

# Council Meeting Agenda

October 20, 2022

4:30 PM

Call to Order- Kathy Neary, Wayne Golden, Joe Joyce, Nimesh Shah, Mike Samuels joined at 5:20

Approval of Minutes

Community Association

- There is a new Activities Director. This is a part time position.
- Looking for snow removal contract

Special Reports

- Nimesh Shah - Watts Restoration has addressed the issue with Mrs Zenker's unit on the 14th floor. They will remove the pole shores within the next couple of weeks. The next steps are to address the timeline for fixing the cantilever beams and mushroom endscaps. We are working with Watts and Harman to get final quotes for this work.

Manager's Reports – see attached

President's Report

- Garage 21 – need resolution approving the sale of the garage at the contract price
- 115/116 – Need approval to extend the listing agreement

Treasurer's Report – see attached

- 2021 Audited Financial Statements are available

Communications Report

- What is status of a VFTS web site?
- Lobby power point
- The newsletter will be out on time, any ideas or suggestions?
- Bulk pick up. One down, next one is November 17
- Ideas for communicating with the mall businesses

Policy Issues

- Residents are installing key pad locks on doors, but our Condo documents say that the décor in the halls, including doors must be uniform. It is time to update the policy and perhaps limit the style and color.

Old Business – below are issues still under review

- Electrical panels on each floor
- EV charging stations/power for garages/solar on garages
- Water Softening filter system

New Business – See attached

Adjourn 6:50pm

## **Council Meeting Manager's Report Oct. 20, 2022**

**Concern for resident** – We continue to monitor the situation with a resident with declining mental health. We have been in contact with Montco Health and Human Service and a caseworker is involved. We are looking into informing the caretaker to turn off the breaker that powers the stove and removing sink stoppers.

**Delinquency** – we cleared up a lot of the issues regarding delinquency. There was an issue with some residents' accounts where payments were missing. The accounting department in The Galman Group found the missing checks and/or payments and they have been credited back to the appropriate ledgers. The major reason for the missing checks was that they were mailed without coupons. There are still some other minor issues, however we are working with accounting on them and they should be resolved over the next month or so. The management office has definitely gotten a better handle on the delinquency.

**Annual Fire Alarm Inspection** – was conducted by ESS on 10/11/22 and 10/12/22 for floors fifteen through part of four. ESS is returning on October 25, 2022 to complete the rest of the inspections on the fourth, third, second, and first floors.

**Preventative Maintenance** – Floors 3 through 15 have been completed. The second floor is being completed today and tomorrow. Maintenance has a list of the units that didn't have preventative maintenance and they will be completed next week.

**Housekeeper Status** – David Ford, our new housekeeper, started working full time on Monday, Sept. 26, 2022. He comes from a background in construction and maintenance, and is a great asset to the team. He has already shampooed the carpeting on all of the floors and will do that on a regular basis. He will also be working on wallpaper repairs and paint touch up throughout the floors. Uniforms are on order.

**Valley Forge Security** – we are still waiting on the adaptor for Door King. The part is taking longer to arrive than they thought, however we should be receiving it shortly. We are also waiting on the quote for the cameras in the trash room. They found out when they were here that three or four floors will need to have an electric outlet installed in the trash room in order to have the cameras installed correctly. Our maintenance team will be able to install the outlets.

**Waste Management Bill** – it's extremely high, there has been an almost \$1,400.00 increase from the same time last year. Both I and The Galman Group corporate office have been in contact with Waste Management to lower this amount.

**Electronic Key Pad** – we found that a resident has an electronic key pad on their door. Are we going to permit these in the building or tell the resident they need to remove it and replace it with a regular lock?

**Office Computers** – we need to purchase 2019 outlook office and the business edition for the laptops. We should also purchase a docking station and power adapter for each laptop. Galman has also approved IT support from one of their technology providers. We are in the process of getting that set up. It will be much needed support for the office.

**Trash Room Signs** - we will be ordering new, updated signage for the trash rooms.

**Deaths** – Blanche Fenton passed away in September and Robert Blume passed away in October. Our condolences go out to their families and loved ones.

**Garage 21** – was sold to the highest bidder in the amount of \$43,100. The sale is in the process of being finalized.

**Walkie Talkies** – we will be ordering seven new walkie talkies for maintenance, office staff, housekeeping, and the front desk. We received a special price from Town Communications at \$385.00 apiece. They are also going to give us a quote on repairs to our current walkie talkies.

**Updated Residents Information** - Cathy Dahl is working on getting our list of residents up to date. Once we have that list updated we want to get all of their contact information up to date.

**Securitas/Extra Front Desk Person** – we will be hiring an additional front desk person starting mid- November to help with packages during the holiday season.



## September 2022 Treasurer's Report for Valley Forge Towers South October 2022 Council Meeting

### Executive Summary:

September 2022 P&L recap:

There is an operational surplus of \$104,541 year to date September 30, 2022. The roof insurance claim will continue to be paid as invoices are received. A \$50,000 payment was made to US Roofing this month. Once the insurance funds are exhausted payment will be made from the reserves.

**Revenues** were **\$237,396** on a plan of \$236,719

- Total Expenses were **\$196,250** on a plan \$201,187
  - Total Operating expenses = \$166,280
    - Trash Removal was \$9,651 which is **\$6,741** over budget
  - Total Administrative expenses = \$17,057

- Total Insurance and Taxes = \$12,913
- August Appropriated Reserve Funding was **\$38,958 - \$350,625** year to date

### **Reserves**

- **WSFS** bank account were in balance = **\$469,131** as of 10/16/22
- **Charles Schwab** account opened with a deposit of **\$548,246** as of 10/16/22 (completed all Reserve funds transferring to the new Schwab account)
- **Total Reserves** as of 8/15/22 is **\$1,017,377**
- First Trust account in balance (Galman)

**VFTS is currently fully staffed based on the 2022 plan, and our payroll expense will increase accordingly.**

### MEETING ACTIONS

DATE 10/20/2022

Motion : Approve the minutes as presented

Maker Joe

Seconder Wayne

Votes Aye- Kathy, Joe, Nimesh, Wayne No-

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Motion : Approve the Treasurer's report as presented

Maker Wayne

Seconder Kathy

Votes Aye- Kathy, Joe, Nimesh, Wayne No-

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Motion : Move to acknowledge that one space at the A entrance and one space at the B entrance has been used for parking of mobility assistance appliances, such as motorized wheelchairs, regular wheelchairs or scooters. These appliances may not be parked in the lobby or in hallways of entrances. These spots are made available on a first come, first serve basis.

This policy accommodation is a courtesy and may be rescinded at any time. VFTS is not responsible for any loss or damage to the appliances/vehicles.

Maker Kathy

Seconder Wayne

Votes Aye- Kathy, Joe, Nimesh, Wayne No-

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Motion : The Council of VFTS Condominium Association approves the sale of Garage 21 to Maryanne Petrone and Robert Newlin Hertel, Jr. for the contract price of \$43,100.

Maker Wayne

Seconder Nimesh

Votes Aye- - Kathy, Joe, Nimesh, Wayne No-

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Motion: Move to extend listing agreement for Unit 116

Maker Wayne

Seconder Kathy

Votes Aye- - Kathy, Joe, Nimesh, Wayne No-

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Motion: Move to accept recommendation from Kelly and Kathy to seek bids to install a new front desk as printed in the architect sample #2.

Maker Kathy Secondar – Joe

Votes Aye - Kathy, Joe, Nimesh, Wayne No