

Valley Forge Towers South  
Council Meeting Agenda  
February 25, 2021  
7:30 PM  
Via Zoom

Call to Order – Mike Samuels, Wayne Golden, Bernie Garber, Kathy Neary, Mary Campbell, Manager, Mike Gressen, Friend of Council\*

\* Friend of Council is a resident who is needed for a specific expertise and agrees to volunteer

Approval of Minutes

*Move by Kathy, seconded by Bernie*

*Adopt the minutes as printed.*

*Aye All*

Manager's Report

- Working on a schedule of regular maintenance including AC and hot water heater replacement.
- Contacting Unique Air Conditioner services to determine when our contract with them is up and cost out future AC replacements
- Recommends the implementation of preventive maintenance which is common in other Condo Complexes. This includes checking water pressure, hot water heater leaks, dryer lint hose, etc.
- Will be contacting residents on floors 14 and 15 to survey fireplace use. If they want the fireplace removed, this is the time so the roofers can insulate and cap it while they are installing the new roof.
- Conducting search for an assistant manager
- If any owner does not receive coupons in a timely manner or loses their coupons, please contact Mary.

President's Report

- Election – Welcome Kathy Neary
- Roof
  - o Insurance settlement is complete and insurance proceeds obtained
  - o Roof Replacement Consultant has been hired and has preliminarily indicated that he will recommend a Thermoplastic Polyolefin (TPO) roof with a 20-year warranty. The roofing consultant is also doing private work for the 15<sup>th</sup> floor residents regarding their kiosks, which will be done at the residents' expense.
  - o Work on the roof will hopefully begin in late Spring
- Replacement Reserve Study – Galman is obtaining proposals from 5 companies – Jeff Rath, resident and Frank Boyle, Galman, are handling this
- Building Façade – requested proposals from Bernardon Associates; Minno and Wasko

- Tower's rate at Springhill Suites- we house employees who must stay overnight due to weather emergencies. Mike Gressen contacted them to see about a corporate rate. They cannot offer a reduced rate during Covid since their rates are quite low already, but if we call ahead they will offer a discount. Post Covid, they will provide a reduced rate for us. This may be handy for residents who have out of town guests.
- Water purification system (softener/charcoal or other filter system) is on our wish list and will be researched by Mary and Mike Gressen.

#### Treasurer's Report

- See the written report
- There was a misstatement in the annual budget (office expenses were mischaracterized as being "postage"). The budget was removed from the web site to be corrected. It will be reposted soon.

*Move by Kathy, seconded by Bernie*

*The 8 residents who did not receive coupons for February will have late fees waived.*

*Aye All*

*Move by Wayne, seconded by Bernie*

*Adopt the Treasurer's Report as printed*

*Aye All*

#### Communications Report

- See the written report

*Move by Kathy, seconded by Mike*

*Deliveries of groceries or medical supplies, may be made directly to your units. Delivery personnel must mask and socially distance, show identification and sign in. The normal procedure is for the guard to call you to confirm you are expecting a delivery, or you may call ahead to let them know.*

*Aye All*

*Move by Kathy, seconded by Bernie*

*Council may not place any restrictions on communication between residents via the internal mail system (cubbies) if the communication is in an envelope.*

*Aye All*

## Old Business

- Balcony Structural Investigation – Mike is still working on it
- Galman is seeking proposals to relocate HVAC condensation lines. They presently connect into the roof drain line, a common practice when the building was constructed, but not acceptable by current building standards
- Commercial Unit 114

*Move by Mike, Seconded by Kathy*

*Move to proceed with lowest bid repairs on unit 114 and contact Unique Air Conditioning about HVAC*

*Aye All*

*Move by Mike Seconded by Kathy  
Adjourn for Executive Session  
Aye All*

Executive Session  
10:10 – 10:50

Adjourn 10:50

## VFTS December 2020 Treasurer's Report

**(January 2021 Council Meeting)**

- **Audit Status 2019**
  - The Draft was released to Galman's CEO Sam Goldstein for review with Auditor
  - Mike Samuels has requested for them to wrap things up quickly
- **Bookkeeping**
  - BMT Bank –
    - ✓ Audit adjustments have to be made
    - ✓ The BMT bank reconciliation has been cleaned up and now there are only four outstanding checks left
    - ✓ The bank Balance is **\$36,852.08**
    - ✓ Otherwise this account is cleaned up and ready for us to close and transfer the money
  - First Trust Bank – GL/Bank Statement balanced
- **Operating Revenue and Expenses YTD 2020**

- 2020 year ending revenue was **\$2,484,388** on a plan of **\$2,641,500** a different of **(\$157,112)**, which **\$130,000** of the shortfall was overstated revenue in the 2020 budget
- 2020 year ending expenses were **\$2,409,171** VS a plan of **\$2,216,500** which represents an overage of **\$192,671**
  - ✓ Line items security, contract repairs, water/sewer, accounting represents **\$182,657** of the overage which has previously been reported
- **Reserves**
  - Vanguard Account has **\$320,460.61** as of 1/21/2021
  - **\$106,250** deposited on 1/19/21 covering October through December 2020 and also deposited **\$35,416.66** for January 2021 (Checks rec'd from Galman's Controller
  - Total in the Vanguard Reserve account after posting of the two check will be **\$462,127,27**
- **Delinquencies**
  - Only 3 residents under payment plan, reflecting 6 units and 3 units are owned by one person
  - High balances after a large collection payment went down to \$20,628.77. The 6 units under payment plan represent \$15,769.70 out of that balance in which one owner's units include \$13,090.99
  - There is a fair number of units that have not paid January's HOA yet. *This may be due to the late arrival of the coupons and the delays from the postal service.*
- **Budgeting Process**
  - The budgeting process for the 2021 plan was an experience I'll never forget, but a budget was finally approved. The 5% increase in HOA got its fair share of negative comments. Mike responded to all budget inquires

## Communications report for 2/25/21

Meeting with Mary and Jean – they are very helpful!

On the topic of new owners, I learned,

- that the realtor is responsible to get bylaws and financials to buyer
- After agreement of sale the buyer meets with vfts manager and will get the binder with all of the documents.
- Front page to include but not limited to the following.
  - Xfinity information
  - Fobs
  - Instructions for move in such as reserving the elevator, damage deposit, etc.
  - Mailbox keys – contact previous owner or post office
  - Special notation will be made to highlight rule against renting before 2 years of residency
  - Special notation will be made of policy that office must be notified of any construction or renovations, especially the bathroom. They will be informed of the procedures and requirements like contractor's insurance, description of work, etc.
  - Rules for contractors.

I will write a welcoming letter from Council to go with packet.

Fielded three resident concerns

- New resident needed help with handicapped parking. Wrote to Bob Pino, our representative on the Community Association Board and explained extenuating circumstances and asked him to advocate on her behalf
- New resident had a very poor experience moving in. I explained that she had purchased during a transition period and apologized and explained that we are in the process of improving new owner orientation. She gave some suggestions which I passed on.
- A resident complained about a late move in, I spoke to Mary who gave the new resident a waiver because of unusual circumstances. Once Mary explained the circumstances, I agreed that she made the right call. Mary and I have the same philosophy which is to err on the side of kindness when you can.
- A 4<sup>th</sup> floor resident whose balcony is over the trash areas asked me last week about the condition trash area of the trash area. I did some research and Roland Collins had agreed to clean it up and power wash it for \$1000. It was never done. I learned that it cannot be power washed in this cold. Mary has had it on her list but as with all things it will take time.

#### Communications

I need to check with Mary about status of notify and collection of information.

February newsletter out, March is almost done

#### **Important-**

I want to streamline communications so everything goes through either the office or one of the VFTsouth.com addresses. This gives us a record to refer to and might eventually be a basis for a FAQ sheet. People who do not use email can call Mary or write a letter and leave it in the office.

This is my job as Communications Chair and I will prepare a flow chart for the bulletin board and place an article in the April newsletter.

#### **Motions I will make at the meeting.**

Move that there can be no restrictions on communication between residents via the internal mail system (cubbies) if the communication is in an envelope.

Move that deliveries directly to units be resumed. Delivery personnel must wear a mask and socially distance. Normally the guard will call the resident to confirm the delivery is expected, or the resident can inform the guard of the impending delivery.