AGENDA

LVWA BOARD OF TRUSTEE MEETING
WEDNESDAY, NOVEMBER 4, 2026, at 1:00 PM
VIRTUAL MEETING VIA ZOOM

Zoom Participation Rules for Open Board Meetings: The Board's attorney will serve as the meeting moderator to help maintain an orderly, respectful, and productive meeting. Residents must sign in using their full name and LVW unit number for verification. Requests requesting to speak must use Zoom's "Raise Hand" feature and remain muted until recognized. Each resident may speak up to two (2) times, during the business portion of the meeting, regardless of the number of agenda items discussed. All participants must remain civil and respectful. Personal attacks, disruptive behavior, and inappropriate remarks will not be permitted. The moderator will recognize speakers, enforce time limits, and address disruptions. The moderator may mute participants or take other appropriate actions to maintain order and enforce these rules.

OPENING

- **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 October 7, 2026, Board of Trustees open meeting minutes.
3. Motion to approve a new policy regarding E-Bikes.

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

4. Revisions to Policy regarding Fines (pending further review)
5. Revisions to Resident Private Party Reservation Form

NEW BUSINESS

6. Mowing Services
7. Seeding and Aerating Equipment – (Board Formal Action)
8. Wells, Pumps and Motors – (Board Formal Action)
9. Snow Removal Equipment Purchase - (Board Formal Action)
10. Gutter Cleaning 2026 - (Board Formal Action)
11. Common Buildings Cleaning Equipment - (Board Formal Action)
12. Employee Uniform Program

Posted: October 28, 2026

AGENDA

LVWA BOARD OF TRUSTEE MEETING
WEDNESDAY, NOVEMBER 4, 2026, at 1:00 PM
VIRTUAL MEETING VIA ZOOM

CLOSING

- The next open Board meeting will be held on Wednesday, December 2, 2026, at 1:00 p.m., Virtual meeting via Zoom.
- Adjournment of open Board meeting

OPEN FORUM - RESIDENT COMMENTS/QUESTIONS PERIOD

PARTICIPATION RULES:

- The Board's attorney will serve as moderator to ensure an orderly and respectful Open Forum. Residents must sign in using their full name and LVW unit number for verification and keep this information displayed throughout the meeting. Residents wishing to speak must use Zoom's "Raise Hand" feature and remain muted until recognized by the moderator.
- Each resident may speak a maximum of two (2) times during the Open Forum, for up to three (3) minutes per opportunity. If necessary, the Board may respond for up to two (2) minutes, followed by one (1) additional question from the residents, limited to one (1) minute.
- Comments should address matters of community-wide interest. Personal concerns and maintenance issues should be directed to the appropriate Department Manager or Community Manager. The Open Forum is intended to provide residents with an opportunity to be heard, not to engage in debate or cross-examination of Trustees. All participants must remain civil and respectful, without personal attacks or disruptive behavior.
- The Open Forum will be limited to one (1) hour but may conclude earlier if all residents wishing to speak have been heard. The moderator will enforce speaking limits and may mute participants or take appropriate action to maintain order.
- Residents unable to participate may submit questions or comments to bot@lvwa.net. Proxies will not be accepted. Submitted emails will be reviewed at a Board Workshop Meeting, and matters of community-wide interest may be addressed at a future Open Board Meeting or in the *Manager's Corner* of the LVW News Magazine.

Posted: October 28, 2026

LEISURE VILLAGE WEST
BOARD OF TRUSTEE MEETING

OCTOBER 7, 2026
WILLOW HALL AUDITORIUM

The meeting was called to order at 7:00 p.m. by Louis Maiocco, who led the Pledge of Allegiance.

ROLL CALL:

PRESENT: Trustees:
- Louis Maiocco
- Joy Carmody
- Samuel Carollo
- Christina Basile
- Jane Siegmund
- Mark Kasiewniak
- Al DAmato

- Community Manager: Tom Hasko
- Community Administrator: Samantha Bowker

The Board President, L. Maiocco addressed misinformation circulated on Facebook regarding the Golf Club's Play for Pink breast cancer awareness fundraiser. It was clarified that the Board of Trustees had no involvement in canceling or denying the event and was unaware of the situation until the social media post was brought to its attention. The Association's long-standing rules limit clubs to four fundraisers annually to ensure fair use of recreational facilities. A communication error led to the misunderstanding, as the Golf Club had only conducted three fundraisers and remained eligible to hold the event. Following discussions with Golf Club President, it was confirmed that the Board was not involved in the decision. The Golf Club was offered the opportunity to proceed with the fundraiser in accordance with Association rules. L. Maiocco expressed concern regarding inaccurate information and personal criticism directed toward volunteer trustees. Residents were encouraged to verify information, communicate concerns directly with the Board, and maintain respectful dialogue.

APPEARANCES:

Dan Keane, Client Manager with Allied Universal Security Services, presented gatehouse activity, overnight transactions, and pool attendance reports. Gatehouse activity exceeded 3 million transactions since 2016, averaging approximately 20,000 monthly visitor transactions. Overnight activity continues to be monitored for future budget considerations. Pool attendance declined in 2025 and 2026, partially due to weather conditions. D. Keane also reviewed the annual shredding event scheduled for October 17, 2026, from 9:00 a.m. to noon at the Encore overflow parking lot. Shredding will take place on-site, with staff directing traffic. Q&A period: Residents discussed acceptable containers for the upcoming shredding event, with paper bags recommended. Concerns were raised regarding gatehouse communication, maintenance response times, and vehicle entry safety. The gate procedures were addressed and it was agreed to reinforce staff communication and safety practices. (D. Keane left at 7:32 PM)

ITEMS VOTED ON:

C. Basile moved to waive the reading of the meeting minutes. J. Carmody seconded the motion. The motion was put to a vote and carried unanimously.

C. Basile moved to approve the August 31, 2026, Annual Meeting of the Members minutes. J. Carmody seconded the motion. There being no discussion, the motion was put to a vote and carried unanimously.

C. Basile moved to approve the September 2, 2026, Board of Trustees open meeting minutes. J. Carmody seconded the motion. There being no discussion, the motion was put to a vote and carried unanimously.

J. Carmody moved to approve the geese-control contract with Feather Free Zone at a rate of $1,065.18 per month, including egg removal at no additional charge, with the expense funded through the operating budget. S. Carollo seconded the motion. Discussion ensued, during which a resident provided information regarding free geese-control services. The Board agreed to review this information at a future date. The motion was put to a vote and carried unanimously.

PRESENTATION OF REPORTS:

I. COMMITTEE REPORTS:

- Barbara Owens, Chairperson, presented a report on behalf of the Architectural Committee.
  - *The Board approved Le Ellen Summers as a new member to 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 for the Administration Committee.

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

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

- He reported that the seeding program is nearing completion, with additional areas addressed and positive grass growth observed. Renting equipment capable of aerating and seeding simultaneously proved successful. BrightView continues edging and trimming while newly seeded areas become ready for mowing. Preparations for winter storm response are underway, including obtaining quotes for additional snow removal and sidewalk equipment. Management also introduced Jason Naia, Building Manager, and Alyssa Napoletano, who will assist the Grounds Department with resident communication and customer service. Management reported that staffing is now complete.
- He provided a PowerPoint presentation outlining the Association's organizational structure, departmental responsibilities, and service request escalation process. The presentation emphasized the importance of directing concerns to the appropriate department and following established procedures when issues remain unresolved. Residents were encouraged to maintain documentation of service requests, including work order numbers, prior communications, and supporting photographs. The Community Manager explained that the process is intended to improve communication, accountability, and timely resolution of concerns while allowing the Board of Trustees to focus on policy, oversight, and matters requiring Board consideration.

Residents were reminded that the community maintenance after-hours emergency number is 732-323-1717. Concerns regarding the dog park were discussed, with management confirming that ground covering will be completed by October 28th, while the Board evaluates long-term improvements. A request was made to post community protocols on the website or include them in the Resident's Handbook. Additional concerns included traffic safety in Cambridge Circle-Row 17, ongoing drainage and flooding issues, removal of public trash receptacles, and incomplete underground utility markings. Management acknowledged the concerns and will review appropriate corrective measures and follow-up actions. Additional concerns were raised regarding improperly buried Xfinity wiring, reportedly as shallow as two inches, resulting in service disruptions during routine lawn aeration. Residents also reported incomplete utility markings, making underground lines difficult to locate. The Association has formally requested a corrective-action plan from Xfinity and is awaiting a response.

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

- The Board reported continued coordination with legal counsel regarding Xfinity, including formal correspondence and documentation of ongoing service issues. Counsel has also been contacted regarding GreenVest, with the matter still under review and potentially taking up to two years to resolve. Residents were reminded to follow the established chain of command by directing concerns to the appropriate manager rather than the full Board to ensure timely responses. The hot tub is expected to remain open through Halloween.

UNFINISHED BUSINESS:

1. The Board has agreed to table the revisions to the Policy Resolution for Fines until the November 4th open Board meeting to correct a discrepancy in the higher fines amounts.

NEW BUSINESS:

1. A draft for a new policy regarding E-Bikes was introduced to ensure compliance with State regulations. Residents were reminded that state laws apply within the community and that police may conduct patrols and issue summonses for violations. The Board will vote on this at the next open Board meeting on November 4, 2026.
2. Revisions to the Resident Private Party Reservation Form were tabled to address wording concerns, with an updated version expected at the November 4th open Board meeting.

Chris Ritter was recognized for his efforts programming stage lighting for recent sociables, and Howard Height was thanked for improvements to the sound system. Volunteers were encouraged to participate in future lighting and sound training sessions.

Regarding the dog park, a resident suggested forming a volunteer group to provide constructive input on future improvements. The Board agreed to take the recommendation under advisement.

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

There being no further business, the Board meeting adjourned at approximately 8:50 p.m.

_____

Samantha Bowker,
Community Administrator

_____

Christina Basile
Board Secretary

Approved: PENDING

DRAFT

LEISURE VILLAGE WEST ASSOCIATION, INC.
POLICY RESOLUTION GOVERNING ELECTRIC BICYCLES, ELECTRIC SCOOTERS,
AND LITHIUM-ION BATTERY SAFETY

THIS RESOLUTION (the "Resolution") is made on this _____ day of _____, 2026, by Leisure Village West Association, Inc. (the "Association"), by and through its Board of Trustees (the "Board"), having a principal address of 959 Buckingham Drive, Manchester, New Jersey 08759; and

WHEREAS, the Association was created by the filing of a certain Certificate of Incorporation on May 31, 1972, with the Secretary of State of the State of New Jersey; and

WHEREAS, the Association's various Master Deeds, Bylaws, and amendments thereto were consolidated into a single Master Deed and Bylaws filed and recorded in the **Ocean County Clerk's Office on July 30, 2014, in Deed Book 15,860, Page 1,840 et seq.** (the "Consolidated Master Deed"), as amended from time to time; and

WHEREAS, Section 10 of the Association's Declaration of Restrictive and Protective Covenants and Agreements and Easement Grants contained in the Consolidated Master Deed provides that each owner, tenant, and occupant of a Unit shall comply with the Master Deed, the Bylaws, the Rules and Regulations of the Association, and the New Jersey Condominium Act; and

WHEREAS, Article VI, Section 1 of the Association's Bylaws (the "Bylaws") provides that the Board shall have and exercise all lawful powers and duties necessary for the proper conduct and administration of the affairs of the Association and the operation and maintenance of Leisure Village West; and

WHEREAS, Article VI, Section 1(n) of the Bylaws authorizes the Board to make and enforce reasonable rules and regulations concerning the operation, use, and occupancy of the Units, Common Elements, and Association facilities, which rules and regulations, when adopted by resolution, are binding upon Unit Owners and occupants; and

WHEREAS, Article IX, Sections 1 and 2 of the Bylaws authorize the Board to enforce the Association's governing documents and to levy fines against Unit Owners for violations, subject to the notice and hearing requirements stated therein; and

WHEREAS, P.L.2025, c.285, approved January 19, 2026, amended New Jersey law governing low-speed electric bicycles, motorized bicycles, and low-speed electric scooters, including R.S.39:1-1 and N.J.S.A.39:4-14.3, 39:4-14.3i, and 39:4-14.16, and the six-month transition period provided by section 11 of that law for newly required licenses, registrations, and motorized-bicycle insurance has expired; and

WHEREAS, the requirements imposed by State law are minimum legal requirements and do not prevent the Association from adopting reasonable, more protective rules governing operation, parking, storage, and charging on the Property pursuant to its governing documents; and

WHEREAS, electric bicycles, electric scooters, and similar personal mobility devices are commonly powered by rechargeable lithium-ion batteries, which can overheat, ignite, or enter thermal runaway when damaged, altered, improperly stored, or charged with incompatible or defective equipment; and

WHEREAS, the Board wishes to permit the ownership and storage of such devices and batteries while establishing reasonable storage, charging, and operating requirements intended to reduce the risk of fire, personal injury, property damage, and interference with pedestrian and vehicular traffic; and

WHEREAS, the Board has determined that adoption of the following rules is reasonable, necessary, and in the best interests of the Association and its residents.

NOW, THEREFORE, IT IS RESOLVED THAT:

DEFINITIONS AND SCOPE

1. **"Covered Device"** means an electric bicycle, low-speed electric bicycle, motorized bicycle, electric scooter, hoverboard, electric skateboard, one-wheel device, or similar battery-powered device intended primarily for personal transportation. The term does not include an automobile, motorcycle, powered wheelchair, mobility scooter, or other mobility aid used by a person with a disability.
2. **"E-Bike"** means either a "low-speed electric bicycle" or a "motorized bicycle," as those terms are defined in R.S.39:1-1, as amended. A low-speed electric bicycle is pedal-assist only and ceases motor assistance at 20 miles per hour. The term E-Bike does not include a low-speed electric scooter.
3. **"Low-Speed Electric Scooter"** means a scooter with a floorboard on which the operator may stand, handlebars, and an electric motor capable of propelling the device, with or without human propulsion, at a maximum speed of less than 19 miles per hour, as defined in R.S.39:1-1.
4. **"Battery"** means any rechargeable lithium-ion, lithium-polymer (LiPo), or substantially similar battery or battery pack used to power a Covered Device.
5. **"Fireproof LiPo Bag"** means a commercially manufactured, fire-resistant lithium-battery storage bag or containment pouch marketed as a fireproof LiPo battery bag, appropriately sized to fully enclose the Battery, free of tears, punctures, broken closures, or other material damage, and used in accordance with the bag manufacturer's instructions.
6. **"Property"** means all Units, Common Elements, Limited Common Elements, roads, sidewalks, walkways, parking areas, Association facilities, and other property administered or controlled by the Association.

7. These Rules apply to all Unit Owners, tenants, occupants, residents, family members, guests, visitors, agents, and invitees. Each Unit Owner is responsible for compliance by all persons associated with the Unit.

STORAGE OF COVERED DEVICES AND BATTERIES

1. Covered Devices and Batteries may be stored within a Unit or an enclosed garage appurtenant to a Unit, subject to all requirements of this Resolution. Nothing in this Resolution prohibits the lawful storage of a Battery that is stored in compliance with these Rules.
2. **Mandatory Fireproof LiPo Bag.** Whenever a removable Battery is not installed in and actively powering a Covered Device, including whenever it is stored separately from the Covered Device, the Battery shall be completely enclosed in a Fireproof LiPo Bag. When a Covered Device with a removable Battery is placed into storage and will not be used, the Battery shall be removed and stored in a Fireproof LiPo Bag.
3. A Covered Device having a Battery that cannot be removed without tools may be stored with the Battery installed, provided the device is completely powered off, the battery compartment remains intact and closed, and the device is stored on a stable surface in a dry location away from heat sources, direct sunlight, combustible materials, and all entrances, exits, and paths of egress.
4. A Fireproof LiPo Bag containing a Battery shall be kept closed, except as reasonably necessary during permitted charging, and shall be placed on a stable, noncombustible surface away from combustible or flammable materials. It shall not be placed in or adjacent to an entrance, exit, stairway, hallway, or other path of egress.
5. A Battery or Covered Device that has been dropped, crushed, punctured, involved in a collision, exposed to water, recalled, or that exhibits swelling, cracking, leaking, corrosion, unusual heat, odor, noise, smoke, or other evidence of damage or malfunction shall not be stored on the Property except temporarily while awaiting prompt, lawful removal. It shall not be placed in household trash or recycling. The responsible person shall follow the manufacturer's instructions and applicable law for safe handling and disposal and shall promptly notify emergency services if there is smoke, fire, or an immediate hazard.

CHARGING REQUIREMENTS

1. Charging is permitted only inside the Unit or an enclosed garage appurtenant to the Unit.
2. A removable Battery shall remain within a Fireproof LiPo Bag while charging, with the bag secured around the charging cord to the extent permitted by the Battery and bag manufacturers' written instructions. The Battery and bag shall be placed on a stable, noncombustible surface with adequate ventilation and shall not be covered or enclosed in a manner that traps heat contrary to those instructions.
3. Only the original charger supplied with the Covered Device or Battery, or a replacement expressly approved by the manufacturer for that specific model, may be used.

4. No Battery may be charged if it is hot from use, frozen, wet, damaged, malfunctioning, recalled, or outside the temperature range specified by the manufacturer. A Battery shall be allowed to return to the manufacturer's recommended charging temperature before charging begins.

OPERATION AND PARKING

1. Covered Devices may be operated only on roadways or in other areas expressly designated by the Board. They shall not be operated on sidewalks, pedestrian walkways, grass, landscaped areas, natural-surface trails, recreational facilities, or within Association buildings, except as required for a reasonable accommodation approved by the Association.
2. All Covered Devices shall be operated prudently and at a safe speed, not exceeding any posted speed limit, with due regard for weather, visibility, traffic, pedestrians, and surface conditions. Operators shall obey traffic-control devices, posted signs, and reasonable directions issued by Association personnel.
3. Pedestrians shall have the right-of-way. Operators shall yield before entering or crossing a pedestrian area, shall not weave through pedestrians or vehicles, and shall not engage in racing, stunts, towing, or reckless operation.
4. Every operator and passenger shall wear a properly fitted and fastened helmet while a Covered Device is in operation on the Property. No passenger may ride on a Covered Device unless it is designed and equipped by the manufacturer to carry that passenger.
5. A Covered Device may be parked temporarily only in a manner that does not obstruct a roadway, sidewalk, parking space, entrance, exit, doorway, ramp, fire lane, or path of egress. Long-term parking or storage must comply with the STORAGE OF COVERED DEVICES AND BATTERIES section of this Resolution.

NEW JERSEY STATUTORY REQUIREMENTS AND RIDER COMPLIANCE

1. **Rider age and licensing for E-Bikes.** No person under 15 years of age may operate an E-Bike. Every E-Bike operator who is 15 years of age or older shall possess a valid driver's license of any class or a valid motorized-bicycle license or permit, as applicable. An operator who is 15 or 16 years old shall possess a valid motorized-bicycle license or permit. A learner's permit authorizes operation only during daylight hours, for no more than 45 days, and subject to all other permit conditions. (N.J.S.A.39:4-14.3(c)-(d))
2. **E-Bike registration and sticker display.** Every E-Bike shall be currently registered with the New Jersey Motor Vehicle Commission before it is operated on the Property. The two registration stickers issued by the Commission shall be affixed and displayed on both sides of the E-Bike's front fork, or in any other location subsequently directed by the Commission. Registration shall be renewed when required. As an independent Association rule, these requirements apply throughout the Property, including private roads and other areas controlled by the Association. (N.J.S.A.39:4-14.16(f)(2) and N.J.S.A.39:4-14.3i)

3. **Insurance for motorized bicycles.** A motorized bicycle shall not be operated on the Property unless it is covered by the liability insurance required by New Jersey law and the coverage remains in effect. New Jersey law does not presently require liability insurance for a low-speed electric bicycle, although licensing and registration are required. (N.J.S.A.39:4-14.3(e))

4. **Helmet use by every rider and passenger.** Every operator and passenger of every Covered Device shall wear a properly fitted and fastened protective helmet whenever the device is operated on the Property. This is a uniform Association safety rule and applies even when State law would not otherwise require a helmet for the particular rider or device. Motorized-bicycle operators are independently subject to N.J.S.A.39:4-14.3q, and applicable bicycle helmet laws are incorporated for low-speed electric bicycles and Low-Speed Electric Scooters through N.J.S.A.39:4-14.16(g), including N.J.S.A.39:4-10.1.

5. **Device classification, labeling, and prohibited modifications.** Every Covered Device shall be classified according to its actual design, motor power, throttle or pedal-assist operation, and maximum motor-powered speed under R.S.39:1-1. Every low-speed electric bicycle shall retain the permanently affixed manufacturer or distributor label stating its classification, top assisted speed, and motor wattage. No person shall tamper with or modify a low-speed electric bicycle to change its motor-powered speed capability or engagement, or alter any Covered Device beyond its lawful classification or the manufacturer's labeled operating limits. A device falling outside the definitions of an E-Bike or Low-Speed Electric Scooter, including an "electric motorized bicycle" treated as a motorcycle under R.S.39:1-1, may be operated on the Property only if the Board has authorized that device category and every legal requirement applicable to its actual classification has been satisfied. (N.J.S.A.39:4-14.16(b)-(c))

6. **Required documentation, reflectors, traffic compliance, and accident reporting. Whenever an E-Bike is operated with its motor engaged, the operator shall carry the valid license or permit, registration certificate, and insurance identification card, to the extent each document is applicable, and shall exhibit the documents when required by law. The Unit Owner shall provide the Association with documentation sufficient to confirm the operator's age and valid license or permit, current registration, applicable insurance, and any certification or recall remedy reasonably necessary to establish compliance; information not reasonably necessary to confirm compliance may be redacted. A low-speed electric bicycle operated from dusk to dawn shall have the reflectors required by law, together with all other required lighting and safety equipment. Every rider shall obey traffic-control devices and all federal, State, and local laws applicable to the device and operator. Operators shall comply with all applicable accident-reporting duties. (N.J.S.A.39:4-14.3(e)-(f), 39:4-14.3f, and N.J.S.A.39:4-14.16(g) and (i).)**

7. **Separate treatment of Low-Speed Electric Scooters.** New Jersey law does not presently require registration of a Low-Speed Electric Scooter or a driver's license for its operator. Those exemptions apply only to a device satisfying the statutory definition of a Low-Speed Electric Scooter; they do not apply to an E-Bike, motorized bicycle, electric motorized bicycle, motorcycle, or other differently classified device. The scooter operator shall nevertheless comply with all other applicable law and with every storage, charging, helmet, operation, parking, and safety requirement of this Resolution. (N.J.S.A.39:4-14.16(f)(1).)

OWNER RESPONSIBILITY, ENFORCEMENT, AND ADR

1. Each Unit Owner is responsible for any violation committed by the Unit Owner or by any tenant, occupant, resident, family member, guest, visitor, agent, or invitee associated with the Unit, regardless of whether the Unit Owner was present or had actual knowledge of the conduct.
2. Violations of the storage and charging provisions of this Resolution may be treated as health-and-safety violations under the Association's then-current Enforcement and Fine Schedule Resolution.
3. Before any fine becomes payable, the accused shall be afforded any notice, hearing, and alternative dispute resolution.
4. If a Covered Device, Battery, charger, or charging arrangement presents an immediate or substantial threat to persons or property, the Association may direct that charging cease and that the hazardous item be removed from the Property. In an emergency, the Association may contact emergency services and take any lawful action reasonably necessary to protect persons or property.
5. The Unit Owner shall reimburse the Association for all damage, remediation expense, emergency-response cost, professional fee, and attorneys' fee caused by or incurred in connection with a violation, to the fullest extent authorized by the Association's governing documents and applicable law.

GENERAL PROVISIONS

1. The Association's failure to enforce any provision of this Resolution shall not constitute a waiver of the right to enforce that provision or any other provision.
2. If any provision of this Resolution is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.
3. Any provision of a previously adopted resolution, rule, or regulation that directly conflicts with this Resolution is superseded to the extent of the conflict. All nonconflicting provisions remain in full force and effect.
4. This Resolution is effective immediately upon adoption and applies to all Covered Devices and Batteries then or later located on the Property.

Failure to Register Electric Bicycle or Electric Scooter: Failure to register an electric bicycle or electric scooter with the Association shall constitute a Standard Violation and shall be subject to enforcement and fines in accordance with the Association's Enforcement and Fine Schedule Resolution, as amended from time to time. The Association shall issue a First Notice providing the Unit Owner with ten (10) days to complete the required registration. If the electric bicycle or electric scooter remains unregistered following the expiration of the ten (10)-day correction period, the Association may impose fines for a continuing violation in accordance with the applicable fine schedule.

LEISURE VILLAGE WEST ASSOCIATION, INC.

RESIDENT PRIVATE PARTY RESERVATION FORM

Willow Hall • Club Encore • Leisure Fair

EVENT INFORMATION

Date of Party: _____

Start Time: _____ **End Time:** _____

Party/Event Type: _____

Resident Host: _____

LVW Address: _____

Phone: _____

Room Requested:

☐ Willow Hall Auditorium ☐ Encore Auditorium ☐ Encore Queen Mary/Patio ☐ Leisure Fair Main Room

☐ Ceramics Room ☐ Rooms A & B ☐ Ping-Pong Room ☐ Other: _____

Number of Resident Guests: _____

Number of Non-Resident Guests: _____

Caterer, if applicable: _____

Certificate of Insurance Provided: ☐ Yes ☐ No ☐ N/A

FEES

Refundable Security Deposit – All Private Parties

A **$250.00 refundable security deposit** is required for all private parties. The deposit will be held for one (1) week following the event and is intended to ensure that the facility is left in the same condition as documented on the facility checklist.

Resident-Only Private Parties

There is **no room rental fee** when all attendees are Leisure Village West residents. The $250.00 refundable security deposit is still required.

Private Parties with Non-Resident Guests

When a private party includes non-resident guests, the following **non-refundable room rental fee** applies and must be paid no later than **one (1) week prior to the event**:

Facility	Non-Refundable Rental Fee
Willow Hall, Club Encore, Leisure Fair or Queen Mary/Patio	$300.00
Ceramics Room, Rooms A & B or Ping-Pong Room	$175.00

Credit card processing fees are non-refundable.

DRAFT

RULES AND REGULATIONS

1. **Eligibility.** The Resident Host must be in good standing with the Association.
2. **Resident Sponsorship.** A resident may not sponsor a private party on behalf of an outside organization or for commercial purposes.
3. **Reservations.** The requested date must be approved by the Recreation Office. Private parties may not be scheduled on designated LVW holidays.
4. **Resident Host.** The Resident Host must be present during the event and is responsible for the conduct of all guests and for Association property during the event.
5. **Guest List.** A list of non-resident guests must be provided to the Recreation Department and Gatehouses prior to the event.
6. **Facility Access.** Residents and their guests are limited to the room or area reserved for the event. Guests are not permitted in any other portion of the building except for access to the lavatories.
7. **Children.** Children under the age of **15 must be accompanied by an adult at all times.**
8. **Event Conclusion and Cleanup.** All private parties must end, and the facility must be cleaned by **9:30 p.m.** The Resident Host is responsible for bagging all garbage and returning the room to its original condition. Association staff will be responsible for breaking down tables and chairs.
9. **Facility Checklist.** Prior to the event, the Resident Host and an Association staff member will complete a checklist documenting requested supplies and the general condition of the facility.
10. **Alcoholic Beverages.** Alcohol consumption is restricted to the reserved room or area.

Will alcoholic beverages be served? ☐ Yes ☐ No

The Resident Host is responsible for supplying and removing all alcoholic beverages. The Resident Host may not sell alcohol or charge guests a fee for alcoholic beverages.

11. **Indemnification.** The Resident Host agrees to fully indemnify and hold harmless the Association, its officers, agents, and employees from loss, costs, claims, or damages for personal injury or property damage sustained by any person or entity, including the Association, which are directly or indirectly attributable, in whole or in part, to negligent acts or omissions of the Resident Host or the Resident Host's guests.
12. **Reservation Limit.** Residents are limited to **two (2) private parties per unit per calendar year**.
13. **Enforcement. All rules are strictly enforced. Violations of this Agreement may result in forfeiture of the refundable security deposit.**

RESIDENT ACKNOWLEDGMENT

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS RESERVATION AGREEMENT.

Resident Host Signature: _____ **Date:** _____

FOR ASSOCIATION USE ONLY

Approved By: _____ **Date:** _____

$250 Security Deposit Received: ☐ Yes
Rental Fee Required: ☐ No ☐ Yes **Amount:** $_____
Payment Received: ☐ Yes

Certificate of Insurance Received: ☐ Yes ☐ N/A
Entered on Recreation Calendar: ☐ Yes
Guest List Received: ☐ Yes ☐ N/A

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: James Waggner, Grounds Manager

Date: October 20, 2026

Re: Seeding and Aerating Equipment

The Association rented two stand-on aerators with seed boxes to complete the seeding project more efficiently. These machines combine aeration and seeding into one operation, reducing the manpower and time required to complete the work.

Due to the success of the new seeding program, Management believes purchasing this equipment would be a worthwhile investment for the Association. Owning the equipment would improve operational efficiency, reduce labor requirements, eliminate the need for future rentals, and allow the Grounds Department to complete seasonal aeration and seeding projects more effectively.

The following quotes were received for purchasing both machines.

Vendor	Equipment / Item #	Qty	Quoted price	Line total*
C.A. Power Equipment	36-inch Stinger stand-on aerator with seed box QSRQA3600SB	1	$19,700.00	$21,005.13
	30-inch Stinger stand-on aerator with seed box QSRGT-30ST-SB	1	$17,750.00	$18,925.94
SLE Equipment	36-inch Stinger Quad-Aer 3600 with seed box Stinger Quad-Aer 3600	1	$19,825.00	$19,825.00
	30-inch Stinger Quad-Aer 3000 with seed box Stinger Quad-Aer 3000	1	$16,750.00	$16,750.00
Ocean County Equipment	36-inch stand-on aerator with smart seeder (SN: QA3600-80127) QA3600ST-SB	1	$16,850.00	$16,850.00
	30-inch Quad Aer 3000 with seed box (SN: GT30-80327) GT-30ST-SB	1	$14,200.00	$14,200.00

Vendor totals

Vendor	Quoted total	Shipping / tax details
C.A. Power Equipment	$39,931.07	Includes 6.625% sales tax; free shipping
SLE Equipment	$36,575.00 (as quoted)	Stated as before tax; free shipping
Ocean County Equipment	$33,107.06	Includes $2,057.06 tax; free shipping

Recommendation. Management recommends that the Board of Trustees approve the purchase of seeding and aerating equipment from Ocean County Equipment for a total cost of **$33,107.06**. Following payment of the full purchase price, the vendor will apply a credit of $12,261.88 for previously paid rental fees, resulting in a net cost to the Association of $20,845.18. The funds to meet this expense will be provided through GL #3150 – Property Fund.

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: James Waggner, Grounds Manager

Date: October 22, 2026

Re: Well Pump and Motors

We started irrigation season with one well pump & motor in stock. We have purchased 3 additional pumps and motors with 2 already being used at well #16 & #27. This will leave us with 1 in stock and 1 still on back order. Listed below are the quotes for this year's purchase (each kit includes: 1 PUMP, 1 MOTOR, & 1 CONTROL BOX):

Vendor	Equipment / Item	Qty.	Unit price	Line total
CENTRAL PRO SUPPLY	**4PWP60G50** PUMP END/CONTROL BOX/MOTOR	3	$562.50/EA $275/EA $1539.38/EA	$7,130.64
KING PUMPS	*ITEM # NOT SUPPLIED* PUMP END/CONTROL BOX/MOTOR	3	$2,847.73/EA	$8,543.19
SUPREME WATER SUPPLY	**4MWP-50C163** 4" PUMP END/MOTOR **CBWP-50C16D** CONTROL BOX	3	$1,821.28/EA $545.24/EA	$7,099.56

QUOTED TOTALS

Vendor	Tax (6.625%)	Shipping	Quoted total
CENTRAL PRO SUPPLY	$472.40	*FREE*	**$7,603.04**
KING PUMPS	$565.99	$169.98	**$9,279.16**
SUPREME WATER SUPPLY	$643.65	$159.00	**$7,902.21**

RECOMMENDATION

We recommend the purchase of 3 well pumps & 3 motors from Central Pro Supply for a total cost of $7,603.04. The fund to meet this expense will be provided by GL #3150 – Property Fund.

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: James Waggner, Grounds Manager

Date: October 20, 2026

Re: Snow Equipment Purchase

The Grounds Department obtained three vendor quotes for the purchase of three Snow Rhino stand-on plows to improve the speed and efficiency of sidewalk snow removal throughout the Village.

Vendor	Equipment / item	Qty.	Unit price	Line total
Ocean County Equipment	Snow Rhino stand-on plow (ORQW)	3	$8,499.00	$25,497.00
	Battery (U1L)	3	$76.58	$229.74
Metuchen Mower	Snow Rhino ride-on unit	3	$10,290.00	$30,870.00
	Battery (U1R 300CCA+)	3	$65.00	$195.00
P+P Small Engines	OREC Snow Rhino unit	3	$9,980.00	$29,940.00
	Battery (U1R 300CCA+)	3	$55.00	$165.00

QUOTED TOTALS

Vendor	Tax (6.625%)	Shipping	Quoted total
Ocean County Equipment	$1,704.40	Free	**$27,431.14**
Metuchen Mower	$2,074.63	$250.00	$33,389.63
P+P Small Engines	$2,044.13	$750.00	$32,899.13

RECOMMENDATION

We recommend purchasing three Snow Rhino stand-on plows from Ocean County Equipment for a total cost of $27,431.14. The funds to meet this expense will be provided through GL #3150 – Property Fund.

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Thomas Hasko, Community Manager

Date: October, 26 2026

Re: Gutter Cleaning 2026

Leisure Village West will be pursuing gutter cleaning to ensure all the gutters will be cleaned at a minimum of once per year in the community. This new program will help with the preventive maintenance of the community gutters. Our in-house staff will still maintain the high-volume areas in the community throughout the year.

(Prices include taxes, installation)

Vendor	**Work to be Performed**	**Price w/Tax**
Garden State Gutter Cleaning	Clean all 2692 units and flush leaders as needed. Bag and remove debris from property	$71,758.63
Rainbow G&J Painting	Clean all 2692 units and flush leaders as needed. Bag and remove debris from property	$78,369.38
It's All Good Construction	Clean all 2692 units and flush leaders as needed. Bag and remove debris from property	$86,100.00

We recommend contracting with Garden State Gutter Cleaning to clean all 2692 units. The total cost is $71,758.63. Permits to Manchester Township will be $300. The total charge is $72,058.63. The funds to meet this expense will be provided by account# 3000, Preventative maintenance Fund.

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Thomas R. Hasko, CMCA, Community Manager

Date: October 16, 2026

Subject: Common Buildings Cleaning Equipment

The following comparison is provided for review of the proposed purchase of two larger Viper floor scrubbers and four smaller Tennant floor scrubbers to improve cleaning throughout our common buildings.

Viper AS5160T — 20-inch Floor Scrubber
Manufacturer #56384815 — AGM batteries and onboard charger

Supplier	Unit Price	Two Machines w/Tax
Penn Jersey	**$6,516.61**	**$13,918.00**
TTS Products	$6,783.00	$14,464.75
Elite Metal Tools	$7,170.00	$15,290.03

Tennant CS16 — Compact Floor Scrubber
Manufacturer #LPTB03794 — lithium-ion battery and onboard charger

Supplier	Unit Price	Four Machines w/Tax
Penn Jersey	**$4,466.10**	**$19,069.24**
SweepScrub	$5,153.00	$21,977.55
Grainger	6,394.41	$27,272.16

Management recommends the purchase of six floor-cleaning machines from Penn Jersey for a total cost of $32,987.24. The purchase includes two larger Viper machines and four smaller Tennant machines to improve cleaning efficiency throughout the Association's common buildings. The larger machines will be assigned to Willow Hall and Encore for cleaning auditoriums and other open floor areas. The smaller machines will be distributed among Willow Hall, Encore, Leisure Fair, and Maintenance for cleaning restrooms, corridors, and other confined spaces. These machines apply cleaning solutions, scrub floors, and recover dirty water in one operation, improving cleaning effectiveness while reducing labor time and residual moisture. Having equipment assigned to each building will also eliminate the need to transport machines between locations, allowing staff to maintain a more consistent cleaning schedule.

Management recommends that the Board of Trustees approve the purchase for a total cost of $32,987.24. **Funding will be provided through** GL #3150 – Property Fund.

Leisure Village® West Association

AT MANCHESTER, NEW JERSEY

Interoffice Memorandum

To: Board of Trustees

From: Howard Height, Assistant Community Manager

Date: October 16, 2026, REVISED

Re: Employee Uniform Program (Union)

Leisure Village West has historically always supplied their workers with uniforms. The uniform program in recent years has lacked continuity. Uniforms have not been updated or replaced as often as they should, resulting in a diminished appearance of our workforce. We have researched a new uniform program that will keep our employees in better and safer work gear and provide a new sense of community for our residents. We have gone out to bid to three companies. Below are the results

(Prices include taxes, fees, and shipping)

Vendor	Products	Price per week
Cintas	Weekly uniforms for House Maintenance, Grounds, Sanitation, Janitorial and Mechanics	$387.88
Vestis	Weekly uniforms for House Maintenance, Grounds, Sanitation, Janitorial and Mechanics	$389.59
Alsco Uniforms	Weekly uniforms for House Maintenance, Grounds, Sanitation, Janitorial and Mechanics	Incomplete Bid

We recommend contracting with Cintas for $387.88 per week. The quality of their uniforms was superior and their terms were the most favorable compared to other bidders. The term of the Serviced Based Agreement is 60 Months. Annual price increases are limited to 2%. Their agreement covers the loss of any garment. They do offer seasonal pauses for when workers don't need heavy jackets in spring and summer, and they offer seasonal exchanges for long sleeve and short sleeve shirts and pants and shorts. This expense will be provided by the operating budget.