

# Council Meeting Minutes

September 30, 2021

7:30 PM

Building Manager Office

## Call to Order

Mike Samuels, Wayne Golden, Kathy Neary, Nimesh Shah, Jeff Rath

## Approval of Minutes

## President's Report

- Roof – full report will be coming, emphasis on safety and everything must be water tight. Not all of roof installation will be covered by insurance
- Conference call with Harmon and Watts and recommendation for water proofing

Manager's Report – see attached

Treasurer's Report - see attached

Communications Report – see attached, discussion on recycling tabled

## Special Reports

Jeff

- researched trash compactor replacement and wants to invite company reps to make offers
- Will research viability of water softeners and/or water filters

Nimesh

- Harmon is recommending a water proofing consultant

Action Items – see attached

Adjourn – 9:15

## MEETING ACTIONS

DATE 9/30/21

Motion : Approve minutes as presented.

Maker Jeff

Seconded Wayne

Votes Aye- all

No-

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Motion : Approve Treasurer's report as presented.

Maker Mike Secondery Kathy  
Votes Aye- all No-

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Motion : Approve hiring WJE water proofing consultants.

Maker Nimesh Secondery Kathy  
Votes Aye- all No-

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Motion : Affirm policy that all contractors working in VFTS building must have one million dollars in liability insurance.

Maker Jeff Secondery Wayne  
Votes Aye- Mike, Wayne, Jeff, Nimesh No- Kathy

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## August 2021 Treasurer's Report for Valley Forge Towers South September 2021 Council Meeting

### **Executive Summary:**

At the closed of the August 2021 our year-to-date revenue was recorded at **101%** of plan (**\$1,777,493 on a plan of \$1,759,016 plus a \$18,477** before reserve appropriation. Year to date reserve appropriations are **\$283,333** as per the planned. Net revenues were **\$1,494,160** on a plan of **\$1,475,683**.

- There is an operational surplus of **\$63,788** year to date August 31, 2021.
- Please also note as invoices from US Roofing has come in and paid, the balance of the insurance funds is **\$345,248.47**

### **August 2021 P&L recap:**

- Revenues were **\$218,928** on a plan of **\$219,702**.
- Total Expenses were **\$186,242** on a plan **\$193,083**.
- Appropriated Reserve Funding was **\$35,417** as planned (**\$283,333** YTD)

### **First Trust account in balance (Galman)**

**BMT bank account were in balance = \$22,275.50 as of 9/16/21**

**Vanguard account was in balance = \$1,065,314.77 as of 9/16/21**

- **Roof Insurance Funds = \$345,248.47**
- **Reserve Funds = \$720,066.30**

**Delinquency/collection report will be presented by Mary Campbell, but as of 9/10/21 only one owner remains seriously in a negative collection mode.**

## Council Meeting 9/30/21 - Manager's Report

### UPDATES

**ROOF / USRC** – Staged/mobilized for the installation of the edge metal. They can start building the walls as soon as possible and hopefully begin the edge metal early next week. True North will be doing the stain but awaiting a decision on the color. Side note.....no water intrusion since last week!

Bob “Z” from REMUS Architecture came out with his assistant and met with Jason Kriebel (USRC) and Mike and walked the roof for inspection. No report as yet.

**UNIT #114 / Dennis Starr Plumbing for BALA ENGINEERING** – Will begin work on 10/4/21 (Monday!) Will NOT require a shut down. Work is scheduled to conclude on 10/7. See attached schedule for details.

**BACKFLOW PREVENTER / PRV - BM Consulting**, to repair backflow and replace PRV. Date – TBD. Awaiting parts/supplies. See attached invoice.

**FIRE ALARM TESTING / ESS** – October 25<sup>th</sup> to 27<sup>th</sup>. Access to all units will be necessary.

**GENERATOR / Industrial Valley** - General maintenance, repair and upgrade. See description attached.

**TRASH COMPACTOR & CHUTE / Fresh Foam** – To be thoroughly cleaned from 15<sup>th</sup> floor down, twice a year. See attached.

**PREVENTATIVE MAINTENANCE** – Picked up again this week and should be completed by the end of this month.

**STAFFING** – Administrative Assistants are requesting higher wages than budgeted for as well as benefits. I checked and the ad does say Part Time and benefits are not included.

Maintenance Technicians are currently making \$70,000 + so we are still searching for someone good within our budget.

Thank you.

Mary

### **Communications Report 9.30.21**

1. October newsletter sent out for comment. Will go out on time. I have been warned that there might be a shortage of the yellow paper that I chose. How do you feel about passionate purple or midnight blue? LOL
2. I now have the process for posting on the web site. They charge \$150 an hour in 15 minute chunks. I will be sure to make sure I have at least 15 minutes' worth of work every time I send documents to post!
3. The blast email list is indeed a slog. But I am making progress.

4. George Griffith did a great job compiling a new owner's handbook, I am proofreading and adding a few new things and hope to have it ready to announce at the owners meeting. We need to decide how to print it.
5. I have had two inquiries that I have placed on the meeting agenda.
  - a. Insurance for contractors vs handyman services.
  - b. Recycling rules
6. I am working on a report for the Owners' meeting.
7. Alayne Monohan is contributing CA information for the newsletter

Kathy Neary 9.30.21