

# Council Meeting Agenda

January 26, 2023

5:30 PM

Call to Order- Mike Samuels, Wayne Golden, Kathy Neary, Joe Joyce. Kelly Cabell.  
Nimesh Shah, absent with cause

Approval of Minutes as presented

Treasurer's Report - see attached

Manager's Report – see attached

Communications Report – See attached

Cantilever Beams/Balconies/Water Infiltration – Must schedule a meeting and full written to review details and schedule.

President's Report

- Audit – should we stay with current firm?
- Capacity for charging electric vehicles – consult Swartly Brothers firm.
- There is the “wish list” we created last year. Please review for additions or deletions as a basis for long term planning.

Discussion Items

- How can we address noxious odors from smoking tobacco and other substances from disturbing neighbors? Possible actions include sealing spaces around pipes where smoke could travel; asking residents to purchase smoke eater devices; fines.
- Kelly Cabell, Manager, will be using a work from home option at her discretion.

Action Items – see attached

Adjourn – 7:45



## November 2022 Treasurer's Report for Valley Forge Towers South

### Executive Summary:

There is an operational surplus of \$241,226 year to date November 30, 2022.

**Revenues** were **\$314,386** on a plan of \$236,944

- Operating revenue after reserves were **\$275,427** on a plan of \$197,986
  - Increase of **\$77,441** in revenue over plan was from utilities, late charges and miscellaneous billings posted
- Total Expenses were **\$181,950** on a plan \$204,538
- Total Operating expenses = \$152,751
  - Total Administrative expenses = \$15,280
    - Bad Debt was \$14,730 **credit rec'd**
  - Total Insurance and Taxes = \$13,919
- November Appropriated Reserve Funding was **\$38,958 - \$428,542** year to date

### Reserves

- **WSFS** bank account were in balance = **\$230,931.40** as of 12/16/22
- **Charles Schwab** account opened with a deposit of **\$856,322.68** as of 12/16/22 (completed all Reserve funds transferring to the new Schwab account)
- **Total Reserves** as of 12/16/22 is **\$1,087,254.08**
- First Trust account in balance (Galman)

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



## December 2022 Year to Date Treasurer's Report for

### Valley Forge Towers South

#### Executive Summary:

There is an operational surplus of **\$171,066** year to date December 31, 2022.

**Year to Date Revenues** were **\$2,885,330** on a plan budget of **\$2,849,951**

- Operating revenue after reserves were **\$2,417,830** on a plan budget of **\$2,382,451**
- Total Expenses were **\$2,246,764** on a plan budget of **\$2,377,253**
- Total Operating expenses = **\$1,860,886** on a plan budget **\$1,923,042**
  - Total Administrative expenses = **\$223,041** on a plan budget of **\$259,347**
  - Total Insurance and Taxes = **\$162,837** on a plan budget of **\$194,864**

#### Reserves

- 2022 Appropriated Reserve Funding was **\$467,500**
- **WSFS** bank account were in balance = **\$272,770.93**
- **Charles Schwab** account opened with a deposit of **\$859,242.58** as of 1/18/23 (completed all Reserve funds transferring to the new Schwab account)
- **Total Reserves** as of 1/18/23 is **\$1,132,013.51**
- First Trust account in balance (Galman)

## **Council Meeting Manager's Report January 26, 2023**

**Valley Forge Security** – The Door King fob system is now cloud based. We have contacted Health Signals, which is subcontracted through Ring Central, for an updated proposal on installing the digital phones. Code Elevator said the elevator phone just needs one or two dedicated phone lines. They said they will come out the day we're installing the new phones to reprogram the elevator phones to the front desk.

**Delinquency - Filing on Garage** [REDACTED]. In contact with Clemons Richter & Reiss to start the formal collection process for these three garages. They are all owned by the same owner, [REDACTED]. I'm going to also email him to see if he is interested in selling his garages. If he pays what he owes on the back garage fees, which is \$2,976.09, and then sells the garages back to the association, or anyone, we could hopefully bypass the whole collection process, which could take up to a year. **Current Delinquency** – we only have one unit that is 60 - 90 days past due. We are working with the owner on his payments. All of our other delinquency is current between 0 and 30 days with issues pertaining to lost checks that were recently mailed, recent tenant billings, issues we are working on with owners. Most of these issues are minor and should be resolved in a timely fashion. The management office has switched over thirty condo units to ACH to help eliminate late payments and to bring a continuity to the payment process. We continue in this effort with new owners moving in as well as with owners who currently live here. There are also still some other prior delinquency issues we are working on closely with the accounting department.

**Amazon Lockers** – we received the quote from Amazon. They base the price off how many units are in the building. For the size of our building, the price is \$48,000.00. They're going to have someone come out to size out our space and get a more detailed scope of work. I am also talking with our director of property management, Nick Richel, and a project manager from Galman to get their feedback on them as we have Amazon lockers on several of Galman properties. I also want to get a quote(s) from other companies that do locker package system installations.

**Electrical Testing** - Upon completion of the electrical testing that was done on Dec. 8<sup>th</sup> by Swartley Brothers, it was determined we need to replace the 15kV switch on the outdoor transformer, and to also replace some fans. Six lightning arrestors as well as some jumper cables need to be replaced on the inside transformer. Swartley Brothers is still waiting on the various replacement/retrofit interior components pricing for the 15kV switch. Once they receive that, they will send the proposal. They also recommend having an ARC Flash Study done, which should be done every 5 years. An Arc Flash Study is an analysis of the electrical equipment and circuit parts & breakers. It will identify any electrical violations/hazards and non-compliance in the building. They are also going to look into the electrical capacity for installing car charging stations on the property as well digitizing the electric meters for the commercial units.

**Backflow and Sprinkler Testing** – A & S Sprinkler was out on Tuesday, January 24 2022, to conduct their annual testing on the sprinkler backflow. The testing passed and A & S will send the certificate to Aqua.

**Updated Residents Information** – we are updating the unit owner master list and records in the office. We are also compiling a list of residents who would require assistance during an emergency evacuation, and also identifying units with pets who are registered as service animals and those that are not registered.

**Hot Water Heater Replacements** – We are replacing twenty three hot water heaters from the past three years that weren't done – 2020, 2021, and 2022. Nineteen need to be replaced this year, however to help break up the cost, we are going to do 10 replacements for this year and then 9 next year. On total we have 33 hot water heaters to be replaced this year. The total from R.E. Michel came to \$16,856.73.

**HVAC Unit Replacements** – We have forty two HVAC units that need replacements. They are all original units that are either rusty, in poor condition, or have metal tape on them from various repairs. We will get quotes for these and maybe break down the cost over the next few years. The price for forty two HVAC units will be roughly around \$210,000.00. We do want to make sure we get the corner units replaced first as they get colder as compared to the interior units that for the most part stay warmer.

**New Trash Compactor** – National Equipment Solutions is coming out Thursday, February 9, 2023 to install the new trash compactor. They will do some minor repairs to the trash bins and retrofit them to the new compactor. Notices will be sent out to residents in the next few days to notify them of the installation. We will need to close off the trash chutes that Wednesday, February 8<sup>th</sup> to make sure the trash bins are emptied for the install the next day. The trash chutes will be closed through Thursday, February 9<sup>th</sup>. The estimated time for completion will be sometime in the early afternoon of February 9<sup>th</sup>.

**Owner keys at the front desk** - The management office is doing an audit on the keys and confirming what keys are/are not retained at the front desk. Letters were sent to residents that we didn't have keys for and asking them for a copy of a key. Another letter will be sent out to owners that do not want a key at the front desk that liability will fall back on them in case of an emergency entry.

**Welcome Packets for New Residents** – The management office is going to update information in the welcome packets as well as purchase better quality materials, i.e., better quality folders, paper, etc.

**Bulk Pick Up** – should think about doing it quarterly instead of monthly as it's not being used to capacity

**Galman t-shirts are on order for all VFTS maintenance and porter**

## *President's Report Addendum*

### **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.

### **VFTS Communications Report 1/26/2023**

1. The February newsletter will be out on time.
2. The November meeting minutes were sent out for your review.
3. I have had multiple complaints from residents about the unavailability of carts. To address this, I am suggesting that a reminder in the newsletter is appropriate but also the purchase of two more carts. We do not have space for more shopping carts but we can accommodate two foldable heavy duty carts. I have done some research and I propose the following from Amazon

*Shopping Cart, 440 lbs Upgrade Super Capacity Grocery Cart Extra Jumbo Double Basket Folding Shopping Cart with 360° Rolling Swivel Wheels Utility Shopping Cart for Laundry, Grocery, Shopping, Baggage. 129.99  
List Price: \$206.00*

4. During the election and collecting for the holiday fund, residents complained that the capacity of the collection box is too small and they are correct. I recommend that we buy a larger one. My research indicates a cost of less than \$75.
5. In the March newsletter, we will have to announce nominations for expiring Council seats and announce election procedures.
6. I am proposing the adoption of the calendars below and publish on the bulletin board.
7. I am proposing that we hire a professional to work with Kelly and me to design a VFTS web site that is more comprehensive and user friendly than the Galman site.
8. Kelly and I need to learn how to post on the power point display.
9. The bulk pick up service is being under utilized. I suggest we go to quarterly, dates to be worked out.

### **2023 Holiday Calendar – VFTS Office closed and NO contractors allowed.**

January 2, 2023 Monday New Year's Day (substitute day)

May 29, 2023 Monday Memorial Day

July 3, 2023 Monday

July 4, 2023 Tuesday Independence Day

September 4, 2023 Monday Labor Day

November 23, 2023 Thursday Thanksgiving Day

November 24, 2023 Friday Day after Thanksgiving Day

December 25, 2023 Monday Christmas Day

### **2023 VFTS Council Meeting Dates (subject to change) time TBD**

Thursday, February 23

Thursday, March 23

Thursday, April 27

Thursday, May 25

Thursday, June 22

Thursday, July 27

Thursday, August 24  
Thursday, September 28  
Thursday, October 26  
Thursday, November 30  
Thursday, December 28

MEETING ACTIONS

DATE 1/26/2023

Motion : Approve minutes as distributed

Maker Wayne  
Votes Aye- all

Secunder Joe  
No-

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Motion : Approve Treasurer's report as presented

Maker Wayne  
Votes Aye- all

Secunder Kathy  
No-

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Motion : To continue to retain Kenneth E. Borislow CPA from McCarthy and Company as auditors and to review other auditors firms for next year.

Maker Wayne  
Votes Aye- all

Secunder Mike  
No-

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Motion : Transfer \$100,000 from the operating account to the capital reserve account.

Maker Wayne  
Votes Aye- all

Secunder Joe  
No-

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Motion : To accept the proposal from Pathfinders for IT services.

Maker Joe  
Votes Aye- all

Secunder Kathy  
No-

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Motion : To adopt the office calendar and meeting calendar as printed.

Maker Kathy  
Votes Aye- all

Secunder Joe  
No-

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