

Valley Forge Towers South
Council Meeting Agenda
November 30, 2020
7:00 PM
Via Zoom

Unapproved draft

Call to Order – Sirius Zenouzi, Bernie Garber, Mike Samuels, Wayne Golden and Neal Weissman

Mike Gressen and Kathy Neary participated as non-voting Friends of Council. Andrea Yasenka attended as VFTS manager.

Approval of Minutes

Move to approve the minutes with one clerical correction.

Moved by Bernie, seconded by Sirius. Passed unanimously

REPORTS

Manager's list of questions/concerns

1. What are plans for commercial properties and garages owned by VFTS? *This will be determined during budget process*
2. Garage numbers are peeling off the garage doors and it looks unsightly, we cannot fix one at a time with uniformity. Cost to replace numbers will be \$21 each.
 - a. *Move to replace numbers on garage doors at owner's expense*

Move by Neal, seconded by Sirius. Passed unanimously

3. People cannot see the security guard and we should make the security desk lower, in order to have security guard make eye contact. *Council authorized Andrea to look into lowering the security desk.*

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4. We should prohibit the use of laptop in the security desk. *Council agreed.*
5. Should we have uniform and ID badges for the maintenance techs who work for VFTS? GG employees already have uniforms with ID. *Council agreed for Andrea to look into providing uniforms and ID and prohibiting bandanas in favor of hats.*
6. There is concern that the office does not have keys to each unit and that in an emergency, the door would have to be broken in. There is a history in the building that causes mistrust by residents. There is an electronic system for \$15,000 that will record when a key is removed and by whom. Necessary to have such a system to renew residents' trust to provide us with a key. *Council agreed to proceed.*
7. One employee who travels a long distance is provided with an E-Z pass. Usage of \$10 per day. *Council agrees with Management recommendation that the EZ pass be taken out of VFTS account and made into a personal account by the employee by 01/01/21 and VFTS will reimburse.*
8. A better system for billing personal repairs to owners will be to bill for labor and have unit owners provide the parts.

Move that chargeable maintenance fees will be raised from \$35 to \$40 an hour on 01/01/21, to \$45 on 06/01/21 \$50 on 12/31/21.

Moved by Neal, seconded by Bernie. Passed unanimously

President's Report

- State of the Building
 - Considerable maintenance issues are being addressed
 - Delinquent notices went out and because system is new, some notices were in error. However, collections have been significant.
- Galman/Staffing
 - The original plan was to transfer VFTS employees to Galman employees, but VFTS employees do not fit on Galman pay scale, so they will remain as VFTS employees. New hires will become Galman employees.

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- The search for a manager as good as Andrea continues.
- Insurance
 - Insurance was renewed. Travelers quote was an increase of \$60,000. Galman, working with our insurance broker and their broker obtained quotes. Galman was able to get a quote with Affiliated Insurance Group at no increase in cost over the past year cost. The coverage was to be split between our existing broker for all but property insurance and the Galman broker for only the property insurance. The bottom line is our insurance cost is not going up for the next year. We have to do some minor maintenance items to maintain this insurance cost, or the cost will increase by \$10,000. Andrea to look into the cost of those minor items.
- We had a written complaint from an employee that a council member had been making racist remarks in a conversation in the lobby. I consulted our attorney and he advised me that as employers we have a responsibility to establish a non-hostile work environment. Failure to do so can result in charges before the EEOC (Equal Employment Opportunity Commission) As per the attorney's advice I asked Neal to apologize and he declined. I am going to ask the council to approve a policy under New Business. I will let the employee know that we took this action and express my personal apologies.
- Roof Replacement Consultant
 - Galman recommends that we engage this consultant who negotiates, can put together a bid package for the new roof and to help us analyze the various proposals to make sure that we get the appropriate replacement at the best price. Roof replacement is expected to be done in the Spring.
- Replacement Reserve Study must be completed
 - Involves a complete study of all structural issues other than the roof, including balconies and exterior walls. Study determines need for capital expenditures. This will be put in the budget for 2021 and will be done sooner rather than later. The result of the study will be a basis for future replacement reserve calculations.
- Communication/Web Presence

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- A VFTS web site on the Galman page is almost complete. All documents will be posted on the web site. Council members will be sent the link upon completion to check out kinks before it is officially rolled out.
- Kathy and Andrea met to discuss communication. Most communication for building wide audiences will be through email and the portal. The Bulletin Board next to the mailboxes will be reserved for Council Business and a copy of notices will be posted. Residents can ask for a copy from the office.
- Mike Samuels as president and Wayne Golden as treasurer have email addresses at VFTS.com. Addresses for the remaining three council members will be established soon and posted.
- Kathy is hoping that a VFTS newsletter can be published at least quarterly, but is unlikely to be before January 2021

Treasurer's Report

See attached. This is preliminary. Final budget expected in one week
Issues include,

1. Bookkeeping/Audit Status
 - * 2018 issued in final
 - * 2019 started and will be completed before the end of the year
 - * Bank statements for the last year are just being reconciled
2. October reflects a loss from operations and YTD reflects a loss as well
 - Reserve appropriation actual funding only includes two month of contribution for 2020
 - 2020 beginning income budget was overstated by over \$100,000
 - Due to covid and other operating decisions the building will run an operating expense deficit versus budget of over \$200,000,
 - Combining with the income shortfall versus budget and the excess operating expenditures the total shortfall versus the budget was \$355,000±
 - The shortfall was covered by not funding the Reserve Account to the full amount budgeted. The reserve account presently has

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\$300,000±. We believe the reserve account, based on conversations with Galman, should be maintained at \$500,000. We would be at over \$500,000 if not for the purchase of 115 and 116 early in the year.

3. Delinquencies – good job collecting (promised payments being made on time)
4. Budgeting Process, looked at assets we own for possible liquidation
5. Water and sewer expenses up because previous meter was errant
6. Poor management stopped paying many bills between February and August and poor accounting practices left no accurate accounting of balances of cash on hand or expenditures.
7. Covid caused expenses from staff absences, supplies, changes in security services and extra cleaning services

Motion to accept the treasurer's report

Move by Bernie, seconded by Sirius. Passed unanimously.

Community Association representative, Sirius Zenouzi Report

- The 2000 and 3000 building had sewer issues and spent \$40,000 in corrective measures. There will be an annual inspections at \$2400 a year paid by the Community Association. The 1000 building will be included in the inspection.

Old Business

- * Roof Insurance Claim – ongoing – progress being made
- * Balcony Structural Investigation – there is a serious problem that carpets or astro turf on the balconies absorb water and become heavy and weaken the balcony structure.

Move that unit owners be notified that all carpet or astro turf must be removed by June 30, 2021.

Moved by Bernie, seconded by Sirius

Passed unanimously

* Standpipe/Lightning Rod System – have been submitted as part of the insurance claim

- * Building Committees

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- * Commercial Unit 114
- * Commercial Unit 115/116 – action will be considered with budget
- * Committee Structure
 - Rules and Regulations – in progress
 - Guard protocol – in progress
 - Elections
 - Finance/Audit
 - Communications
 - Neighbors Helping Neighbors
 - Condo Documents

New Business

- a. Chair wishes to entertain the following motion,

VFTS Council members will refrain from making any racist, sexist or homophobic remarks to any employee or in any common areas. Nor will they discuss confidential information outside of council members or friends of council.

Moved by Wayne, Seconded by Sirius. Passed unanimously.

- b. Chair wishes to entertain the following motion,

VFTS Council adopt a policy, that until further notice, all residents and invited guests shall wear a mask covering their nose and mouth in all building common areas. Residents and/or owners shall receive an initial warning of non-compliance. For each citation of non-compliance, the resident shall be fined \$50. Subsequent fines will increase by \$50 each.

Moved by Wayne, Seconded by Sirius. Aye- Mike, Wayne, Sirius, Bernie No – Neal

Executive Session

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Move to go into executive session 9:24pm

Moved by Sirius Seconded by Bernie. Passed unanimously

Move to return to regular session 9:45

Moved by Neal, seconded by Bernie. Aye – Bernie, Neal, Sirius. No – Mike, Wayne

Motion to hire John Griffith as the 3rd maintenance person.

Moved by Bernie, seconded by Neal

Motion to table the motion to hire John Griffith until next week when the budget is complete.

Move by Mike, seconded by Wayne Aye – Mike, Wayne, Sirius, Neal, Bernie

Adjourn 10:30 p

