

# AGENDA

## LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, MAY 6, 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 March 31, 2026, minutes.
3. Motion to approve the revisions to Architectural Specification 2\_2, "Installation of Vinyl Replacement Windows."
4. Motion to approve the revisions to Architectural Specification 2\_9, "Installation of New Construction Windows."
5. Motion to approve the revisions to the Rules Governing Clubs and Groups.
6. Motion to approve the transfer of \$147,000.00 from the Emergency Reserve Fund to the operating fund.
7. Motion to authorize the buyout of the solar panels on the Association and Encore buildings for \$59,439.61. The funds to meet this expense will be provided by account #3230 - Capital Replacement/Common Buildings. The unaudited balance for this account as of 3/31/26 is \$668,397.96.

### 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. New Architectural Specification 7\_13, "Installation of Attic Insulation."
2. Electronic Voting

*The next open Board meeting will be held on Wednesday, June 3, 2026, at 1:00 p.m. in the auditorium of Willow Hall.*

- ADJOURN OPEN MEETING

## AGENDA

### LVWA BOARD OF TRUSTEE MEETING WEDNESDAY, MAY 6, 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 is unable to attend the meeting in person to ask questions or provide comments, they may email the Board at [bot@lvwa.net](mailto:bot@lvwa.net). Proxies will not be accepted. All emails will be reviewed during a Board of Trustees workshop meeting. Topics and opinions of village-wide importance will be addressed periodically at an Open Board of Trustees Meeting or featured in the Manager's Corner of the LVW News Magazine.

The meeting was called to order at 1:04 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

James Waggner was introduced as the new Grounds Manager to the community.

**APPEARANCES:** Dan Keane, Client Manager from Allied Universal, presented an operational business overview for LVW. His presentation covered gatehouse transactions by year, a review of 2025 performance, overnight activities, pool metrics, and safety awareness initiatives. Q&A Discussion: A concern was raised regarding the visitor gate, specifically the need for a kill switch and improved traffic control. Management confirmed that a new system featuring a traffic light is currently in progress and is expected to be implemented next month. In the interim, staff will reinforce procedures requiring visitors to wait when resident traffic is present. An issue was discussed involving incorrect access notifications. It was suggested that a guard may have selected the wrong name in the system. Possible contributing factors include misheard addresses and common names appearing on pre-approved lists. Management emphasized that guards are trained to carefully verify all information and confirm details before granting access to minimize errors. A resident reported ongoing difficulties with gate access at Route 70, noting that their vehicle is not being detected despite multiple attempts, resulting in frustration and delays. Management advised the resident to visit the Association office to obtain a replacement sticker. D. Keane left the meeting at 1:23 p.m.

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

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

C. Basile moved to approve the February 4, 2026, minutes. S. Carollo seconded. A resident questioned whether a motion to table the Computer and Network Managed Services item from the February 4th meeting was omitted from the minutes. After review, it was confirmed that no such motion occurred; the minutes remain unchanged. A vote was called, and all were in favor. The motion carried.

C. Basile moved to approve the March 4, 2026, minutes. S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

J. Carmody moved to approve the swimming pool rules for the 2026 season. S. Carollo seconded. An audience member raised a question regarding charging for visitors, and the Board agreed to look into this for the next season. A vote was called, and all were in favor. The motion carried.

I. Gilbert moved to approve new architectural specification 7\_11a, "Bathroom Exhaust Fan – Soffit." J. Carmody seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

I. Gilbert moved to approve new architectural specification 7\_11b, "Bathroom Exhaust Fan – Roof." S. Leslierandal seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

S. Leslierandal moved to approve the revisions to architectural specification 6\_8, "Natural Gas backup Generator." C. Basile seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.

## **PRESENTATION OF REPORTS:**

### **I. COMMITTEE REPORTS:**

- Barbara Owens, Chairperson, presented a report on behalf of the Architectural Committee.
- Anne Niebergall, Chairperson, presented a report on behalf of the Community Services Committee.
- Patricia Hansen, Chairperson, presented a report on behalf of the Finance Committee.
- Mary Rose McCarthy, Chairperson, presented a report on behalf of the Administration Committee.

An audience member suggests reports include more detail on violations, compliance, and potential upgrades to enhance property value. It was noted that the committee reviews standards and trends and will consider providing more detailed future reports.

II. M. Lighthipe, Recreation Director, presented a report on behalf of the Recreation Department, which includes a report of the financials for the Bingo Club.

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

- **Grounds Maintenance:** Spring cleanup is approximately 75% complete. Work has been completed in the Liverpool, Thornbury, and Cambridge areas, with Edinburgh scheduled next. They are focusing on enhancing entrances and painted curves for improved community aesthetics. Lawn maintenance will resume its regular rotation of 36 cuttings per year by mid-next week. Fertilization will begin once soil temperatures reach optimal levels. 122 hazardous stumps have been identified and are being addressed. Necessary staffing and equipment adjustments are underway to ensure safety and efficiency. Tree maintenance has begun, with coordination between staff and Brightview management to address resident concerns promptly.
- **Equipment and Staffing Updates:** High-flow stump grinding equipment is being considered to improve efficiency. Staff may work additional hours, including Saturdays, as needed to complete priority tasks. Coordination with contractors and management ensures a timely response to resident inquiries.
- **Snow Removal and Property Damage:** Total snow removal expenses for the season are \$345,000, averaging \$128 per home, favorable compared to similar communities. Review of reported garage door damages is in progress, with vendor pricing being negotiated.
- **Debris Pickup Schedule:** The village has been divided into five zones to streamline debris removal and other maintenance tasks.

- Active communication with residents continues through regular email updates. Open office hours on Tuesday evenings provide an opportunity for residents to meet directly with the Community Manager to discuss concerns or questions.

A discussion focused on snow removal, spring cleanup, and resident concerns about communication and service timing. Management explained that operations are driven by logistics, equipment availability, storm impact, and priority needs (such as medical cases), rather than fixed schedules for specific streets, making it difficult to provide exact service dates. Work is being completed in phases and by zones, with the most heavily damaged areas addressed first, though residents expressed frustration about delays and lack of visibility for their neighborhoods. Suggestions were made to improve communication through zone-based updates on the community website to reduce uncertainty and calls. Additional topics included proper yard waste disposal guidelines, concerns about debris collection practices and equipment performance, and clarification that snow removal costs are covered within the existing budget, with no special assessment currently planned. Overall, residents emphasized the need for more consistent service and clearer communication, while management acknowledged concerns and committed to ongoing improvements.

- Mechanics Garage New Air Compressor: The LVWA Mechanics shop located at the Maintenance Building is in need of a new Industrial Air Compressor. The mechanics use the compressor daily to run air tools and the vehicle lift. The existing compressor is failing and is due for replacement. We went out to bid. The bids are below:

- (Prices include taxes, installation, and shipping)

Vendor	Products	Price
Alkin Compressors	5 HP, 208-230V, Single Phase, 80 Gallon Vertical Compressor. Remove old and install new equipment.	\$8,268.77
Central Jersey Compressor	5 HP, 208-230V, Single Phase, 80 Gallon Vertical Compressor. Remove old and install new equipment.	\$7,063.91
Compressed Air Equipment	5 HP, 208-230V, Single Phase, 80 Gallon Vertical Compressor. Remove old and install new equipment.	\$7,705.79

We recommend contracting with Compressed Air Equipment a 5 HP, 208-230V, Single Phase, 80 Gallon Vertical Compressor. This will include removing the old equipment and installing the new equipment. While they were not the lowest bid, they include a more complete installation, including rewiring from the safety switch to the starter. The warranty is one year on parts and labor. The total cost is \$7,705.79. This will be charged to account #3150, Property Fund. *S. Leslierandal moved to approve contracting with Compressed Air Equipment for a 5HP, 208-230V, single-phase, 80-gallon vertical compressor. This includes the removal of the existing equipment and installation of the new unit. The warranty provided is one year on parts and labor, for a total cost of \$7,705.79. The funds to meet this expense will be provided by account #3150 – Property Fund. C. Basile seconded. There was no discussion, and a vote was called. All were in favor. The motion carried.*

- Insurance Renewal 2026-2027: The community's master insurance program is set to expire on April 15, 2026. We are pleased to report a strong performance this past year, with a loss ratio below 20%. This favorable experience has contributed to a more controlled renewal outcome. Through the efforts of Mitchell Insurance Services and Philadelphia Insurance, we were able to limit the premium increase on our primary package with Philadelphia Insurance to 6.5%. While certain individual policies experienced higher adjustments, the overall increase across the full insurance program is 7.4%, which is considered favorable in the current insurance market. The current total insurance package cost of \$1,743,077.63 is proposed to increase to \$1,872,107.71, representing an increase of \$129,030.08. In addition, management recommends increasing the property coverage limits by \$40 million to ensure adequate protection and align with current replacement cost valuations. The cost for this additional coverage is \$20,710 per \$10 million, totaling \$82,840. This brings the proposed total insurance program cost to \$1,954,947.71.

Current Total Insurance Package Cost	Proposed Total Insurance Package Cost	Proposed Increase	Proposed Total % Increase	Proposed Additional \$10 Million Limit-Coverage
\$ 1,743,077.63	\$ 1,872,107.71	\$ 129,030.08	7.4%	4 (\$20,710.00)

Based on the favorable loss experience, competitive renewal terms, and the importance of maintaining adequate property limits, management recommends acceptance of the insurance proposal from Mitchell Insurance Services for the 2026–2027 policy term for a total amount of \$1,954,947.71. This proposal includes an additional \$40 million in coverage. The funds to meet this expense will be provided by account #8100 Insurance Expense. *S. Carollo moved to approve renewing insurance coverage for LVW with Mitchell Insurance Services, Inc., for 2026-2027 for \$1,954,947.74, including purchasing four (4) additional ten-million-dollar property limits in coverage. The funds to meet this expense will be provided by account #8100 – Insurance Expense. S. Leslierandal seconded. There was a brief discussion to clarify the two-year rate endorsement. A vote was called, and all were in favor. The motion carried.*

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

- LVW Preservation Project: The project is progressing slowly. The board has reviewed the tentative contract and submitted several significant changes requested, which are now under review by attorneys. Further updates will be provided as the process continues.
- With improved weather, there has been an increase in speeding along Buckingham and Huntington, where vehicles are exceeding the 25-mph limit. Residents are reminded to adhere to the speed limit to ensure the safety of pedestrians, including walking pets.
- There are ongoing concerns regarding pet safety. Retractable leashes are being extended beyond the permitted 6 feet, creating hazards for pedestrians and vehicles. Residents are reminded to keep leashes at or below 6 feet to maintain safety and avoid potential enforcement actions.

A discussion focused on community responsibilities and wildlife management concerns. Residents were reminded to check for unattended packages left near the Route 37 gatehouse and help ensure they are properly handled. Concerns were raised about geese overpopulation at the pond and the effectiveness of contract removal services. Additionally, there was a debate over the village's pest control, including its cost and necessity, with someone favoring past in-house, non-invasive methods. Management responded that current practices are based on compliance and responsibility. There were reports of JCP&L streetlights still out in the village.

**THERE WAS NO UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. I. Gilbert presented the revisions to architectural specification 2\_2, "Installation of Vinyl Replacement Windows," as attached to the agenda. This will be voted on at the next scheduled open Board meeting on May 6, 2026.
2. I. Gilbert presented the revisions to architectural specification 2\_9, "Installation of New Construction Windows," as attached to the agenda. This will be voted on at the next scheduled open Board meeting on May 6, 2026.
3. The revisions to the Rules Governing Clubs and Groups were presented as attached to the agenda. This will be voted on at the next scheduled open Board meeting on May 6, 2026.

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

There being no further business, the Board meeting adjourned at approximately 2:42 PM.

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Samantha Bowker  
Community Administrator

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Christina Basile  
Board Secretary

Approved: PENDING

## **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  
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**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:

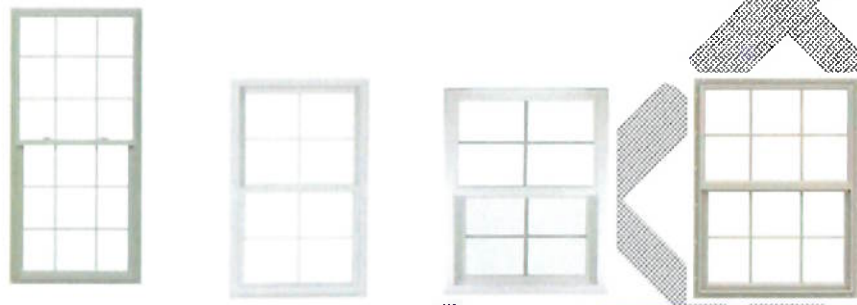
- 1) All sills and heads are to be level, with jamps plumb and shims used where necessary.
- 2) The squareness of the window unit is to be checked before final anchoring into the wall.
- 3) All voids between jamps and framing must be filled with loose insulation.
- 4) A 1/4-inch caulking allowance is 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  
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**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](http://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](http://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.

# LEISURE VILLAGE WEST

## Rules Governing Clubs and Groups

- If there is a conflict between these rules and any Club's governing documents, these rules shall prevail.

### **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

## SPECIFICATION FOR INSTALLATION OF ATTIC INSULATION

### MANCHESTER TOWNSHIP PERMIT REQUIRED For SPRAY-IN INSULATION ONLY

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 general accepted Trade Practices. This installation shall comply with all laws, codes, regulations, and ordinances.

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

All workmanship and installation details of the Insulation must be in compliance with the terms of the insulation product warranty and installation directions.

#### BATTING INSULATION:

~~Only batting (faced and/or unfaced) 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 batting insulation (faced and/or unfaced) must be installed so that the attic weep holes soffits are not covered blocked to insure proper attic ventilation. Insulations baffles (Perma Vents) are required to prevent insulation from blocking ventilation.~~

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

#### SPRAY-IN INSULATION:

~~A Manchester Township Permit is required for "Spray-in Insulation". The spray-in insulation must be installed by a certified, licensed insulation contractor so that the attic soffits are not blocked to insure proper attic ventilation.-~~

~~The unit owner must sign a **waiver** that Leisure Village West Association is not responsible for damage to the unit if the spray-in insulation is incorrectly installed.~~

LEISURE VILLAGE WEST ASSOCIATION  
MANCHESTER, NEW JERSEY

**SPECIFICATION NO. 7\_13**

LVW PERMIT REQUIRED

Board Approved: Pending

Page 1 of 2

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**INSTALLER**

The attic spray-in or batting insulation must be installed by a certified, licensed 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

**INSULATION WAIVER**

DISCLAIMER:

The unit owner must sign a waiver that neither Leisure Village West nor its agents are responsible for any damage to the unit if the insulation (batting or spray-in) is incorrectly installed.

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

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

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