

Valley Forge Towers South Council Meeting Agenda

April 29, 2021

5:30

Call to Order – *Council members, Mike Samuels, Wayne Golden, Kathy Neary, Sirius Zenouzi, Nimesh Shah*

*Mike Gressen, Jeff Rath, friends of Council
Mary Campbell, VFTS manager*

Approval of Minutes of meetings 3/25/21 and 4/06/21

Thank you - Dr. Sirius Zinouzi and Dr. Bernie Garber for years of service on Council, your input is always welcome.

Welcome - Nimesh Shah, new Council Member and Jeff Rath, new friend of Council

Special Reports

- Jeff Rath/Michael Samuels – replacement reserve study
 - Proposals were reviewed and Kipcon is recommended to complete the Capital Reserve Study because they offered the most comprehensive service for the price of \$7,500. They will start in the next two weeks and we will study the report and plan accordingly.
- Nimesh Shah – structural engineer/water infiltration
 - Harmon Group engineers believe that water has permeated the structure on the 14th and 15th floors. The situation is exacerbated by the weight of water absorbing carpet/astro turf on the balconies. We must avoid sitting water. There is no danger at this time, just the inconvenience of powdery residue seeping from water damaged areas. However, this should be corrected within the next 6 to 18 months.

We are seeking estimates for repairs from three construction companies. One has completed the site inspection. We will try to keep disruption of residents to a minimum.

NEW OWNERS must be informed of the policy against any water absorbent balcony covering.

Manager's Report - see attached

President's report – see attached

Treasurer's Report – see attached

Communications Report – see attached

New Business – see attached

Adjourn 8:45 pm

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Valley Forge Tower South Condominium Association President's Report April 29, 2021

Information Items

- Roof
 - Bidders walk of the roof was on April 14, 2021
 - A Brooks Roofing
 - P. Cooper Roofing
 - US Roofing
 - Pro Com Roofing
 - DDP Roofing
 - Elite Roofing

Reps for Velux and Warren Lighting Rod Co. were participants regarding the Kiosks and the lightening rod system.

- Bids are due by May 12
- Building Façade – have had a preliminary discussion with Bernardon Associates...will not pursue until after the roof work is completed
- Water purification system (softener/charcoal or other filter system)
- Received from Unique the HVAC contractor a copy of our contract, how many units we have remaining under the contract and a listing of replacements made since 2018. Jeff Rath has offered to this process and coordinate with me regarding the rooftop units and someone to work with Bill to identify units that should be replaced this year under the current contract
- Rules and Regulations being updated by George Griffith – hope to release at annual meeting

Discussion/Action Items

- June Election – resident volunteers include Nancy Cressman and Alayne Monahon to work with Mary
- June Meeting – plans are still in progress, Covid always an issue
- Hot water heaters – we must generate a record of when each water heater was installed so we can prepare a schedule for new installations

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MANAGER'S REPORT 4/29/21

Outstanding issues/Information/Action

Barking Dog - As of today, Josephine at Stephan Richter's law firm will peruse the file sent by me, communicate back, and send appropriate letter.

Smoke complaint – Spoke with offending party in the above unit and he bought and large air purifier. Met with owner of nearby unit and she will let me know if odors continue.

Civility – Still an issue. Owner cursing using “F” word repeatedly at Kisha (Security) for not buzzing her in . I have a picture of her and am trying to ascertain her identity.

Refrigerator on Balcony – They will remove it this weekend.

#12th floor Flood – Communicated with all owners that were affected and advised with remediation efforts as well as provided insurance info to adjusters and insurers.

“No Pets Allowed” signs – ordered.

Signs limiting elevator occupancy due to Covid restrictions were stolen. More will be printed and replaced.

GALMAN

Invoices/Billing – I have approved all outstanding invoices that were assigned to me.

Propose to Galman – I scan all invoices directly to A/P, then they input P.O.'s and G.L. for hopefully smoother process. In as much as I do not have credentials for all of the program functions in some of the software they use, I suggest I send requests directly to responsible person on their end, via email/scan. I cannot order directly from Home Depot, Staples, or have access to owner's accounts which pre-date Galman.

Still working with them to help find qualified candidates for Admin. Assistant.

CONTRACTS

Received proposals from PCT, and A. Amendt Pest Control. Still Awaiting Terminix Securitas, OPS, Cardinal Point – Securitas is least expensive and we are happy with the service provided.

STAFF /STAFFING

No current issues with Maintenance or Housekeeping

Residents may not realize that guards are occasionally away from the desks to “make rounds” including checking all of the entrance doors on the first floor.

Admin. Assistant - One good resume' for every six. Interviewed one but no transferrable skills. Next Tuesday, another interview.

In receipt of contract from ACCU Staffing Services for consideration of Temp help in the office.

RECOMMENDATIONS/REQUESTS

- Increase fines for all offenses by \$100.00 per policy violation. Will prepare a list of policies and due process procedures
- \$300.00 Rental Fee for each new lease. For the following:
 - Checking lease documents for all necessary information, signatures, and verification of acceptance and understanding of such documents, i.e. Rules and Regulations.
 - Renter to meet with the Manager to be introduced to Community and go over all policies pertinent to their tenancy.
 - Renter to be privy to all posted Community information, Events, and Newsletters.

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FINANCIALS

Delinquency report sent to Treasurer.

All payment plans paid as agreements, I recommend eliminating payment plans for delinquent accounts.

OWNERS MUST BE REMINDED THAT RENOVATION PLANS AND CONTRACTOR INFORMATION MUST BE FILED WITH THE OFFICE.

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March 2021 Treasurer's Report for Valley Forge Towers South April 2021 Council Meeting

Executive Summary:

At the closed of the first quarter in 2021 our year-to-date revenue was recorded at **104.3%** of plan (**\$688,350 on a plan of \$659,806, plus a \$28,544**) before reserve appropriation. First quarter reserve appropriations were **\$106,250** as per the planned. Net revenues were **\$582,100** on a plan of **\$553,556**.

- There is an operational deficit of **(\$1,521)** year to date March 31, 2021. The deficit is due to the items mentioned in the previous reviews and that will be reflected in the 2020 audit adjustments: (**settlement of 2020 items including utility income, elevator, water, insurance, and salary expenses**).
 - With these adjustments there would be an operational surplus of **\$24,775**.

March 2021 P&L recap:

- Revenues were **\$221,848** on a plan of **\$220,402**.
- Total Expenses were **\$177,953** on a plan of **\$180,623**.
- Appropriated Reserve Funding was **\$35,416.66** as planned.

First Trust account in balance (Galman)

BMT bank account were in balance = \$1,062,279.29

Vanguard account was in balance = \$458,328.62

- insurance money of **\$1,002,425.45** transitioning in April 2021 from the BMT account to the Vanguard account has been recorded to account #2411 - Insurance claim.
- Transferred **\$35,416.66** reserve to Vanguard

04/19/2021	In Progress	VFSUX	Vanguard Short-Term Investment-Grade Fund Admiral Shares	Buy	\$1,037,842.11
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- check #1443 cleared for balance due Sila heating and Air **\$9,803**.

Collections will be covered by Mary in her report.

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COMMUNICATIONS REPORT 4/29/21

1. Fielded Concerns;
 - About guards being away from posts for extended periods during the night and early morning hours. I referred to Mary.
 - Questions about removing carpet and appropriate replacement. Notices were posted.
 - Sadly, there have been instances of residents being abusive to employees. I had to put out a notice and will submit a New Business Item for consideration.
 - Complaints about animals continue.
2. May newsletter should be out on time. Always open to ideas or news to include. As things calm down we may be able to go to bi monthly.
3. Our web site
 - Difficult to locate
 - The person who was responsible for posts has left Galman
 - Can we take it over? Get help from Galman?
 - I will contact Galman IT person
4. We are eliminating email address office@vftsouth.com and are asking people to just use manager@vftsouth.com

Submitted by Kathy Neary

Valley Forge Towers South

VFTS Council Meeting Action Items April 29, 2021

Motion : *Accept the minutes for meetings March 25, 2021 and April 6, 2021*

Maker- Wayne
Votes Aye- all
Seconders - Kathy
No-

Motion : *Accept the Treasurer's report*

Maker - Wayne
Votes Aye- all
Seconders - Kathy
No-

Motion : *Establish a \$300 rental fee to be paid by the unit owner each time there is a change of tenant.*

Maker - Nimesh
Votes Aye- all
Seconders - Kathy
No-

Motion : *All and any accounts must be current June 15, 2021*

Maker - Wayne
Votes Aye- all
Seconders - Kathy
No-

Motion: *The basement will be cleaned and renovated to accommodate a maintenance workshop*

Maker – Kathy
Votes Aye all
Seconders – Mike
No –

Motion : *to accept the following policy,
Verbally abusive or physically aggressive behavior toward VFTS staff/personnel will not be tolerated. Staff will file incident reports which will be reviewed by the Council and appear in official meeting minutes. Council reserves the right to fine the offending resident or guest \$100 per incident.*

Maker – Kathy
Votes Aye- all
Seconders - Wayne
No-

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Motion : *to appoint Toni Rath as alternate representative to the Community Association Council, replacing Bernie Garber who resigned.*

Maker - Kathy

Seconder - Mike

Votes Aye- all

No-