

# VFTS Council Meeting Minutes

August 24, 2023

5:30 PM

Management office

Call to Order- Council members, Michael Samuels, Wayne Golden, Kathy Neary, Nimesh Shah, Joe Joyce Manager Kelly Cabell

Approval of Minutes from June 2023

## REPORTS

Treasurer's Report - see attached

- Earning funds from short term CD investment

Cantilever Beams/Balconies/Water Infiltration – Nimesh

- The Council has been working with our structural engineers (The Harman Group) and a waterproofing company (RWDI) to ensure that the suggested fix will address the issues for the long term. The plans are nearly final and the next steps will involve obtaining bids from construction companies. Once we have those bids, we will share the information accordingly

Manager's Report – see attached

Communications Report – Kathy

COMMUNICATIONS REPORT 8/24/23

- Newsletter Issues
  - the September issue will be on time- any article suggestions?
  - Sue Basile wants the businesses to get copies of the newsletter. That is fine with me and as they do not have cubbies, I can email them if they request. There will also be copies in the office. I tried to post all of the recent newsletters and minutes on the Galman web site but the normal support address was down. I asked Frank to look into it and I am waiting for a response.
- VFTS web site

- we hired Christina Turley to design the site and have established the parameters of what we want. Helen King, a 10<sup>th</sup> floor resident has been invaluable. I sent Helen the newsletters and minutes from the last three years and the handbook. She converted them to the needed format and did some Google wizardry with Christina. I will need Waynes's help deciding what financial reports to post. I believe we will have a finished project in a few months. I am expecting an invoice from Christina around \$2000.
- Open September meeting
  - We have about 10 responses of owners who wish to attend Council meetings as **observers**. There may be more after the September newsletter is out. I reserved the meeting room at the clubhouse for Thursday, September 28, from 5pm on. The respondents as of today are,

Rob and Shannon McMurtrie 917  
 Sue Basile 119  
 Nancy Cressman 415  
 Audrey Allsopp 919  
 Stu and Amy Stein 1217  
 Renee Zenker 14Q  
 Phyllis Schmid 1509  
 Helen King 1007  
 Peg and Jim Connally 617  
 Charlotte Garber 1421

#### President's Report – Mike

- The deal on 116 fell through. As per Council direction we will proceed with construction for a Community Room/Maintenance office and storage area. Start with architect ideas.
- Interviews with potential property management companies are completed. We must discuss ways to recoup losses from Galman electricity contract.
- Proposing a “retreat” on Friday, September 8, off site to brainstorm large issues and ideas instead of reacting to day to day issues. What is our vision?

New Business Items – see attached

Adjourn 8:30 pm



## **June 2023 Year to Date Treasurer's Report for**

### **Valley Forge Towers South**

#### **Executive Summary:**

There is an operational deficit of (\$46,315) year to date June 30, 2023. This is mainly due to electric coming in over budget. Breaking out the utilities by themselves there is a deficit of (\$44,129).

**June Revenues were \$246,266 on a plan budget of \$246,457**

- **Operating revenue after reserves were \$203,412 on a plan budget of \$203,603**
- **Total Expenses were \$200,307 on a plan budget of \$199,908**
- **Total Operating expenses = \$167,313 on a plan budget \$165,571**
  - **Total Administrative expenses = \$18,437 on a plan budget of \$18,266**
  - **Total Insurance and Taxes = \$14,458 on a plan budget of \$16,070**

#### **Reserves**

- **Appropriated Reserve Funding was \$42,854**
- **WSFS bank account were in balance = \$77,721.07**
- **Charles Schwab account opened with a deposit of \$1,368,286.30**
  - **\$632,061.50 Brokeage/Cash**
  - **\$236,271.60 Mutual Funds**
  - **\$499,953.20 Fixed Income (90 days CDs)**
- **First Trust account in balance (Galman)**



## **July 2023/Year to Date Treasurer's Report for Valley Forge Towers South**

### **Executive Summary:**

**There is an operational deficit of (\$41,729) year to date July 31, 2023. This is mainly due to electric coming in over budget. Utilities alone have a deficit of (\$58,443). So if you back out utilities there would be a surplus \$16,714 year-to-date.**

**July Revenues were \$251,046 on a plan budget of \$246,457**

- **Operating revenue after reserves were \$208,192 on a plan budget of \$203,603**
- **Total Expenses were \$203,606 on a plan budget of \$191,933**
  - **Total Operating expenses = \$170,857 on a plan budget \$158,821**
  - **Total Administrative expenses = \$18,324 on a plan budget of \$17,041**
  - **Total Insurance and Taxes = \$14,425 on a plan budget of \$16,07**

### **Reserves**

- **Appropriated Reserve Funding was \$42,854 - Year to date = \$299,979**
- **WSFS bank account were in balance = \$74,361.99**
- **Charles Schwab account opened with a deposit of \$1,411,748**
  - **\$811,254.51 Brokeage/Cash**
  - **\$624.37 Mutual Funds**
  - **\$600,000 Fixed Income (90 days CDs)**
  - **First 3 month CD matured in July @ 4.9% or \$2418.36 interest**
- **First Trust account in balance (Galman)**

# Council Meeting – August 24, 2023

## Manager's Report

**Filing on Unit #** – Clemons Richter & Reiss filed a formal complaint with the Court of Common Pleas of Montgomery County against unit . The complaint was delivered via FedEx to their address in Mexico, and the sheriff delivered it to their VFTS address. The owners responded back within the 20-day grace period and made a payment of \$5,000.00 on 7/21/23. The owners requested a payment agreement to pay their outstanding balance. Clemons Richter & Reiss made up a payment plan for them, with management's approval, and sent it to them. As of today's date, the payment agreement has not been signed by the owners nor have we received a payment for August. The owners have until Wednesday, August 30, 2023, to sign the agreement and make the August payment. If no payment is made and the agreement is not signed by Aug. 30<sup>th</sup>, a judgement will be filed. Within 10 days of the judgement being filed, Clemons Richter & Reiss can start the garnishment process for the outstanding balance owed, which is \$6,657.37 plus attorney fees.

**Locker Package System** – the Hub Amazon lockers were installed a few weeks ago and close to half of residents have signed up for them. Carrier codes were sent from Amazon to all delivery carriers, however the delivery drivers are saying they didn't receive them. Amazon recommended we give the carrier codes to the drivers. The front desk supervisor, Wafeya, has been giving the carrier codes to the delivery drivers as she sees them. UPS and FedEx are now delivering the packages into the lockers.

**Responded to a complaint about a dog barking on the 6<sup>th</sup> floor** – I spoke with the owner and sent her a letter. The dog is a certified service animal with the appropriate paperwork filed in the office.

**Switched Trash Removal Companies** – switched from Waste Management to Republic Services on 8/2/23. We will be saving roughly \$1,400.00 a month for switching to Republic. They provide the same service as Waste Management. We had to work out a few issues with Republic once they started service at VFTS, including them damaging our trash bins. Republic repaired our trash bins free of charge and all other issues have been resolved. Their service is running rather smoothly.

**Converted phone service from Verizon to Comcast** – phone service from Verizon was terminated on July 8, 2023. I am trying to get a credit from Comcast because they missed two service calls to our building when our phones were down during the porting of our numbers from Verizon to Comcast. I'm also trying to get another credit from them because Applied Telecommunications was out twice assisting Comcast with porting the numbers over from Verizon. Comcast missed their first visit, and left Applied Telecommunications here for two hours waiting for them. After waiting for Comcast to arrive, Applied Telecommunications helped out the situation by tying in the four phone lines to the new modem. They also tagged the alarm lines to make it easier for Comcast to complete porting our phones lines. ESS came out to connect the fire panel to the new modem.

**PECO** – They are in the process of doing an energy assessment on the building. We are also working with an energy efficiency specialist recommended by PECO who can install LED lights with dimmers in the interior garage hallways. We are awaiting their proposal.

**New Energy Contract** – signed in tandem with the 2000 building on July 27, 2023. The name of the new energy supplier is WGL Energy Services. The new contract will commence in December 2023 with a rate at \$0.06712/kWh. The contract is for 36 months ending in December 2026.

**New Computers – IT** – Pathfinders IT installed the new laptop computers in the management office.

**Two issues in one unit**– We learned of a dog the owner claims is an ESA animal, but there is no documentation on file. We are awaiting the reasonable accommodation and service animal documentation from the resident.

Acting on a neighbor complaint, we discovered that three adults and three children are living in a one bedroom unit. As per the guidance from Clemons Richter & Reiss, I contacted Upper Merion Township code enforcement to inspect their dwelling and measure the appropriate rooms. Per Property Maintenance Code, which was adopted by Upper Merion Township, every room for sleeping purposes shall contain at least 70 SF of floor area for the first person, and an additional 50 SF per person for each additional person.

MEETING ACTIONS

DATE 8/24/2023

Motion : Approve minutes as sent out.

Maker	Wayne	Seconder	Joe
Votes	Aye- all	No-	

---

Motion : Approve the Treasurer’ s report as printed.

Maker	Kathy	Seconder	Nimesh
Votes	Aye- all	No-	

---