

Valley Forge Towers South Council Meeting Minutes

December 2, 2021

5:30 PM

Aroma Meeting Room

Call to Order – Mike, Wayne, Kathy, Jeff, Nimesh, Mary

Approval of Minutes

Special Reports

- Nimesh Shah – WJE is designing waterproofing project. Then the engineers will remediate problem with cantilever. Will be costly.
- Michael Samuels
 - Roof – slow pace but moving toward completion.

Manager's Report see attached

Treasurer's Report see attached

- Operations Report
- 2022 Budget
 - We have received notice that utilities and sewer rates will increase significantly.
 - Personnel costs have gone up with hire of office assistant and maintenance tech
 - Expenses have gone up considerably.
 - We will need a separate meeting to discuss the budget
 - Mike and I will meet with Galman about the timely payment of vendors

Communications Report

- Newsletter is out
- Blast email test run was very successful, people are asking to be added
- Next herculean task... a resident directory. Thoughts?
- I will draft a letter to the man who threatened Mary to go out over Mike's signature.

President's Report

- Notifii – very outdated, but I am working on updates
- Ivy Lane Litigation – settled, terms confidential
- 2020 Audit – completed and on file
- Wish List – I have taken the suggestions everyone sent. See attached. We will need to prioritize with safety issues first. The list will come under consideration during the budget process.
- Bob Pino has resigned from the Community Association Board. We thank him for his service. Toni Rath and Alayne Monahan are both full voting members and we will need an alternate.

New Business – see attached

Old Business – The Mancill Mill Piazza Project which is the development of land contiguous to VFTS wishes to amend the agreement on land use. Mike Gressen will represent our interests in all matters with Piazza.

Executive Session

Adjourn 8:55

Valley Forge Towers South

Manager's Report for Council Meeting 12/2/21

USRC – On 12/1, delivered and loaded decking materials to the roof, received rails and began installation today. This part will take about a month. These rails are about 4X wider than the originals and hard mounted into concrete. Metal guys lopped off the coping to eliminate that “flapping” noise it was making and now have 24” steel flashing bent at a downward angle down the back and now secured with four saddle straps per 10” as opposed to the old 3/10”.

Watts Restoration – We are awaiting approval of contract from Wes Janney(?) via The Harman Group.

Pressure Reducing Valve – I was told three weeks ago that parts should arrive in another week. Unfortunately, still an issue with delivery of goods. Fortunately the repair that was done is still in very **good shape**.

Civility – Still an issue. Going forward, any letters generated regarding indecencies to any of the staff must be written from the Council and presented in a timely manner. Suggested, no longer than seven days after incident, and, contain a fine of a minimum of \$100.00.

Internet/Connections/Accessibility/Upgrades, etc. – we need to pay current vendor who will continue with caveats. Looking at other vendors.

Package Room/Front Desk - Any way we twist and turn this, we are going to need to spend an additional \$250/wk for an additional person for Holiday package room coverage. OR pay for overtime to the current staff at a time and a half rate.

Valley Forge Towers South



October 2021 Treasurer's Report for Valley Forge Towers South November 2021 Council Meeting

Executive Summary:

At the closed of October 2021 our year-to-date revenue was recorded at **100.9%** of plan (**\$2,218,643 on a plan of \$2,199,120 plus a \$19,523** before reserve appropriation. Year to date reserve appropriations is **\$318,750** as per the planned. Net revenues were **\$1,864,476** on a plan of **\$1,844,954**.

- There is an operational surplus of **\$80,987** year to date October 31, 2021.
- Please also note as invoices from US Roofing has come in and paid, the balance of the insurance funds is **\$201,884.63**

October 2021 P&L recap:

- Revenues were **\$220,246** on a plan of **\$219,702**
- Total Expenses were **\$171,171** on a plan **\$180,707**.
- Appropriated Reserve Funding was **\$35,417** as planned (**\$354,167 YTD**)

First Trust account in balance (Galman)

BMT bank account were in balance = \$57,037.82 as of 11/11/21

- **\$35,416.66** transferred to the Vanguard account on 11/11/21
- **Balance after Vanguard transfer is \$21,621.16**

Vanguard account was in balance = \$988,743.86 as of 11/11/21

- **Roof Insurance Funds = \$201,884.16**
- **Reserve Funds = \$786,241,23**

Delinquency/collection report will be presented by Mary Campbell

Valley Forge Towers South

Issues Council Wishes to Research, Prioritize and Create Implementation Timeline

Building Interior

- 1) Trash compactor.
- 2) New Sanitary Pipes/lining options?
- 3) Storm Drain Pipes/Condensate line bypass on first floor – current ones not sufficient size to remove water from roof.
- 4) Upgraded Electric – breaker panels on each floor

Building Exterior

- 5) Cantilever beams
- 6) Water Infiltration
- 7) Balcony railings
- 8) The decorative pebbles on the balconies and the doors and overhangs outside are chipping off. Not only is it unsightly, I understand that they are made of asbestos. What do we need to do about that?
- 9) Exterior Paint
- 10) water quality testing/non-sodium based water softener
- 11) air quality testing
- 12) sprinklers above the first floor (units/hallways)
- 13) convert dry standpipe to wet standpipe
- 14) Building Exterior – podium/vertical walls
- 15) 115/116 uses/uses of all of our owned spaces
- 16) First floor bathrooms - expand, improve, make ADA compliant
- 17) Facial/handprint/geofencing access to lobby
- 18) Maintenance personnel area

Garages

- 19) Whose job is it to make sure that the overhangs from the door to the garages are in good repair and secure, are they checked periodically? Community Association?
- 20) Upgraded Electric – individual metering for electric vehicles
- 21) Overhangs from the door to the garages

Electronic Infrastructure

- 22) Digital phone system for office (ring central, other)
- 23) Upgrade common area wireless
- 24) Wireless connection in elevators/elevator emergency phones

Note: The numbering is for ease of reference only. Does not indicate priority.

Valley Forge Towers South

MEETING ACTIONS

DATE _____12/02/2021_____

Motion : Approve minutes as presented

Maker Jeff

Secunder Wayne

Votes Aye- all

No-

Motion :To approve Treasurer's report as presented

Maker Kathy

Secunder Jeff

Votes Aye- all

No-

Valley Forge Towers South



November 2021 Treasurer's Report for Valley Forge Towers South December 2021 Council Meeting

Executive Summary:

At the closed of November 2021 our year-to-date revenue was recorded at **100.9%** of plan (**\$2,440,655 on a plan of \$2,218,822 plus a \$21,833** before reserve appropriation. Year to date reserve appropriations is **\$389,583** as per the planned. Net revenues were **\$2,051,072** on a plan of **\$2,029,239**.

- There is an operational surplus of **\$105,352** year to date November 30, 2021.
- Please also note as invoices from US Roofing has come in and paid, the balance of the insurance funds is **\$201,886**.

November 2021 P&L recap:

- Revenues were **\$222,012** on a plan of **\$219,702**
- Total Expenses were **\$162,230** on a plan **\$180,707**.
- Appropriated Reserve Funding was **\$35,417** as planned (**\$389,583 YTD**)

First Trust account in balance (Galman)

BMT bank account were in balance = \$54,763.48 as of 12/10/21

- **\$35,416.66 will not transfer to the Vanguard**
- **Reserved not transferred this month due to upcoming invoices for**
Wiss, Janney, Elstner Associates, Inc. (Engineers | Architects | Materials Scientists)

Vanguard account was in balance = \$985,924 as of 12/10/21

- **Roof Insurance Funds = \$201,886**
- **Reserve Funds = \$784,038**
-

November Collection were excellent, thank you Mary