

Council Meeting Minutes

February 22, 2023

4:30 PM

Via Zoom

Call to Order – Mike Samuels, Wayne Golden, Kathy Neary, Nimesh Shah, Joe Joyce, Kelly Cabell, Manager

Approval of Minutes

Community Association – Annual Meeting is February 27

Treasurer’s Report (see attached)

Nimesh’s Report

Cantilever Beams/Balconies/Water Infiltration

- We received a proposal from the Harman Group to address the structural issues surrounding the top floor balconies. We also negotiated construction bids with Watts restoration. However, in order to be sure that the solution is a long term fix, we need to hire a water intrusion specialist firm. We have reached out to RWDI to ensure that the solution proposed by Harman will address the water issues long term.

Manager’s Report – See attached

Communications Report

1. I will have the newsletter out on time. We have to address the issue of residents with dementia.
2. I am going to make the a motion tomorrow night about removing one or both of the units from the market.

Rationale - the package room as we have it will not meet our needs much longer. Shopping online is only going to increase and we need additional security. Kelly has two companies coming out to give us a price on building one of those lockers where any service can deliver an item that only the owner can access.

Our maintenance staff does not have a place to eat lunch, store tools, or store a change of clothes if they have to fix a flood or something. I propose that we have half of the unit reserved for that purpose.

Our budget and capital reserves are in good shape. I know we are concerned about finances but we can always generate money, if we lose this space we have no way of generating space if we need it.

President’s Report

- 115/116 – we are not getting offers that reflect what we believe the property is worth
- Priorities – always including the “wish” list we generated to help us look forward.

Discussion Items

- Authorized the manager to go ahead and purchase the Knox Box as a safety measure.
- Kelly is going to check with the Fire Marshall to see if and when the guards can announce the cause of a fire alarm and if evacuation is necessary.

- Hot water heaters are replaced about once every 10 years. As the quality of the heaters we purchase is better and research shows they should last longer, we are considering a change in the policy to every 12 years.
- We finally have a proposal to install cameras in the trash room. We have not had any serious problems since the summer. Are cameras still necessary? Place as a discussion item for next month.
- The bids for the new guard desk are in, asked for additional, less expensive options.
- There are windows in the hallway that need to be replaced. We are checking with the mall association as to whom is responsible.

Action Items – see attached

Adjourn – 6:29 pm



January 2023 Year to Date Treasurer's Report

Valley Forge Towers South

Executive Summary:

There is an operational deficit of (\$536) year to date January 31, 2023. Utilities ran \$10,852 and Bad Debt ran \$3,465 over plan for the month of January 2023.

Revenues were \$250,347 on a plan budget of \$249,203

- Operating revenue after reserves were **\$207,493** on a plan budget of **\$206,203**
- Total Expenses were **\$208,029** on a plan budget of **\$197,628**
 - Total Operating expenses = **\$165,515** on a plan budget **\$163,550**
 - Total Administrative expenses = **\$23,650** on a plan budget of **\$18,008**
 - Total Insurance and Taxes = **\$15,864** on a plan budget of **\$16,070**

Reserves (Banking as of 2/16/23)

- Appropriated Reserve Funding was **\$42,854**
- **WSFS** bank account were in balance = **\$213,694.40 as of 2/16/23**
- **Charles Schwab** account opened with a deposit of **\$1,055,019.92** as of 2/16/23 (completed all Reserve funds transferring to the new Schwab account)
- **Total Reserves** as of 2/16/23 is **\$1,268,714.32**
- First Trust account in balance (Galman)

Assets

Commercial Units 115 and 116

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Manager's Report

Filing on Garages #2, #26, and #39 – started the formal collection process with Clemons Richter & Reiss. They mailed out the collection letters on 2/8/23. If there is no response or no payment within 35 days, we will proceed with filing a complaint with the local magistrate. I also emailed Mr. Sanders to let him know we started the collection process and to see if he is interested in selling his garages or at least paying the back fees. To date I have not had a response back from him.

Hot Water Heater Replacements – maintenance started replacing them on Monday, February 20, 2023. We are aiming to replace three a day. We will be replacing 33 total – 23 of which are older than 10 years and 10 of which are ten years old. The heaters older than 10 years old are being replaced first. Notices are being sent out to residents who are having their hot water heaters replaced.

Knox Box – The Upper Merion Township recommends getting a Knox Box, which is basically a wall mounted safe to store keys, fobs, and a handicap list for fire departments, emergency medical services, and sometimes police to retrieve in emergency situations. There is one on sale now for \$518. It will help streamline the whole process in case there is an actual fire emergency in the building.

Locker Package System - Amazon is coming out Thursday, March 2, 2023 to scope out our space and give us a more detailed quote. Luxer One will be coming out sometime next week to walk our property and give us more information and a quote as well. I've been in contact with Package Concierge, they offer locker package systems. We're in the process of having them come out to walk our property and offer a quote.

Elevator Certification – Our certification expires 4/30/23. Code Elevator is coming out within the next few weeks to inspect all three elevators.

Fire Alarm – In contact with E.S.S. and the Upper Merion Township Fire Department to possibly change the wording on the message when the fire alarm system is activated. It currently activates a full evacuation. E.S.S said we will need a letter from Upper Merion Fire Department to dictate exactly what the system should do in the event of an alarm. They also said it would require programming changes as well as a full certification of the system. If we were to make this change, it would make sense to get everything in place we need from the fire department and to wait until October 2023 when the fire alarm system will be inspected again.

Trash Room Signs - I will be ordering new, updated signs from Signarama.

Resident Conduct – We have a resident violating the standard of behavior in the building and request action on her behavior.

MEETING ACTIONS

DATE 2/22/23

Motion : Approve the minutes as presented

Maker Mike
Votes Aye- all
Seconder Wayne
No-

Motion : Approve the Treasurer's Report as presented

Maker Mike
Votes Aye- all
Seconder Nimesh
No-

Motion : Take units 115 and 116 off the market and research uses for resident benefits.

Maker Kathy
Votes Aye- all
Seconder Mike
No-

Motion : To fine a resident of 606 for violation of standards of behavior in the building in the amount of \$100,

Maker Nimesh
Votes Aye-
Seconder Mike
No-

ACTIONS TAKEN FEBRUARY 28 AND MARCH 2, VIA ELECTRONIC VOTE

Motion: In light of the additional incident on February 28, 2023 in which the authorities had to be called, increase the fine to \$500 for resident of 606 and prohibit the resident from entering the management office. Further, any communication with staff is limited and in writing.

Maker Nimesh
Votes Aye- all
Seconder Mike
No-

Motion : Accept the resignation of Mike Samuels to the CA board, appoint Nancy Cressman as the voting representative and Mike as the alternate.

Maker Kathy
Votes Aye all
Seconder Mike
No