

Valley Forge Towers South Council Meeting Minutes

March 25, 2021

Meeting began 7:00 PM

Via Zoom

Call to Order- Council - Mike Samuels, Wayne Golden, Kathy Neary, Sirius Zenouzi, Bernie Garber, Friend of Council – Mike Gressen, Guests for special reports- Jeff Rath, Nimesh Shah.

☺ Welcome Back Sirius and Congratulations on the return of your health!

Approval of Minutes (attached below)

Move to approve the minutes as presented

Made by Wayne, seconded by Kathy

Aye - all

Special Reports

- Jeff Rath – Replacement Reserve Study
 - Three of five proposals are in.
 - Will award company that provides on-site visits by engineers, a review of the capital budget, preventative maintenance recommendations on both the building and garages and a competitive price.
 - Council indicated trust in Jeff’s judgement and asked that his choice be forwarded
 - After the study is complete, the recommendations will be worked into the budget.
 - Thank you, Jeff for your time and effort managing this project.

- Nimesh Shah – Structural Engineering/Water Infiltration on 14th and 15th floors
 - Water is seeping into the structure of the 14th and 15th floors.
 - This is causing cracking and a white residue is falling onto cars below. Those parking spaces will be marked as off limits because we do not know if anything more serious than residue will fall.
 - This is a serious problem and should be addressed right away. The structural damage is being reviewed by the Harmon Group engineers. After that we must hire contractors who specialize in high rise buildings like ours.
 - This is a serious safety issue and may involve significant cost.
 - Thank you, Nimesh for your time and effort managing this project.

Manager’s Report – see attached

President’s Report – see attached

Move to accept the President’s Report

Move by Wayne, seconded by Kathy

Aye - all

Treasurer’s Report – see attached

Move to accept the Treasurer’s Report

Made by Mike, seconded by Kathy

Aye - all

Valley Forge Towers South

Communications Report – see attached

Policy Issues

- **THIS IS A NO PET BUILDING**
 - We have had numerous and vociferous complaints about animals in the building.
 - Owners who have certification that they need an Emotional Support Animal must be allowed to keep the animal in their unit. We cannot, by law, differentiate between certification received from an in person medical professional or an online service.
 - A sign will be placed on the front and back doors. Realtors are misleading potential buyers.
 - We can and do insist on documentation of up to date vaccinations.
 - We are seeking legal assistance to form a policy to address issues when ESA animals disturb neighbors with issues such as barking, aggressive behavior, odors, etc.
- **Balcony Use**
 - We have had complaints about smoke from neighbors' balconies seeping into units.
 - Our first step is to check the ventilation systems and perhaps ask the smoker to use a "smoke eater" device.
 - Council can regulate activity in "Common Areas" and balconies are considered common areas.
- Owners must inform contractors that any equipment or supply deliveries must be arranged with the office. Materials may not be placed in the package room.

Old Business

New Business

Executive Session

Move to adjourn for Executive Session

Made by Wayne Secoded by Sirius

Aye - All

Adjourn

Move to adjourn

Made by Wayne Secoded by Kathy

All - Aye

Meeting ended 9:32 pm

Valley Forge Towers South

Valley Forge Tower South
Condominium Association
President's Report
March 25, 2021

- June Election
- June Meeting
- Replacement Reserve – proposals being collected. Galman and Jeff Rath reviewing
- 14th/15th Floor water infiltration/structural investigation. Nimesh Shah managing this process
- Roof
 - Roof Replacement Consultant
 - Plans and specs almost completed, adding small details, like roof drain weirs to manage stormwater
 - Putting together bid list
 - Work to take 4-6 weeks, on-site staffing will be no more than 10 workers at a time for the roof, additional for the decks. A crane will be on-site for much of that time
 - Materials storage, contractor parking and crane location has been provided to Mary and Roland
 - With Roland's concurrence, the rear entrance will be specified as the contractor entrance to minimize impact on the community
- 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. Need to find someone to manage 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

Valley Forge Towers South

VALLEY FORGE TOWERS COUNCIL MEETING MANAGER'S REPORT March 25, 2021

- All of the issues of the roof replacement have been reviewed, including time consumption, equipment placement, parking space limitations, etc.
- Leaks! Maintenance staff have been very busy with multiple leaks in different lines.
- I have developed a seven point preventative maintenance program which will begin later in the spring. I will prepare a schedule but ask for residents' patience because emergencies including leaks will take precedence over routine work.
- Galman HR division is working on hiring the part time administrative assistant and the part time handy man with experience in dry wall repair. Both positions are budgeted for.
- **HOA FEES ARE DUE ON THE FIRST OF THE MONTH.** Late fees will not be applied until the 14th of the month. The notice on the power point was a little less clear on this issue and is being corrected.
- **THIS IS A NO PET Building.** There have been numerous complaints about animals in the building.
The only animals allowed are service animals and for those, we require that we have verification of the animals' health and immunization. We have set regulations about any disturbances to neighbors.

Submitted By Mary Campbell, March 25, 2021

DRAFT as of 2/20/21

Valley Forge Towers South

Communications report for Council meeting 3/25/2021

Ongoing,

- I expect the April newsletter to be out by April 1. I received many compliments on the March newsletter.
- I hope to have the minutes of the 3/25 council meeting up within one week of the meeting. That will be my goal each month.
- I have made Mary aware of the concerns residents have about scheduling AC and fire alarm system routine maintenance. She will devise a policy and schedule that addressing those concerns.
- The Communication protocols we published have been working well. Residents have been very satisfied with Mary's responses to issues, especially considering that the office is understaffed and Mary has been here less than 2 months. I feel very positive about our communication system and successes.
- Having said that we do have our technical issues with the Notifi system and the web site. Efforts continue.
- Last month, we adjusted the policy on deliveries to the units. Grocery deliveries are allowed but to keep the strangers to a minimum we asked that individual deliveries like pizza be left at the front desk and resident be called. Some residents were unhappy and yelled at the security staff. I put up a notice that complaints should be taken up with us and that verbal abuse of staff is never acceptable.

Fielded three resident concerns,

- A resident has been suffering breathing issues as a result of smoke from neighbor's balcony. First we will have maintenance check to see if her ventilation system is working at full capacity. A second possibility is to ask the neighbor to use an air purifier/smoke eater device. We need to consult our by laws to see if the balconies are common areas or limited common areas because there is already a council action on the books for no smoking in common areas.
- Reacting to the item in the November minutes about the previous council's practice of making loans to employees, a resident asked me if we suffered any loss as a result of unpaid loans or the theft by 2 office staff members. I indicated that all of the funds taken by Rebecca and Jessica were recovered and that at the time the policy on employee loans was changed, there were no outstanding loans.

The same resident questioned the purpose of the purchase of Units 115 and 116 by VFTS.

Valley Forge Towers South

I answered that our research shows that the purchase is within the provisions of our by laws, but any other answers would best be obtained from members of the previous council.

The resident later posted a comment on face book about 356 thousand dollars "unaccounted for." No idea where he got that as there are no monies unaccounted for. My concern as communications chair is that any accusation or spurious comment can be posted on that forum and people believe it.

- A resident asked to see the management contract between VFTS and Galman Group. I agreed to provide the document for him to read in the office at his convenience. I explained that VFTS is bound by industry standards that no one may have copies of the contract as it contains proprietary information that Galman Group has a right to protect. In other words Galman wants to keep certain information from its competitors.

The resident became very angry and accused me of denying his rights to information. He indicated that he would contact Galman's legal counsel.

I was later exposed to vitriolic face book rants that ended in me being compared to Hitler.

Recommendations

- We must continue with the policy of responding to questions and concerns that arrive via official channels. But we need to urge residents to be patient because we are still under staffed in the office.
- Find a way to make the web site more accessible and add a calendar type attraction where we post upcoming routine maintenance, or deadlines for things like balcony carpet removal, etc.
- Publish and distribute regular notices about the roof repair and remedial work on the leaks on the 14th and 15th floors. Entrance access and use of parking spots will be affected.

Submitted by Kathy Neary, March 25, 2021

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Submitted by Kathy Neary, March 25, 2021

Valley Forge Towers South

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

Executive Summary:

Revenue:

February's operational revenues before reserve adjustments were **\$225,440** on a plan of **\$219,702**. After the reserve appropriation of **\$35,417** net operational revenues were **\$190,024** on a plan of **\$184,285**.

- There is an operational expense deficit of **(\$9,999)** year to date February 28, 2021. This deficit was due to the items mentioned in the January 2021 summary and will be reflected in the 2020 audit adjustments: With these adjustments there would be an operational surplus of **\$16,297**.
- February Expenses:
 - Operating = **\$143,314** on a plan of **\$155,874**
 - Administrative = **\$19,904** on a plan of **\$21,079**
 - Insurance/Taxes = **\$15,904** on a plan of **\$16,281**
 - Total Expense before reserve were **\$178,500** on a plan of **\$193,233**
- Operational Surplus (Before Reserve) were **\$11,433** on a plan of **-(8,948)**

Bank Reconciliation:

- First Trust in balance as of 2/28/21
- BMT in balance as of 2/28/21 (balance is **\$1,026,877.63** which **\$1,002,425.48** is the roofing fund)

Vanguard: Current Balance = **\$467,492.54** as of 3/26/21

- Checks written to cover repairs to unit #114
 - 3/8/21 check number 1441 issued for **\$10,000** to **SILA** Heating and Air Conditioning – Down-payment
 - 3.8/21 check number 1442 issued for **\$16,000** to **MCR/Alper** – Down-payment
 - 3/9/21 check number 1443 issued for **\$9,803** to **SILA** – balance due.
- Due to VFTS absence of regularly scheduled maintenance of various building storm drainage, condensate line issues caused a commercial unit to become unusable and uninsurable. It was repaired, but then the unit got flooded again. In August 2020 prior to a change in the Council a commitment to rehabilitating the unit and fixing the drainage was approved. The commercial rehabilitation is underway. A contracted engineer are investigating VFTS options for fixing the drainage issue for not only this 114, but for 115/116 and others that have been similarly impacted so the building does not have to incur this expenditure again.
- Necessary notarized documents prepared by BMT personnel on 3/15/21 for Vanguard to set up wire transfer capabilities. Once completed, roof funds will be transferred to Vanguard.

Reserve Check: March's Reserve Check was delivered to Treasurer on 3/26/21 = **\$35,416.66** will be deposited into Vanguard which brings the account to **\$502,909.20**

Submitted by Wayne Golden