

Council Meeting Minutes

March 30, 2023

7:30 PM

Via Zoom

Call to Order- Mike Samuels, Wayne Golden, Kathy Neary, Nimesh Shah, Joe Joyce (until 8:30), Kelly Cabell, Manager

Approval of Minutes

Community Association- Minutes are posted on bulletin board. Highlights,

- Voted to keep bus service
- Sharing cost of tree removal with Lafayette Apartments
- Lifeguards needed
- Getting new signs
- Vandalism an issue, looking into improved monitoring and response time

Treasurer's Report (see attached)

- Discussion on investments to guarantee security and highest yields.

Nimesh Report - Cantilever Beams/Balconies/Water Infiltration

- In conjunction with the fix of the balconies and cantilever beams, the Council hired RWDI, a water infiltration company. RWDI along with Harman, our structural architects, will evaluate the mushroom end caps to ensure that the current suggested fix is designed for the long term. Once we get the report by the end of April, Harman will begin working with contractors to get bids for the work that needs to be performed.

Manager's Report – see attached

Communications Report

- I have the name of a web designer. I will contact her in April.
- We have communication from [Thurman Brendlinger, Program Director from the Clean Air Council](#) about the process of making a condominium complex a no smoking building.
- April newsletter will be out on time.

President's Report

- After research and discussing with Joe Joyce, recommending repair to Main Outdoor Substation at cost of \$ 15,650.00

- Frank and Kelly will handle elections
- Working on new phone system
- Mold remediation on 15th floor is completed
- 2022 Audit in process, expect to be done by June
- Water testing underway
- Communicating with Galman to lower electricity costs.

Action Items – see attached

Adjourn – 9:25

Council Meeting – March 30, 2023 Manager’s Report

Filing on Garages #2, #26, and #39 – started the formal collection process with Clemons Richter & Reiss. The owner of the garages called the management office last week to make arrangements to sign up for ACH, and he is in the process of getting that set up.

Basement – maintenance/cleaning staff cleaned up the hallway in the basement and trashed junk that was laying around. The walls and floor were cleaned and/or power washed, and are in the process of being painted (with scuff resistance paint) with shades of gray. We want the basement interior to be clean and presentable to prevent contractors from trashing it. Dave and maintenance will be on top of making sure it remains clean and in good condition.

Contractors in building – office staff would like to get a letter together to send out to all residents regarding contractors in the building. We have had issues with contractors and would like owners to take more responsibility with their contractors in the building. We would like to fine residents (\$200 or adjust price accordingly to damage done) that have contractors in the building that don’t follow the rules and regulations, i.e. leaving trash in the basement and/or trash containers, causing damage, leaving their truck on the ramp, etc. We will distribute the letters to everyone in the building, and then give the letter to every owner who schedules a contractor, and also give the letter to contractors when they sign in at the front desk. We will also have the contractor instructions written in Spanish.

Filter Changes – Maintenance will start on the 15th and 14th floors starting Monday, April 3, 2023 and then work their way down, aiming for completing two floors a week. Notices are being hand delivered.

Numbered Stickers – I will be ordering new stickers for the garage doors.

Hot Water Heater Replacements – maintenance started replacing them on Monday, February 20, 2023. To date maintenance has replaced 16 hot water heaters. All of those hot water heaters have Taco water valves installed on them. We are waiting on another shipment of water valves, which are currently on back order. We are also waiting on the shipment of ten - 80 gallon hot water heaters for the replacements on the 14th and 15th floors.

Suite 115 – we would like to start getting 115 set up as a maintenance shop. There’s no electricity in there, when there is an emergency at night time, they need to use their phones or a flash light. Bill said he can easily get the electric hooked up.

Knox Box – has been ordered. We should receive it within the next few weeks. Maintenance will install it near the interior front door.

Locker Package System – We received all three quotes from Amazon, Luxer One, and Package Concierge. They are pending review from the council.

Electric Repairs – Pending review from council.

Note – at Council meeting on 3/30, Council agreed to proposal to fine owners whose contractors do not follow rules or damage property and took action on electric repairs and unit 115.



February 2023 Treasurer's Report

Valley Forge Towers South

Executive Summary:

There is an operational deficit of **(\$29,572)** year to date February 28, 2023. This is mainly due to electric and security coming in over budget.

Revenues were **\$248,894** on a plan budget of **\$246,457**.

- Operating revenue after reserves were **\$205,840** on a plan budget of **\$203,603**.
- Total Expenses were **\$234,876** on a plan budget of **\$211,733**.
 - Total Operating expenses = **\$197,100** on a plan budget **\$178,821**
 - **Utilizes** were **\$11,834** over budget (new contract and new vendor)
 - **Security** was **\$15,154** over budget (rate increase from current vendor)
 - **Payroll Cleaning** was **\$1,039** over budget.
 - Total Administrative expenses = **\$21,931** on a plan budget of **\$18,841**
 - Salaries were **\$3,339** over budget
 - Employee Benefits were **\$1,758** over plan..
 - Total Insurance and Taxes = **\$15,845** on a plan budget of **\$16,070**

Reserves (Banking as of 3/16/23

- February Appropriated Reserve Funding was **\$42,854**.

- **WSFS** bank account were in balance = **\$217,766 as of 3/16/23**
- **Charles Schwab** account opened with a deposit of **\$1,056,713** as of 3/16/23 (completed all Reserve funds transferring to the new Schwab account)
- **Total Reserves** as of 3/16/23 is **\$1,274,479.**
- First Trust account in balance (Galman)

Assets

Commercial Units 115 and 116

