

VFTS Condominium Council Minutes
Monday, October 30, 2023
7:00 pm Via Zoom

1. Call to order – Mike Samuels, Wayne Golden, Kathy Neary, Nimesh Shah,
Joe Joyce
2. Approve the minutes as presented
3. Reports
 - a. President – see attached
 - b. Treasurer – see attached
 - i. We continue to invest in short term CDs at 4.9 to 5.3%
 - c. Manager – see attached
 - d. Communications – sent newsletter out for review. Mike and I
discussed an editorial on the budget process, which I will do as a
separate piece
 - e. Community Association – see attached
4. Old Business – carts are being ordered
5. New Business – see attached
6. Discussion Items
 - a. We need to set up meetings to discuss the budget
 - b. Negotiations with Galman and property management issues
7. Adjourn - 9:10 pm

President's Report – 10.30.23

Met with Kelly and Kathy to discuss priorities

Long Term

- Balcony/Cantilever Repairs
- Electric Breakers
- Façade/Exterior
- Garage Overhangs
- Upgraded electric – Individual Metering for EVs
- 115/116 Renovation/First Floor Bathrooms

Short Term

- Condensate/Storm Drain Pipe – 115/116 first, 4 additional
- New Commercial Meters
- Smart Technology
 - Owner communication
 - Electronic voting
 - Electronic sign in
 - Unit maintenance data base
 - New access system including cell phone access
 - Electronic unit access
- Digital Phone System
- Replace sliding doors at A&B Entrances
- Cloud services
- Guard Station installation



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

Executive Summary:

There is an operational deficit of (\$91,547) year to date September 30, 2023. This is mainly due to electric coming in over budget. Utilities alone have a deficit of (\$79,986). So, if you back out utilities there would be a deficit of (\$11,561) year-to-date.

September's Revenues were \$249,752 on a plan budget of \$246,791

- Operating revenue after reserves were \$206,898 on a plan budget of \$203,936
- Total Expenses were \$233,098 on a plan budget of \$191,933
 - Total Operating expenses = \$186,185 on a plan budget \$158,671
 - Total Administrative expenses = \$32,583 on a plan budget of \$17,191
 - Total Insurance and Taxes = \$14,351 on a plan budget of \$16,070

Reserves

- Appropriated Reserve Funding was \$42,854 - Year to date = \$385,688
- WSFS bank account were in balance = \$51,998.50
 - Charles Schwab account opened with a deposit of \$1,502,004.04
 - \$1,101,497.01 Brokeage/Cash
 - \$631,83 Mutual Funds
 - \$399,875.20 Fixed Income (90 days CDs)
- First Trust account in balance (Galman)

Community Association Report

Some information from the Valley Forge Towers Community Association (CA)

1. Architectural drawings for the vault lid were recently presented to the CA for review and approval. This took a bit longer than planned because no drawings for the fountain could be found anywhere, so they needed to start from scratch.

The architect is now seeking qualified contractors who will tour the area and bid on the lid replacement piece of the project. It is still projected to have the fountain running in the spring. This is possible if all goes well inside the vault -- which can be accessed once the lid has been safely redone to meet OSHA and Township requirements. Until then, please continue to avoid that area of the fountain sidewalk that has been caution taped.

2. The ladies steam room is up and running again. The men's room steam generator was also replaced before the old one gave up the ghost and died.

3. New TV's have been installed (large screen in lobby and 2 in the gym). Staff is looking into holding virtual / online exercise classes in the clubroom next year.

4. The spa has been fixed ... again. Please be careful when turning on the spa -- don't crank it too far or try to turn it back. These are delicate switches.

5. Rick is researching options regarding the fogged windows which are caused by the indoor pool temp being turned up at resident requests. A standard optimal temp needs to be defined. Unfortunately, as suggested, dumping a lot of ice into the pool is not the solution.

6. During the recent 1000 power outage, the CA was able to have half of the grounds inside the substation cleared of debris and weeds. The other half will be done when the 2000 takes down their generator for repair. Weed control in that area is vital and has been overlooked for years.

7. The tree stumps around the perimeter of the substation fence had to be manually removed because there wasn't enough clearance between the fence and the stumps to get in equipment to drill out the stumps.

8. Repair or replace the substation fence is being researched. FYI, multiple quotes are needed for each project to ensure VFT is getting the most qualified provider for a reasonable rate -- i.e. this is for the benefit of all residents. We also run into the problem of VFT is too big, too small or contractors have no interest in the project. All this takes research and time.

9. Rick recently added an automatic timer for the tennis court lights. A reminder that the tennis courts are open until clubhouse closing (9:00 pm). However, evening players haven't always remembered to let staff know when they leave the court and the lights were inadvertently left on past closing. This was an inconvenience for some residents and an unnecessary expenditure that this timer should alleviate.

10. No, you won't be seeing double. We plan to have another CA newsletter ready early November so some of this information may be a repeat in the newsletter so that all residents are provided the same information.

Just like our building management team, the CA team feels correct information is vital for everyone's knowledge of what is happening around Valley Forge Towers property. (Thus avoiding the need for whispering down the lane.)

11. A reminder -- as the winter weather heads our way to please use the cleared sidewalks and roadways.

12. Friday (10/27) there is an adult Halloween 'gala'... costume optional. Come for some snacks, socializing and taking pictures in the photo booth.

13. Saturday (10/28) there is a Halloween event for the children ... with a magician conjuring up tricks or maybe even treats.

14. The CA has new office hours -- 9:00 am to 5:00 pm to better meet the needs of residents.

15. Our former assistant manager, Brittany Burt, accepted another position that is closer to home working more in a financial position. We wish Britt all the best.

16. Alex McCorkell is now full-time and has assumed the combined responsibilities of assistant manager and activities. Go easy on her as she continues to learn our procedures.

17. Updates for activities and happenings at the CA can be found posted on the rear bulletin board located in the mail room. Check it out ... be in the know.

Thanks.

Nancy

Nancy Cressman, CA President
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Manager's report for October 26

Filing on Unit #514 – Per their payment agreement, they paid their August payment in full. Their September payment was \$393.63 short. A check for Sept. was also returned for NSF, which brought their balance to \$3,357.34 (including a late fee of \$75.00 and NSF charge of \$35.00). No payment has been received for October. Our attorney, Clemons Richter & Reiss, sent them a formal follow up demand on October 23, 2023, via regular mail and e-mail.

Switch Repair – Qualus and Swartley Brothers were out on Oct.19, 2023 to do the switch replacement on the transformer. The part they had to replace the switch didn't fit correctly. Because the switch is so old, it's hard to find the exact match. Swartley is going back to the manufacturer to see if they can produce the exact replacement. If they can't produce the exact replacement, it will need to be custom fabricated. If it does need to be custom fabricated, it will not increase our price. Swartley is making it a high priority to get the replacement we need.

Maintenance Position – We've hired a new maintenance technician. His name is Mark Banks, and he has great experience in maintenance, especially plumbing issues and drywall repair and painting. He had glowing reviews from his previous supervisors, and he will be a welcomed addition to the staff and VFTS. Once his onboarding is complete, he will be approved to start working ASAP.

Balcony Repairs – We need to get a plan in motion to start the repairs on the balconies, especially on the 14th and 15th floors. Galman can offer a project manager to spearhead this project, at a fee. This needs to take top priority as the repairs have been neglected and the longer they are not repaired, the harder it will be to repair them. We should also be allotting on average \$100,000 per year in our budget so that a certain percentage of the balconies (below the 14th and 15th floors) are repaired each and every year as part of regular maintenance. Galman works with an approved contractor, ArmaCo Construction, that does balcony repairs. They were out this past week looking at some of our balconies and recommend as well that the balcony repairs take top priority as they have been neglected over the years. They are also asking for a copy of the report from The Harmon Group to review. ArmaCo does all of the balcony maintenance/repairs in the VFTN building, and they are very familiar with the issues we have on the balconies as the North building has had similar issues.

There are about 15% of balconies in the building that still have synthetic green grass. Maintenance is getting an updated list of the balconies that still have the green grass. This green grass is very detrimental to the structural integrity of the balconies. Those residents with the green grass will be receiving notices that it needs to be removed otherwise they will be in violation. The management office is willing to work with residents who may have a financial hardship removing the green grass. Maintenance as well can remove the green grass, at a charge of \$50.00/hour.

Responded to complaints about a loud party on the 12th floor – On Oct. 13th into the early morning hours of Oct. 14th, the management office received complaints of a loud party. After talking with a few residents on the 12th floor, we found out where the party was being held. I was in communication with the owner of the unit where the party was being held. The owner was cooperative with me and explained that she talked with her tenant, as her tenant was the one having the party, about this issue. She explained to her tenant that this behavior is not tolerable. The owner and the tenant received a violation letter stating that any future violations will result in a fine.

Fire Alarm Testing – E.S.S. conducted our annual fire alarm inspection on Oct. 11th, 12th, and 13th . The inspection passed.

Scent Quotes for Lobby – We are in the process of receiving quotes for scenting the lobby. Studies have been done that scent creates a pleasant and inviting atmosphere to generate positive emotional response. It communicates value and creates memorable experiences. Once all three quotes are received, they will be presented to the council.

Storm drain/condensate line - we are getting quotes on these repairs and working with Upper Merion Township as to how to repair this issue the best way possible. Suites 115 and 116 are on the top priority list for this repair.

Responded to complaints of a dog barking on the 6th floor – I reached out to the resident in question, and she denied that her dog was barking for a prolonged amount of time. I explained to her to please be kind and mindful of her neighbors and that any future complaints will result in a fine from the council. She has received a letter stating the rules and regulations of the building regarding noise. Her dog is approved to live in the building as it’s a documented emotional support dog. The owner seemed cooperative and said it was okay to give her phone number to the person who was making the complaint if a future instance like this happens. All parties involved are willing to work with each other on this ongoing

MEETING ACTIONS DATE 10/30/23

Motion : Approve minutes as printed

Maker Joe	Seconder Kathy
Votes Aye- all	No-

Motion : Accept the Treasurer’s report as presented

Maker Nimesh	Seconder Joe
Votes Aye- all	No-

Motion : Install electronic meters for all commercial units

Maker Joe	Seconder Kathy
Votes Aye- all	No-

Motion : Bill commercial unit owners for 50% of installation fee of electric meters (about \$375)

Maker Nimesh

Secunder Wayne

Votes Aye- Mike, Wayne, Nimesh, Joe

No- Kathy

Motion: Change maintenance fees to \$25 for assessment and \$75 an hour for work.

Maker Mike

Secunder Wayne

Votes Aye- all

No-

Motion : Offer Cathy Dahl a full time position under Galman policy at salary and benefits discussed

Maker Mike

Secunder Wayne

Votes Aye all

No