

## VFTS Council Meeting Minutes

January 25, 2024 via Zoom 5:30pm

1. Call to Order – Mike Samuels, Wayne Golden, Joe Joyce, Nimesh Shah, Kathy Neary, Kelly Cabell, Manager
2. Approve Minutes for December
3. Approve Treasurer’s reports – see attached
4. Reports
  - a. Community Association
    - i. Nancy Cressman, rep from VFTS resigned as president but remains as our rep. The full time office employee quit, looking for a replacement. The sewer line that serves 2000 and 3000 had a leak which caused the involvement of DEP and a \$400,000 hazardous waste clean up. Thanks to Rick and an Environmental Attorney, we may have avoided a fine by DEP.
  - b. Manager - see attached
  - c. President
    - i. The new guard desk was not constructed to the plans and specifications provided by the architect, nor the shop drawings that were approved by VFTS and the architect. The architect is leading our team in trying to resolve the issues with the contractor.
  - d. Nimesh – Cantilever Update – see attached
  - e. Communications
    - \* The February newsletter is in the works and will be delivered electronically, except for those residents for whom I do not have email. Those will be hand delivered into the cubbies.
    - \* Thanks to our neighbor Helen King, the web site construction is moving along, I hope to present it at the April or May meeting and then the Owners’ meeting in June.
    - \* I am in the process of updating the Owners’ Manual. I will ask that each council member proofread it to see if there is any policy update that I missed.
    - \* By the way, we approved the purchase of two new shopping carts. Kelly found some very sturdy ones, but I thought they were too expensive and the shape was not combatable with the ones we have and wouldn’t fit in the closet. Still

looking. We run out of carts when there is a shopping rush, such as near a snow storm or when people take the carts up to the units at night and don't return them so morning shoppers are inconvenienced.

\*Phyllis Schmidt has agreed to help keep the power point in the lobby updated. Phyllis, the office staff and I should be trained on how to post, but Phyllis reports that we may need a new laptop.

5. Old Business - none

6. New Business – see attached

7. Discussion items

- a. Cosmetic Repairs – We have been aware of cosmetic repairs are needed. We have not been fully staffed for more than a few months at a time since before the pandemic. A motion to address this was made.
- b. Appointments for building repairs- we need to impress upon residents that when repairs involve water or electric shut downs for other residents, appointments can be changed only in emergencies.
- c. Cameras in the trash rooms- from Kelly's report, trash room rules are being ignored, to the detriment of other residents and increased staff time. We will continue to research and tabled the issue until next month.
- d. The IT service we hired is working out well.
- e. The electronic sign in system to replace Notifi is on hold, as we are still getting estimates.
- f. Preparation for the storm drain condensate bypass for 115/116 went well and we are getting quotes.
- g. Invite Mike Gressen and Mayur Shah to the meeting with the Mall Association President, Mr. Koch
- h. Garage roof leaks have become an issue. Kelly will call US Roofing to look at.

8. Adjourn 7:40

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VFTS Council Meeting Minutes 12.7.23 and 12.31.23 and electronic

**Meeting 12/07/23, Joe Joyce, Kathy Neary, Wayne Golden**

- 1. Discuss Budget
- 2. Move to approve 2024 VFTS Budget with a 4.25% increase  
Move Kathy Second Joe

Aye – all

3. Move to approve holiday gift for manager  
Move Wayne                      Second Kathy  
Aye – all

**Electronic vote 12/27/23**

1. Move to approve the minutes of the November 2023 Council meeting minutes as presented.  
Move Kathy                      Second Joe  
Aye – all

**Emergency Council Meeting 12/31/23 – Mike Samuels, Wayne Golden, Joe Joyce, Kathy Neary, Mike Gressen, Nancy Cressman**

1. The VFTS Council has taken the position that VFTS is not responsible for the expenses related to the sewer leak and clean up.
2. Actions-
  - a. Mike Samuels, VFTS President and Mike Gressen Esq will contact law firms for an opinion in addition to Stefan Richter's.
  - b. Kathy Neary will inform Kelly that sewer line clean up must be scheduled every three to six months using TLC Drain and Sewer.
  - c. Nancy Cressman, CA President, will streamline communications on this issue.
  - d. Mike Gressen, Esq will review documents and past practice and prepare the arguments and evidence that supports the VFTS Council position.

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

Summary

There is an operational deficit of **(\$89,705)** year to date November 30, 2023. This is mainly due to electric coming in over budget. Utilities alone have a deficit of **(\$76,846)**. So, if you back out utilities there would be a deficit of **(\$12,859)** year-to-date.

.November's Revenues were **\$249,974** on a plan budget of **\$246,791**

- Operating revenue after reserves were **\$207,119** on a plan budget of **\$203,936**
- Total Expenses were **\$215,195** on a plan budget of **\$197,887**
  - Total Operating expenses = **\$179,020** on a plan budget \$164,543
  - Total Administrative expenses = **\$21,468** on a plan budget of \$17,275
  - Total Insurance and Taxes = **\$14,708** on a plan budget of **\$16,070**

#### Reserves

- Appropriated Reserve Funding was **\$42,854**
- WSFS bank account were in balance = **\$34,855.28**
  - Charles Schwab account **\$1,593,713.89**
  - **\$1,092,978.53** Brokeage/Cash
  - **\$675.26** Mutual Funds
  - **\$500,060.10** Fixed Income (90 days CDs)
- First Trust account in balance (Galman)



## Final 2023 Year Ending Treasurer's Report for Valley Forge Towers South

### Summary

There is an operational deficit of **(\$126,691)** year to date December 31, 2023. This is mainly due to electric coming in over budget. Utilities alone have a deficit of **(\$104,379)**. So, if you back out utilities we missed budget **(\$22,312)** year-to-date.

**2023 Revenues** were **\$2,978,927** on a plan budget of **\$2,961,486**

- **Operating revenue** after reserves were **\$2,464,377** on a plan budget of **\$2,447,236**

- **Total Expenses** were **\$2,591,088** on a plan budget of **\$2,447,237**
  - Total Operating expenses = **\$2,150,484** on a plan budget \$1,997,788
  - Total Administrative expenses = **\$259,702** on a plan budget of \$247,211
  - Total Insurance and Taxes = **\$180,882** on a plan budget of **\$202,238**

**Reserves**

- 2023 Appropriated Reserve Funding was **\$514,250**
- WSFS bank account were in balance = **\$31,751.80**
- Charles Schwab account **\$1,594,301.16**

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**Council Meeting – Jan. 25, 2024**

**Manager’s Report**

**Filing on Unit #514** – They paid their entire balance in full on Oct. 26<sup>th</sup>, however that was the last payment we received from them. Their current balance is now \$3,125.80. We had Clemons Richter & Reiss start a Common Pleas Complaint with them again. 514 should be receiving the complaint via FedEx in Mexico within the next week and the sheriff will deliver to her VFTS address.

**Green grass on balconies** – the balconies we had scheduled to remove the artificial grass had to be rescheduled due to the weather. We will get them rescheduled over the next few weeks.

**Balcony Repairs/Brick Pointing** – On January 9, 2024, there were leaks from the heavy rainstorm around the windows in the 05 and 10 lines, and repairs are needed on the balconies in 709 and 809. Armaco Construction was out in October to assess these areas. We’re still waiting on the quote for the repairs, however Armaco is aware that we would like these to be scheduled in the Spring when the weather gets warmer.

**Moth Ball Smell on 14<sup>th</sup> Floor** – a resident was still complaining of a moth ball smell in the 14<sup>th</sup> floor storage room. I found out it was remnants from an area rug that was being stored in the storage room. We had the storage closet aired out.

**Notice for people leaving trash on the floor & sink in the 12<sup>th</sup> Floor Trash room** – we had complaints from one of the residents on the 12<sup>th</sup> floor about this. We’ve had continuing issues

with residents leaving trash on the ground in the trash rooms throughout the building and people throwing miscellaneous items down the trash chute. **I recommend we seriously rethink having cameras in the trash rooms.**

**Switch Repair** – took place on December 12<sup>th</sup>. Everything went well with the replacement, and it was installed within a few hours.

**Cleaner Interviews** – we have three scheduled for next week.

**Mall Association** – A meeting with Lee Koch of the Mall Association was scheduled for January 16<sup>th</sup>, however it was canceled due to bad weather. The meeting has been rescheduled for January 31, 2024. Ed Connors from the 2000 Building and Sue Basile, a commercial suite owner, will be in attendance as well.

**Notice for residents watering plants/dumping water in 07 line** – a resident in the 07 line had complaints of a condo owner(s) above him pouring water/watering plants in below freezing temperatures. The water was freezing on his balcony. Residents were advised that water should not be dripping or falling from their balcony. They were also advised to use drip trays underneath their plants and/or flowers so the excess water would not overflow to the balconies below them.

**First Electric – Breaker Quote** – we received the quote to replace the breakers for two floors. Once the PO is approved, First Electric can get started on the work.

**Hot water heater replacements** – all replacements that were backdated from 2020 – 2023 (42 total) are now complete except for six penthouse units. They will be replaced within the next few weeks. We're working on the 2024 list of replacements. We have twelve hot water heaters on hand and we are estimating about twelve need to be replaced.

**Package room painted** – we had the walls painted light gray and the shelving navy blue to match the lockers. We are waiting on the signage for the shelves.

**Commercial Electric Meters** – Imacutec has the executed agreement and will be ordering the meters for us. The lead time on the equipment is 3 – 4 weeks. First Electric is aware of this, and we will coordinate accordingly once the meters arrive.

**Noise Complaints for 1303 and 501** – I received noise complaints for each of these units. Phone calls were placed, and letters sent to each unit explaining the rules and regulations of the building and that fines will be imposed if future complaints are received. 1303 had very minimal area rugs in their unit and they were told per the rules and regulations of the building that 90% of their flooring needed area rugs. They explained they had rugs on order that should be arriving within a week or so. I told them to inform me when the rugs would be placed in their unit. I'm also receiving more noise complaints than normal. Some of the complaints are coming from residents below renovated units that have hardwood floors or LVT with very minimal area rugs. I'm going to send out a notice regarding this as a lot of the residents aren't aware that 90% of the flooring needs to be covered with area rugs.

**Leak from 213 into Suite 114** – the leak was from a VFTS pipe. VFTS maintenance replaced the portion of the pipe that was broken and placed fireproofing foam in the openings around the pipes in both bathrooms of 213. Ceiling tiles for 114 are on order for the ceiling, which should be arriving at the end of this week.

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### Cantilever Update – Nimesh Shah

#### Status

Harman, our structural engineer, had created a set of construction documents for the project. Upon discussion, it was decided to bring in a waterproofing consultant to ensure that we are solving the problem for the long term.

RWDI was hired to provide recommendations and drawings to Harman for modifications to the construction docs. These drawings are now completed.

#### Next Steps

The RWDI drawings will be provided and reviewed with Harman over the next 2 weeks. Post review, Harman will modify the construction drawings.

Then, Harman will get bids from 3 general contractors for the work to be performed.

#### Open Issue

Balcony railings - Harman needs to know what is being selected for replacing the railings on 14 & 15.

The current path is to provide 2 options to the residents: like kind and plexiglass. The residents would be responsible for the additional cost between like kind and plexiglass.

#### Timing

We expect the final construction docs to be ready by Mar 15 and it will take ~6-8 weeks to get final bids for the work.

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MEETING ACTIONS

DATE \_\_\_\_\_ 1/25/24 \_\_\_\_\_

Motion : Approve December minutes

Maker Kathy

Secunder Joe

Votes Aye- all

No-

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Motion : Accept Treasurer's Reports

Maker Wayne

Secunder Kathy

Votes Aye- all

No-

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Motion : Authorize the immediate past president and the immediate past treasurer to remain on VFTS Council, as non-voting members, for one year after their term ends.

Maker Kathy

Secunder Mike

Votes Aye- all

No-

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Motion : To hire outside vendors to make cosmetic repairs to VFTS. Use the funds equal to the amount that would be paid for the housekeeper/porter position, until the position is filled.

Maker Kathy

Secunder Mike

Votes Aye- Kathy, Mike, Joe, Wayne

No-

Absent - Nimesh