

VFTS Condominium Council Meeting Minutes
Thursday, September 28, 2023
5:30pm Clubhouse Meeting Room

1. Call to order – Mike Samuels, Kathy Neary, Joe Joyce, Nimesh Shah, Kelly Cabell, Manager
2. Welcome Observers
3. Review the minutes as presented
4. Reports
 - a. President, Mike Samuels – see attached
 - b. Treasurer, Wayne Golden – see attached
 - Financial audits for 2022 are completed. Copies are available in the office and will be posted on the web site.
 - c. Manager, Kelly Cabell – see attached
 - d. Communications – Kathy Neary
 - The October newsletter will be out on time
 - We got a first draft of the web site. Helen King and I reviewed it and Helen will submit recommended changes. I think we will be happy with the end product. Helen is full of knowledge and ideas and 99% of the credit for the final project goes to her.
 - e. Nimesh
 - RWDI has completed their evaluation of solutions for water leaks.
 - The project to repair the source of the water entry, repair damage and replace balcony railings will be very costly. The “emergency” stage has passed and work will be done in stages to spread out the costs.
 - f. Community Association Board – Nancy Cressman
 - The fountain is being worked on – the first phase (drawings) is almost complete. It is anticipated the fountain will be up and running early Spring 2024. Until

then CA staff will continue to periodically clean the fountain basin to maintain a “clean” look.

- Steam room generators are being replaced in both the locker rooms.
- Galman leadership has changed and they are interested in updating the look of the Clubhouse so that it presents a more pleasant appearance
- Rick has been doing a great job -- lots of projects being handled, fixed, updated, repaired.

5. Old Business

6. New Business – see attached

7. Discussion Items

- a. Carts – *New carts are missing. We need two more carts but will buy the shopping cart style, which are less attractive to thieves.*
- b. Holiday Party – *We will stick to last year’s budget. Resident volunteers will organize it with clerical support from the office.*
- c. Staff Holiday Collection – *Will be handled by Kelly and a resident volunteer*
- d. Set a special meeting to discuss property management companies
- e. Policy for levying fines for violations of regulations or bylaws – *notice of the violation and fine must be speedier. We struggle with of one resident who is demanding plus physically and verbally disruptive.*
- f. Sign in policy – *Everyone who enters the building to go upstairs must sign in, whether it be a guest buzzed in by a resident or a delivery service. We hope to introduce an electronic sign in system, but for now, signs will be posted and guards reminded of the policy.*

8. Comments/questions from audience

- Kudos to Kelly and staff
- Fountain water conservation and costs
- Electronic voting systems and electronic sign in programs

- HOA fees unlikely to go down or ever have a 0% increase
- New guard station installation is being scheduled
- Document rewrite



August 2023 Year to Date Treasurer's Report for Valley Forge Towers South

Executive Summary:

There is an operational deficit of (\$65,347) year to date August 31, 2023. This is mainly due to electric coming in over budget. Utilities alone have a deficit of (\$69,246). So, if you back out utilities there would be a surplus \$3,899 year-to-date.

July Revenues were \$245,654 on a plan budget of \$246,457

- Operating revenue after reserves were \$202,800 on a plan budget of \$203,603
- Total Expenses were \$226,418 on a plan budget of \$228,608
 - Total Operating expenses = \$174,882 on a plan budget \$173,131
 - Total Administrative expenses = \$36,074 on a plan budget of \$37,483
 - Total Insurance and Taxes = \$15,462 on a plan budget of \$17,991

Reserves

- Appropriated Reserve Funding was \$42,854 - Year to date = \$342,833
- WSFS bank account were in balance = \$52,474.67
 - Charles Schwab account opened with a deposit of \$1,457,395.50
 - \$956,926.27 Brokerage/Cash
 - \$645.93 Mutual Funds

- o \$499,823.30 Fixed Income (90 days CDs)
- First Trust account in balance (Galman)

VFTS Council Meeting

President's Report

September 2023

- Galman management has changed. We are still negotiating with Galman to correct the electricity contract error. We will recoup our losses one way or the other.
- We continue to make building our reserves a priority as some major repairs are needed soon.
- Before renovations in 115 and 116 can proceed, we must repair the condensate line to avoid future leaks. We have one estimate for the scope and cost of the project and we will seek a second.
- Electric cars are the future. After the transformer switch replacement is completed, we will research the possibility of charging stations.

One final item to report-

On September 8, 2023 Council and Kelly Cabell (manager) met for four hours as a “retreat” to discuss planning for big picture items. This was not a business meeting, but an opportunity to discuss ideas from pipe dreams to practical.

I want to thank Nimesh Shah for graciously hosting us in his home.

Any actions taken based on these discussions will go through the regular Council process.

The agenda included, but was not limited to:

Management and Staffing

- Office
 - o Management company alternatives;
 - o Electronic log ins for contractors, realtors, guests, etc... to replace the current paper system;

- o Investigate electronic unit tracking system for repairs, work orders, etc...; and
- Security
- Maintenance
 - o Create a menu of unit services with standardized labor pricing

Physical Structure/Infrastructure

- Exterior
 - o We will look to establish a committee along with the 2000 building to discuss the issues and potential. In the interim we will engage an architect to provide insights into alternatives (material, color, texture and lighting).
- Interior
 - o Lobby
 - No changes for the present other than the guard station, which is currently being fabricated
 - o Hallways
 - For now, no changes are planned, though must begin budgeting for future redecoration
 - o 115/116
 - Repair the drainage issues for this space;
 - We will engage an architect to set out some general space plans for a mixture of building social space and maintenance workspace; and
 - Have preliminary designs for the first-floor bathrooms. Will complete in conjunction with plans for 115/116. Ensure electronic access via key fobs.
- Electrical
 - o Begin planning to replace the electrical panel on each floor. Get quotes. Do multiple floors each year, retaining the old breakers as spares/replacements for the older panels as necessary. Current estimated cost is \$20,000 per panel. Electrical downtime estimated at 16 hours for the floor that is having the panel replaced. Yes, this is necessary as the breakers are no longer manufactured and are only available, refurbished on the secondary market;
 - o During October, when the building switch is replaced, test for electric vehicle charging capacity;
 - o Contact Econsult Solutions to determine if there are federal government infrastructure funds availability to construct charging infrastructure; and
 - o New electric meters for the first floor that will electronically communicate electricity usage per commercial space
- Lighting

- o Along with floor hallway redecoration
- HVAC
 - o Nimesh to contact Haller for solution to the issue of motor burnout due to insufficient air flow; and
 - o Heat pumps possible?
- Condensate Lines
 - o Redirect the condensate to the sewer drain lines; and
 - o Preventative maintenance to ensure the lines are clear

Legal Structure (Condo Documents)

- ESA and service animal issues; and
- Rewrite condo documents – defer to next year. In the interim, follow the 2000 Building progress.

Council Meeting – Sept. 28, 2023

Manager's Report

Filing on Unit #514 – Per their payment agreement, they paid their August payment in full, and paid their September payment. They paid \$393.63 short for Sept. Our attorney, Clemons Richter & Reiss reached out to her in Mexico and reminded her to pay the remaining amount owed for Sept. To date, the total remaining balance owed is \$1,544.97 (including attorney fees).

Responded to complaints about a strong moth ball odor on the 14th floor – I sent out letters to all residents on the 14th floor. A resident came down after the notices were delivered and spoke with me. He said he didn't realize moth balls were toxic. He was very compliant and said he will remove the moth balls by the next day.

Cleaner/Porter Interviews – We've had five interviews scheduled between last week and this week. There are two strong candidates out of that pool, and we have decided to hire Mr. Chris Young. Mr. Young has experience in construction and maintenance and will be a nice addition to VFTS.

Switch Repair – Qualus and Swartley Brothers will be doing the 15.5 kV switch replacement on the transformer on Oct 19, 2023. The power will be shut down on both the 1000 and 2000 buildings for approximately eight hours.

Commercial Meters – we are waiting on a quote from First Electric to install new electric meters in the commercial suites. We are also waiting on another quote from them to install new electric breakers on each floor.

Responded to a complaint of a dog running up and down the hallways on the 15th floor – I sent a letter to the owners of the dog. They were very compliant and said they would no longer have their dog run up and down the hallways.

Fire Alarm Testing – E.S.S. will be conducting our annual fire alarm inspection Oct. 11th, 12th, and 13th.

Package Room – Once we are fully staffed with maintenance and a cleaner/porter, I would like to get the package room and shelving painted and organized and have labels made for the shelving.

Storm drain/condensate line - we are working with Upper Merion Township as to how to repair this issue the best way possible. Upper Merion Township thinks we can try to run the five remaining condensate lines out to the building. Someone from their municipal department is going to come out to look at the condensate lines.

Resident Fall Appreciation – we will be having bagels and coffee for residents sometime during the first half of October. Once we have a date secured, we will notify all residents of the date.

Responded to a complaint about a resident leaving her boxes and packing material in the package room – I spoke with the resident, and she said she will trash the boxes and packing material.

MEETING ACTIONS

DATE 9/28/23

Motion : Approve the minutes as presented

Maker	Kathy	Secunder	Joe
Votes	Aye- all	No-	

Motion : Approve the Treasurer’s report as presented

