.
Youth Guests:	Up to FOUR (4) Youth guests (4-14) and Two (2) adult guests (15 or older), accompanied by a resident, may be admitted <u>during youth hours only</u> as listed above. (Total of 6 guests during youth hours).

POOL RULES:

Pool rules are strictly enforced. Violations may result in fines or loss of privileges. They are subject to change by the Board of Trustees with notification to the residents.

Pool entry:

- Members must swipe their photo ID badge or FOB for verification of member status at the pool gate to obtain admittance to the pool area.
- They must register their guests with the pool attendant.

Youth Guests:

Guests under 4 years of age are not permitted in either of the pools. Children in strollers under the age of four will be allowed in the pool area ONLY during children's swimming hours.

When in the pool area, an adult must always supervise children.

When in the Pool, children must be supervised by an adult who is also in the pool.

Lap Lanes Residents must yield to lap lane swimmers in the designated lanes.

Attire:

- Swim attire must be worn in the pool.
- No Cut-off Jeans allowed in the pool.
- Changing area is limited, so residents must wear their swim attire from home to the pool.
- ALL residents and guests must wear a cover-up, wrap, or shirt when entering the clubhouses and to and from the parking lots.
- Only water shoes that have been rinsed in the shower may be worn in the pool.
- Street shoes are not allowed in the pool.
- DO NOT LEAVE SHOES OR SLIPPERS AT THE POOL STEPS.
- The Association is not responsible for any damage to bathing suits due to pool chemicals.

Diapers:

Only diapers specially designed for immersion in water are permitted.

Safety:

- **NO DIVING OR JUMPING** is allowed at either pool and will be strictly enforced.
- No Sitting or **standing** on pool steps unless where indicated at the Encore Pool.
- **Roughhousing and horseplay** are not allowed.
- **No sexual conduct** by residents or guests will be tolerated.
- **Weather-related closures** are at the discretion of the Pool Attendant or LVW management.
- The Pool Attendant or LVW management will determine when to reopen the pool.
- The Pool Attendant will remain on duty during rain.

Swim Aids:

- **NO** floats, toy surfboards, or swim toys are permitted in the pool, except for noodles.
- **Only 3" noodles** and mesh seats attached to 3" noodles are allowed in the pools.
- Each person is limited to two (2) noodles.
- Swimsuits that incorporate a flotation device as part of the suit construction are allowed.
- Swimmies are allowed.
- Residents and guests are permitted to use therapeutic aquatic belts or Coast Guard-approved life vests.

Health:

People with open wounds are **not** permitted in either pool or jacuzzi (hot tub) at any time.

Food:

- Food and beverages are permitted in the pool area.
- **NO GLASS OR OTHER SIMILAR CONTAINERS THAT MIGHT CAUSE PERSONAL INJURIES IF BROKEN ARE PERMITTED IN THE POOL AREAS.**
- **NO ALCOHOLIC BEVERAGES ARE PERMITTED IN THE POOL AREAS.**
- Tables and the surrounding area are to be left clean.

Smoking:

Smoking (cigarettes, pipes, cigars, or marijuana) and vaping are not permitted within 25 feet of the pool area and **ONLY** in designated areas.

Animals:

ONLY documented and registered **assistance** animals are allowed within the pool area.
NO Pets allowed.

Poolside Furniture:

Lounges, chairs, or tables are not to be reserved.

When leaving the pool area, chairs and lounges must be returned to their designated places.

Showers:

Bathers are required to shower before entering the pools.

Water shoes are to be rinsed in the shower before they are worn in the pool.

Jacuzzi: (hot tub)

Residents are required to read and follow the rules posted at the Jacuzzi.

No one under the age of eighteen (18) is allowed in the Jacuzzi.

Music:

Residents and guests **MUST USE HEADPHONES** for their music.

NO music is to be played over the PA system except during Aquaciser HOURS and Recreation events.

All rules and regulations will be strictly enforced and are subject to change.

Board Approval: PENDING

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. 7_11A
PERMIT REQUIRED
TRUSTEE APPROVED
Date:

**SPECIFICATION FOR INSTALLATION
OF BATHROOM EXHAUST FAN THROUGH SOFFIT**

MANCHESTER TOWNSHIP PERMIT REQUIRED

LVW Permit and Manchester Township permit are required for a replacement only if there is a structural change or the addition of a heating unit.

The Resident/Owner is responsible for obtaining a Manchester Township Permit.

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.

The responsibility for maintenance or repair of this improvement is that of the owner/subsequent owner and not that of Leisure Village West Association.

1. 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. Installers shall be protected by insurance relating to property damage, workers' compensation, and public liability.
2. A Permit with attached LVW Specification and drawing indicating the location of improvement is required before approval can be granted and work performed.
3. All workmanship and installation details of the Bathroom Exhaust Fan must comply with the terms of the PRODUCT WARRANTY.

NOTE: Replacement of the fan motor unit only (with or without light) and no change to the structure does not require a permit or licensed electrical contractor, unless the motor contains a heating element.

INSTALLER

Bathroom exhaust fan installation must be made by a licensed electrical 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 before any work can begin.

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.

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. 7_11B
PERMIT REQUIRED
TRUSTEE APPROVED
Date:

**SPECIFICATION FOR INSTALLATION
OF BATHROOM EXHAUST FAN WITH ROOF EXHAUST
(SOLAR OR ELECTRIC)**

~~The Resident/Owner is responsible for obtaining a~~ **Manchester Township Permit Required.**

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.

The responsibility for maintenance or repair of this improvement is that of the owner/subsequent owner and not that of Leisure Village West Association.

1. 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. Installers shall be protected by insurance relating to property damage, workers' compensation, and public liability.
2. A Permit with attached LVW Specification and drawing indicating the location of improvement is required before approval can be granted and work performed.
3. The roof penetration is not to exceed twelve (12) inches above the roof surface.
4. All workmanship and installation details of the Bathroom Exhaust Fan must comply with the terms of the PRODUCT WARRANTY.
5. The unit owner is responsible for the repair or damage to the roof of the unit resulting from the installation of this improvement.
6. **The unit owner must sign a waiver, releasing Leisure Village West or its agents from damage caused during roof repair or replacement.**

NOTE: Replacement of the fan motor unit only (with or without light) and no change to the structure does not require a permit or licensed electrical contractor, unless the motor contains a heating element.

INSTALLER

Bathroom exhaust fan installation must be made by a licensed electrical 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 before any work can begin.

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.

SPECIFICATION FOR NATURAL GAS HOME BACKUP GENERATOR

MANCHESTER TOWNSHIP PERMITS REQUIRED

INSTALLATION

A Leisure Village West Association Permit and a Manchester Township permit are required for this installation.

The Association requires installation to be performed by a licensed contractor registered with the Division of Consumer Affairs. The licensed contractor must furnish the Association with a current certificate of insurance before the owner can apply for a permit and commence work.

Work is to be performed in a neat, workman-like manner in accordance with generally accepted trade practices. All installations shall comply with all local laws, codes, regulations, and ordinances. The installer shall be protected during installation by insurance relating to property damage, workers' compensation, and public liability.

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

A waiver must be signed.

TERMS & CONDITIONS

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

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

SPECIFICATION – GENERAL INFORMATION

1. The Home Backup Generator runs on natural gas from the homeowner's gas line at the homeowner's expense. **Propane installations are prohibited.**
2. The size of the unit will depend on whether you are backing up your entire residence or just the essential items.
3. Most home backup generators are air-cooled units with steel or aluminum enclosures. Composite plastic enclosures are prohibited.
4. The color of the unit should be consistent with the color of the air conditioning unit of the residence.
5. The Generator is **required** to be installed at least 5 feet from any window or door, 36 inches from anything combustible (flammable items), and 18 inches from anything non-combustible (non-flammable).
- 5-6. Homeowner's electric box upgrades, including installing a switch box, are at the homeowner's expense and must be installed by a licensed, insured electrician.
- 6-7. The air-cooled generator models come mounted on a composite pad to simplify installation. NOTE: Liquid-cooled generators are larger and more complex, requiring a stronger mounting surface, such as a concrete slab.
- 7-8. Local codes require a "Generator on Premise" sticker for your main breaker panel and utility meter. These stickers warn emergency responders to exercise caution around large gas-containing units, ensuring they can be disconnected in the event of an emergency.
- 8-9. Township permits are needed—Manchester Electric, Plumbing, and Building permits—and the town must inspect the final installation.
- 9-10. The newer Generators have been made quieter than those in the past. The Generator will require a weekly test, which must be scheduled to test on a Monday or Tuesday between the hours of 11:00 AM and 1:00 PM.
- 10-11. It is imperative that regular maintenance is scheduled to ensure your generator is ready for whenever a power outage may occur.

GAS LINE INSTALLATION SPECIFICATIONS

1. All work is to be performed in accordance with generally accepted trade practices by a contractor experienced in making attachments to gas lines. Installation shall comply with Code A.N.S.I. Z 223.1 (1974), with all local ordinances and the conditions stipulated in the diagram included in this specification. The contractor is responsible for selecting the proper tubing size to satisfy the cubic feet per hour requirement, dependent on size, as specified in the table at the bottom of this section.

2. The generator shall be located within the five-foot area and at least 5 feet away from any windows or doors. The location of the Generator must be pre-approved by the Architectural Committee volunteer, and a diagram with the location of the generator must be created.

3. Gas Line Options:

3. Trenching: If there is any question of the underground portion of this installation crossing existing subterranean gas, electrical, telephone, cable, or water lines, the owner is advised to contact the involved utility and arrange for surface marking of the exact line location(s). The owner is responsible for any damage to these lines resulting from this installation.

4. The gas line installer, a Maintenance Department representative, and Architectural Committee Volunteer must review the property before the sale and provide a diagram of the generator installation, including the gas line and trenching needed. The trench must be at least 18 inches deep.

Up the side of the residence (through the attic): A gas line can run up the side of a residence in New Jersey, but it must use approved materials (like black iron or protected CSST), be securely installed, protected from damage, and strictly follow state codes (NJ UCC) and local regulations, requiring permits and licensed professionals. The line must also have a covering which is painted to match the siding of the residence.

The location of the "up the side of the residence" gas line must be pre-approved by the Maintenance Department and the Architectural Committee prior to installation.

Cubic Feet per Hour Table:

Maximum Capacity of Semi-Rigid Tubing in Cu. Ft. of Gas per Hour Gas Pressures of 0.5 Psig or Less and a Pressure Drop of 0.3 In. Water Column. Based on 0.60 Specific Gravity Gas.

Outside Diameter Inch	Length of Tubing in Feet					Feet Cu Ft/Hr
	10	20	30	40	50	
3/8	20	14	11	10	9	"
1/2	42	29	23	20	18	"
5/8	86	59	47	40	36	"
3/4	153	103	83	71	63	"

ELECTRICAL INSTALLATION SPECIFICATIONS

1. **An LVW permit for Electrical work is also required.**
2. Homeowner's electric box upgrades, including installing a switch box for the generator, are at the homeowner's expense.
3. The electrical equipment must be installed in accordance with the manufacturer's instructions.
4. The installation requires a Manchester Electrical Bureau permit and inspection.
5. Electrical updates may be required depending upon the size of the generator and whether you are backing up the entire residence or just some essential items. The installer/contractor will guide you with the amount of amperage needed for your backup requirements.
6. Local codes require "generator on premise" stickers for your main breaker panel and utility meter. These stickers warn an emergency responder to be careful of the large units that contain gas. In the event of an emergency, they would disconnect the fuel for the unit to prevent serious damage.

Board Approved: April 3, 2024

WAIVER

DISCLAIMER:

The unit owner must sign a waiver ~~if the roof must be replaced or repaired during or after prior to~~ installing the **“Natural Gas Home Backup Generator.”**

~~The unit owner must obtain a licensed contractor to remove and replace the “Natural Gas Home Backup Generator” so as not to void the installation warranty.~~

The unit owner is responsible for any damage to the residence as a result of the installation of the “Natural Gas Home Backup Generator.”

Leisure Village West or its agents are not responsible for ~~any damage to the any repair, replacement, or removal of the “Natural Gas Home Backup Generator” during roof replacement or repair.~~

Unit Owner Signature

Unit Address

Date: _____

SPECIFICATION FOR INSTALLATION OF VINYL REPLACEMENT WINDOWS

GENERAL

Replacements must be double-pane vinyl-glazed windows. All glass, except for bathroom windows, must be clear, green-tinted, or blue-tinted. If selecting tinted windows, **ALL WINDOWS, per unit side, must be uniform in clear or tinted glass.**

COLOR, SIZE, AND STYLE

The specification is planned to preserve uniformity of color, size, and style for units under one roof and individual models within different sections of the Village. Generally, the replacement must match the replaced windows and maintain the exterior trim color. A relatively few exceptions are permitted, as follows:

Gliding Windows: Gliding or sliding windows may be substituted by double-hung windows of the same size.

Kitchen and Bathroom Windows: Where smaller-sized windows are located above sinks and counters, replacements may be installed without grids. Sash windows may be replaced with sliders or casements. Note that the decision to install casement windows overlooking walkways must consider safety considerations.

Brown Windows: Replacements are expensive and of limited availability. Windows may replace Brown windows with white sashes and frames. The capping (or side) panels must match the trim color. All windows on any one side of a unit must be replaced simultaneously, other than the small slider windows in bathrooms.

Jalousie Window: Some Original models in Condos 1-22 were built with jalousie windows in the sunrooms. These may be replaced with single—or double-hung sash windows with grids to match the existing units' windows in color and style. Windows may replace Brown windows with white sashes and frames. The capping (or side) panels must match the trim color.

~~**Window Grids:** Double-hung windows may be installed with or without grids, but must follow these guidelines. All windows on each side of the unit must match either with grids or all without.~~

Garden Windows: These windows were installed in some Encore models. They may be replaced by single—or double-hung sash windows to match the unit's existing windows in color and style.

DIMENSION & INSTALLATION

The following installation guidelines must be observed:

- 1) All sills and heads are to be level, with jambs plumb and shims used where necessary.
- 2) The squareness of the window unit is to be checked before final anchoring into the wall.
- 3) All voids between jams and framing must be filled with loose insulation.
- 4) A 1/4-inch caulking allowance is to be used between the perimeter of the window unit and the exterior finish. The caulking application is to be neat and clean.
- 5) The window opening must be protected during construction. Exposed wood trim members must also be protected and finished-painted promptly.
- 6) Installation and operation of the window must be checked before application of the interior trim.

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. 2_2
LVW Permit Required
Board Approved: July 2, 2008
Page 2 of 2

WINDOW GRIDS: Double-hung windows may be installed with or without grids, but must follow these guidelines. All windows on each side of the unit must match either with grids or all without. The grids should be the standard grid style with a uniform grid pattern. See below for grid samples for various sized windows:



NOTE: ENCORE MODELS ONLY: Roxy, Savoy, Ritz, Waldorf, Pickford, Victoria

1. All windows MUST be replaced with New Construction Windows.

The unit owner shall notify the Architectural Committee Volunteer (name and phone number shown on the face of PERMIT) when work has been completed.

INSTALLER

Window installation must be done by a licensed contractor and 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 the unit owner can apply for a permit and before any work can begin.

TERMS & CONDITIONS

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

This building improvement Permit will be filed with the Ocean County Clerk's Office.

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

Board Approved: July 2, 2008
Amended: June 19, 2019
Amended: November 4, 2020
Amended: December 4, 2024
Amended: PENDING

SPECIFICATION FOR INSTALLATION OF NEW CONSTRUCTION WINDOWS

REPLACEMENT WINDOWS FOR ENCORE MODELS Victoria, Pickford, Waldorf, Ritz, Savoy, Roxy

****All Contractors Must Contact the Maintenance Manager Before Any Product is Ordered.***

General

Replacements must be new construction-style windows with an exterior nailing flange nailed directly to sheathing and sealed with a rubber membrane. All trim is to be removed and then replaced.

Color and Style

The specification is planned to preserve uniformity of color and style for units under one roof and individual models within different sections of the Village. As a rule, new construction must match the replaced windows and maintain the exterior trim color. All glass, except for bathroom windows, must be clear, green tint, or blue tint. If selecting tinted windows, **all windows, per unit side, must be uniform in either clear or tinted glass.**

~~**Window Grids:** Double-hung windows may be installed with or without grids, but must follow these guidelines. All windows on each side of the unit must match either with grids or all without.~~

Kitchen and Bathroom Windows: Where smaller-sized windows are located above sinks and counters, replacements may be installed without grids. Sash windows may be replaced with sliders or casements. Note that the decision to install casement windows overlooking walkways must consider safety considerations.

Garden Windows: These windows were installed in some Encore models. They may be replaced by new-construction single- or double-hung sash windows with grids that match the unit's existing windows in color and style.

DIMENSION & INSTALLATION

The following installation guidelines must be observed:

- 1) All sills and heads are to be level with jambs plumb and shims used where necessary.
- 2) The squareness of the window unit is to be checked before final anchoring into the wall.
- 3) All voids between jams and framing must be filled with loose insulation.
- 4) A 1/4-inch caulking allowance is to be used between the perimeter of the window unit and the exterior finish. The caulking application is to be neat and clean.
- 5) The window opening must be protected during construction. Exposed wood trim members must also be protected and finished-painted promptly.
- 6) Installation and operation of the window should be checked before application of the interior trim.

LEISURE VILLAGE WEST ASSOCIATION
MANCHESTER, NEW JERSEY

SPECIFICATION NO. 2_9
LVW Permit Required
Board Approved: March 6, 2013
Page 1 of 2

WINDOW GRIDS: Double-hung windows may be installed with or without grids, but must follow these guidelines. All windows on each side of the unit must match either with grids or all without. The grids should be the standard grid style with a uniform grid pattern. See below for grid samples for various sized windows:



When work has been completed, the unit owner shall notify the Architectural Committee Volunteer (the name and phone number are shown on the permit's face).

INSTALLER

Window installation must be done by a licensed contractor who is 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 the unit owner can apply for a permit and before any work can begin.

TERMS & CONDITIONS

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

Board Approved: March 6, 2013
Amended: April 21, 2021
Amended: December 4, 2024
Amended: PENDING

LEISURE VILLAGE WEST

Rules Governing Clubs and Groups

INTRODUCTION

This document outlines the official CLUB/GROUP rules for residents and guests of our Condominium Association. These rules are designed to ensure the safety, comfort, and enjoyment of all members while maintaining the integrity and cleanliness of our shared facilities.

The Community Services Committee, in conjunction with the Recreation Director, must officially recognize a Club/Group to be entitled to use Clubhouse rooms and Common Areas for meetings and other events, use the parking lot for bus trips, publicize in the Leisure Village West News Magazine, LVW TV stations, bulletin boards, and the official LVW Website (leisurevillagewest.com). The following rules must be adhered to in order to be recognized and function as an official LVW Club/Group.

APPLICATION FOR FORMATION OF CLUB OR GROUP:

- Application forms are available from the Recreation Department and from the LVW Website.
- Each application MUST state the purpose, value, and type of Club or Group and affirm that no other such Club or Group exists.
- The Application, along with an outline of Club or Group Bylaws, shall be submitted to the Recreation Director.
- The Community Services Committee members will review all submitted applications and Bylaws, along with the Recreation Director, at their monthly meeting. The Community Services Committee, after satisfactory discussion, will make recommendations to the Recreation Director for modifications to present to the Board of Trustees. If the Community Services Committee finds no issues with the application and bylaws, they will take a vote to approve the application as is. The Recreation Director and Board of Trustees Liaison will communicate the recommendations to the Board of Trustees.

CLUB BY-LAWS

Clubs MUST HAVE bylaws that constitute rules to be followed by their members.

Only residents of Leisure Village West are eligible to become members of any club or group.

The Community Services Committee and the Recreation Director must approve the Bylaws.

The bylaws must stipulate:

1. Four or more officers comprising the Executive Board of the Club (President, Vice-President, Treasurer, and Secretary). If there is a lack of volunteers for the Secretary/Treasurer, one member may serve in both positions.
2. The Executive Board members MUST be a resident Owner or a Co-owner of a unit.
3. Only ONE resident OWNER/CO-Owner from each unit may serve on a club's Executive Board.
4. Must include provisions for the distribution of the treasury should the club disband. The provision must consist of not less than fifty percent (50%) of the distribution back to the Recreation Department. National Organizations are exempt: (e.g., ORT)

GENERAL CLUB RULES:

- No Club Officer shall serve as a Board member of LVW.

LEISURE VILLAGE WEST

Rules Governing Clubs and Groups

MEETING DATES:

- Clubs shall be entitled to ONE scheduled Primary meeting date per month.
- Additional meeting dates must be approved by the Recreation Director with a stated purpose for the additional meeting and are subject to availability of room reservations.
- Clubs shall submit a list of current elected officers annually, along with an annual calendar of scheduled, proposed primary meeting dates, Executive Board meeting dates, and proposed fundraiser/events (based on the fundraising event rules).
- Annual calendars must be submitted no later than December 1 of the current year for the following year.
- All requests must be approved by the Recreation Director by the end of January and will be based on the availability of the facilities as determined by the Recreation Director.
- Forms for submission are available at the Recreation Office or on leisurevillagewest.com.

LEGAL AND FINANCIAL:

- Each club is **required** to be aware of the applicable legal, tax, and community-specific requirements so that the Club complies with such requirements. Each Club should consult with legal and tax counsel, as it deems appropriate.
- Clubs that meet monthly are required to give a **quarterly financial report** to their membership during the Business portion of their meeting.
- Clubs that meet less frequently will be required to provide a financial report as close as possible to a fiscal quarter.
- **FINANCIAL REPORTS MUST NOT BE POSTED ON SOCIAL MEDIA.**

ALCOHOL RESTRICTIONS

- **Clubs and Groups are not permitted to serve alcohol**
- BYOB is permitted at Club and Group Functions.

CLUB RAFFLES:

- All Clubs are required to have a State Registration Certificate ID and Township License when holding a 50/50. This includes split 50/50s, lucky bucks, lottery tickets, raffles, and gift raffles.
- Clubs must apply to the State. Upon approval of the application, the State will issue a Registration Certificate ID # for a nominal cost to the Club. The Registration Certificate # is valid for two years. This will need to be renewed on a biennial basis for each club.
- Once the Registration Certificate ID # is received, the Club should apply for an annual license through Manchester Township. The Township requires Clubs to list the dates of ALL 50/50 raffles.
- Clubs may apply separately for any special raffle event.
- **The Club's Raffle License MUST be displayed during all raffle sales!**
- **A copy of the Raffle License MUST be filed with the Recreation Department.**

LEISURE VILLAGE WEST

Rules Governing Clubs and Groups

“GROUP” SPECIFIC RULES:

1. Groups must have simple bylaws or a document that constitutes rules to be followed by participants.
2. Must be submitted for approval by the Recreation Director and the Community Services Committee.
3. The document **must** declare the Group's **specific goals**, a common interest, or a mutual desire to share knowledge.
4. **Groups may not collect dues or have any other financial transactions.**
5. **Fundraising and raffle events are NOT** permitted under any circumstances.
6. Must provide one or more contact person(s) who is an **OWNER resident**.
7. Meeting space will be provided based on room availability as determined by the Recreation Director and based on the number of participants.

USE OF LVW AUDIOVISUAL (AV) EQUIPMENT:

- All LVW audiovisual equipment **must** be operated by a person **certified** as qualified by the Recreation Department.
- Video training on audiovisual equipment will be made available.
- **One member from each club is to be certified in A/V operations.**
- If a Club does not have a certified operator, the equipment **will not be** made available.
- All equipment **must be** returned in the same working conditions as received.
- Clubs will be responsible for the **full** costs of any repairs or replacement as needed.
- All of the above will be **strictly enforced.**
- Any deviation from the above regulations or failure to comply with the costs of repairs or replacement will result in the denial of future use of LVW audiovisual equipment and a minimum of a one-year suspension.

FACILITY RESERVATIONS:

1. The Recreation Director will be responsible for the use of buildings, rooms, patios, and equipment.
2. Kitchen use will be limited to meeting dates and scheduled special events only.
3. If a private caterer is used, a Certificate of Insurance for the vendor must be given to the Recreation Director a minimum of seven (7) days prior to the event.
4. A refundable security deposit is required for private events.
5. All events must conclude by the designated closing time.
6. Keep noise at a reasonable level to avoid disturbing other residents.
7. All music and amplified sound must cease by 10:00 PM.

Cleanliness and Care

- All users are expected to clean up after themselves and their guests, including disposing of trash in designated receptacles.
- Do not move or remove community property or equipment from the premises.
- Report any damage or maintenance issues to the Recreation office immediately.

HIERARCHY OF ROOM RESERVATIONS:

1. Official Association Management and Board of Trustees.
2. Recreation-sponsored events.
3. Official Committee Meetings
4. Official Clubs
5. Official Groups

NOTE: All schedules are subject to change based on space availability at the discretion of the Recreation Director.

LEISURE VILLAGE WEST

Rules Governing Clubs and Groups

SPECIAL EVENT/FUNDRAISERS RULES

DEFINITION: A special event/fundraiser constitutes a function in which **ADMISSION** is charged to its members **AND/OR any type of DONATION** is requested (including “pass the hat” money in a jar, etc.). This Rule applies to collections for hospitality, musicians, etc.

Examples of special events/fundraisers (but are not limited to):

Dances, picnics, card parties, fashion shows, musical venues, out-of-village luncheons/dinners, and trips. Recreation will make the final determination if the event constitutes a special event/fundraiser.

Clubs wishing to use the LVW facilities for Special Events/Fundraisers are **limited** to four (4) events **per year**.

- Two (2) are to be held on their **scheduled meeting date**.
- Two (2) may be held on alternate dates **based** on availability as assigned by the Recreation Manager.

NOTE: If a club wants to hold a special event/fundraiser and have **outside guests**, it **must** hold that event at an **outside venue**, and it is **still** considered to be **one of the four allowable fundraising events** (example: Holiday Parties). **(Excludes Westernaires, Bingo, Players Club, Pet Club, Dog Day afternoon. See “OUTLIER events”)**

OUT OF VILLAGE TRIPS:

1. Clubs may schedule out-of-village trips, and they **are considered fundraisers**.
2. **Must** notify the recreation Department **before** making a firm commitment with a bus company.
3. The bus company **must** provide a Certificate of Insurance.
4. Club will submit Certificate of Insurance to the Recreation Department before the trip’s departure.
5. Clubs are permitted to conduct Casino trips with the **approval** of the Recreation Director.
6. Club Trips may be multi-day trips.

ADVERTISING:

1. Advertising flyers for display in plastic wall bins **ONLY**. (No tables to be used)
2. Flyers are **limited** to 8 ½” x 11” sheets.
3. Posters used at ticket sales conducted in lobbies NOT to exceed 16” x 20.”
4. All Flyers/Posters **MUST** be approved by the Recreation Dept **PRIOR** to display.
5. Ticket sales for special events may take place at the respective club meetings.
6. Ticket Sales for **special events** may take place in the lobbies; they **MUST** be pre-approved by the Recreation Director **AND** the **club in session** on the day of the desired sale.

NOTE: Club and group articles for submission in the LVW News Magazine will be based on available space and first-come status, with previously stated hierarchy as room reservations. Creeper channel notices are subject to existing rules in accordance with the Recreation Department’s established procedures. Clubs and Groups are encouraged to advertise their Club page on the official LVW website (**leisurevillagewest.com**).

SOCIAL MEDIA PLATFORMS ADVERTISING:

- **Permitted ONLY on the LVW Website and LVW Club/Group Facebook pages.**
- **NO ADVERTISING ON OUTSIDE SOCIAL MEDIA PLATFORMS IS PERMITTED.**
- **NO CLUB OR GROUP** is to place articles, flyers, or posters (or any other form of advertising material) in **external publications, with public vendors, venues, or on public social media platforms that reference any upcoming or future events.**

LEISURE VILLAGE WEST

Rules Governing Clubs and Groups

CLUB LIMITATION EXCEPTIONS:

DANCE CLUB:

- May hold four (4) OPEN Dances/Fundraiser Events with non-resident guests in attendance.
- May hold six (6) Social Dances with Residents ONLY in attendance.

TRAVEL CLUB:

- May sponsor up to twelve (12) multi-day trips a year as approved by the Recreation Director.
- No other club trip will be approved to the same place at the same time as the Travel Club.
- ALL trips will be considered **Fundraisers**. Rules for guests at fundraisers match those that apply to other clubs.
- **If a group leader receives anything, it must be disclosed to the membership, and the value must be equally distributed.**

CLUB INTERVILLAGE TOURNAMENTS:

Clubs that participate in inter-village tournaments such as Bocce, Pickleball, Chair Volleyball, Golf, Tennis, etc., which are played both at home (LVW) and away, are subject to the following:

- a) LVW HOSTING: A roster of members from the opposing team is to be established at the beginning of the season (when possible) or a week prior to the event, with notification to the Recreation Department.
- b) LVW TEAM CAPTAIN will be responsible for informing the Route 70 Gate Attendant of the outside Community participants' names who will be attending to permit entry to LVW.
- c) A Hold Harmless Waiver must be signed by each member of the outside Community prior to the START of play and forwarded to the Recreation Department for record-keeping.
- d) Guests of outside opposing teams are limited to one guest per player, no exceptions.
- e) Guests must sign waivers.
- f) Team Captain will include the guest names in the roster to be given to the gate attendant and the Recreation Department.

OUTLIER CLUB EVENTS:

Clubs that have different structured events, such as Westernaires, Bingo, Pet Club Dog Day, and Craft Shows, will adhere to the following guidelines:

- a) A schedule of event dates will be given to Recreation annually in accordance with the general rules of Clubs for calendar submission.
- b) **Must give the route 70 gate attendant information regarding visitors and the number of attendees.**
- c) Residents are responsible for the conduct of their guests at all times.

CONFLICTS:

- In the event of a conflict between clubs and/or groups that cannot be resolved mutually, representatives of each club or group may ask for an ADR hearing OR request assistance from the Recreation Department and/or the Community Services Committee. The option of an ADR hearing remains available if the impasse cannot be resolved after consultation with the Recreation Director and/or the Community Services Committee.
- If there is a conflict between these rules and any Club's governing documents, these rules shall prevail.

LEISURE VILLAGE WEST

Rules Governing Clubs and Groups

ENFORCEMENT AND PENALTIES

- **If a Club or Group does not comply with these rules, a suspension of the club/group meetings, activities, and fundraising events will be forthcoming for a period of 3 months and will serve as a warning to the Club President.**
- **If there is a second infraction of these rules, the Club/Group will forfeit its right to function in Leisure Village West, and ALL PRIVILEGES WILL BE REVOKED, and the Club/Group will be dissolved.**
- **The Recreation Director will be responsible for notifying the club of their infraction, first warning, and second offense, with resulting dissolution of the club or group.**

AMENDMENTS

- The LVW Board of Trustees, together with the Recreation Director and the Community Services Committee, reserves the right to amend these rules, as necessary. Residents will be notified of any changes in writing or via official community communication channels.

DISCLAIMER:

The Leisure Village West Association, Inc., does not review, oversee, maintain, manage, ensure, protect, or guarantee the finances of any Club. Full responsibility for the management of all Club funds lies with the individual Club and its Officers.

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

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

Pending 12/8/25

Pending 01/28/26

Pending 02/12/26