

# *APPROVED 12/15/23*

VFTS Council Meeting minutes

November 30, 2023 5:30Clubhouse

1. Call to Order – Wayne Golden, Joe Joyce, Kathy Neary, Kelly Cabell, Manager
2. Approve Minutes as presented
3. Reports
  - a. Community Association – no report since most recent newsletter
  - b. Manager - see attached
  - c. President – no report
  - d. Treasurer – see attached
  - e. Communications
    - i. Newsletter will be out
    - ii. Am also preparing the letter to go to owners with new HOA fees
    - iii. Prepared a calendar for 2024
  - f. Other
4. Old Business
  - a. We need to set dates to finalize the budget as it needs to be to Galman by December 4 so they can get the coupons done.
  - b. Kelly pointed out that we did not include a “date effective” in our motion to increase the maintenance service fee. She also pointed out that the \$25 “show up” is difficult to administer.
5. New Business – see attached
6. Discussion Items – This is just an FYI. Below see a copy of the emails from Rick about the sewer issue. How it will effect our budget is yet to be determined. Mike Samuels is already on top of this and asked Bill to see if our pipes connect to that sewer line.

**#1 From Rick,**

Heads up.

Our sewer system backed up and flooded out at the emergency road and across the walking path. The township was able to clear the line. the EPA had to be involved and a clean up company is needed.

Last time they used Frank's for the clean up.

The township told me that this happened 2 or 3 years ago and that section of line was recommended to be replaced back then.

I kinda think this was another item ignored.

#2 From Rick:

Got off the phone with the sewer authority.

They are writing up a report.

It was definitely on our property.

They are sending us a report on Monday.

DEP will definitely be involved as will a clean up.

The clog was made up of primarily personal wipes and paper towels.

If we ever figure out what ties into what or whose lines are what we can assign cost appropriately.

That line needs to be replaced.

Mike Gressen, CA rep from the 1000 building happened to be passing by and we asked him clarify the issue. He explained that at this time, it does not look as if the 1000 building is effected. But this is a good time to service the pipe that transports 1000 building waste so we do not find ourselves with a broken pipe and huge expenses.

7. Audience questions

- Clarified maintenance services available
- Discussed Cantilever leak and plans for repair and budget impact

8. Adjourn – 6:15

**Next scheduled meeting – December 21**

## **NOVEMBER 30 MEETING DOCUMENTS**



## October 2023 Treasurer's Report for Valley Forge Towers South

### Executive Summary:

There is an operational deficit of **(\$81,630)** year to date October 31, 2023. This is mainly due to electric coming in over budget. Utilities alone have a deficit of **(\$77,159)**. So, if you back out utilities there would be a deficit of **(\$4,471)** year-to-date.

- Other line items over budget year to date October are: \*controllable items
  - Security - **\$18,028\***
  - Admin Salaries - **\$11,015\***
  - General - **\$10,900\***
  - Heating/Air - **\$7,148**
  - Supplies - **\$9,471\***
  - Trash Removal - **\$9,973\***
  - Computers - **\$13,715**
  - Employee Benefits – **\$9,737**
  - Total = **\$89,987**

October's Revenues were **\$246,641** on a plan budget of **\$246,791**

- Operating revenue after reserves were **\$203,797** on a plan budget of **\$203,936**
- Total Expenses were **\$193,870** on a plan budget of **\$196,183**
  - Total Operating expenses = **\$157,506** on a plan budget **\$162,921**
  - Total Administrative expenses = **\$22,069** on a plan budget of **\$17,191**
  - Total Insurance and Taxes = **\$14,294** on a plan budget of **\$16,070**

### Reserves

- Appropriated Reserve Funding was **\$42,854** - Year to date = **\$428,542**
- WSFS bank account were in balance = **\$92,583.11**
  - Charles Schwab account opened with a deposit of **\$1,503,508.71**
  - **\$703,177.50** Brokeage/Cash
  - **\$651.11** Mutual Funds
  - **\$799,479.30** Fixed Income (90/180 days CDs) (**\$800,000** invested)
- First Trust account in balance (Galman)

## Council Meeting – Nov. 30, 2023

### Manager's Report

**Filing on Unit #514** – Per their payment agreement, they paid their entire balance in full on Oct. 26th . Their current balance is \$1,081.80, which is November's condo fee plus a late fee. An email reminder was sent to them for payment.

**Switch Repair** – will take place on December 12th from 8:00am to 1:00pm. Qualus and Swartley Brothers had the part for the switch replacement custom fabricated. The electric shut down will take place on December 12th from 8:00am to 1:00pm. Notices were delivered to all the residents and commercial suites. Reminders will be posted/sent out closer to the shutdown.

**Sell Garage #31 ?** We can store the items in the garage in suite 116. Garage #34 sold for \$40,000 in April 2023, and Garage #38 sold for \$39,000 in August 2023, Garage #14 sold for \$40,000 in Feb. 2023, Garage #66 sold for \$36,000 in Jan. 2023, and Garage #62 sold for \$39,000 in Feb. 2023. If we list it at \$39,000, more than likely it will get sold as the garages are in hot demand.

**Increase Move - In Fee to \$250.00 ?** – The current move - in fee is \$200.00

**Notices sent out to residents with green grass on balconies** – there are 13 units that still have the green grass. Notices were delivered at the beginning of November. They have until Jan. 31, 2024, to remove the grass. They were advised they can request VFTS maintenance to remove it at \$50.00/hour. There are balconies in the 01, and 13/14 lines that maintenance cannot get a good view from the roof. We're trying to get a better way to view them.

**Hole in the lobby wall near mail room** – on Nov. 4th a hole was observed in the wall. Upon looking at our cameras we found out it was from a resident in a motorized wheelchair. They didn't realize they had caused the hole, and they were very compliant in taking responsibility for it. They were billed \$225.00 from VFTS for the repairs and labor.

**Issues with HD Supply Account** – HD Supply took over Home Depot last Spring and the transition has not been smooth as we have encountered numerous billing issues from them and received items that we had already received and being billed for them again even though the items were returned. As a result of this transition, HD Supply had our account suspended from unpaid invoices, which was no fault of our own. HD Supply sent me a spreadsheet listing 38 invoices that were not paid. I went through the list line by line with an explanation for each invoice explaining the details of the payment, or if it was duplicate invoice, some invoices didn't have P.O.'s listed on them. I explained to them

numerous times that we can't place an order with HD Supply without a P.O. number. After about a month of sorting out the invoices with HD Supply they lifted our suspension. We found out that some of the invoices they had were incorrectly billed to VFTS.

**Incident Report on Suite 111** – On Oct. 26, 2023, suite 111 had a leak in the 3” waste drainpipe from unit 210 into the bathroom of suite 111. VFTS maintenance turned off the water in unit 210 and temporarily wrapped the pipe until our plumber, Ben Manis, came out to do the repair. Ben Manis came out Oct. 27, 2023, and placed a Fernco coupling on it until they can do the repair. They returned Nov. 3, 2023, to do the repair. When they were doing the repair, another leak occurred in a different section of the same pipe they were repairing. They placed leak tape on the new leak until they could do that repair. Ben Manis came out Nov. 10th to do the repair on the 2nd leak. When they came out, they requested that the owner of suite 111 sign a release stating that Ben Manis wasn't responsible for any damage done to the x-ray machine in suite 111 while they were doing the repair. The owner refused to sign it. Ben Manis said they will not do the repair unless the waiver is signed, or the x-ray machine gets temporarily moved for the repair. We called another plumber that we work with, Rossi Plumbing, and explained the situation to them. Rossi came out the next week to do the repair without moving the x-ray machine or having the owner sign a release. They had no issues doing the repair. An incident report was done as the area where the leak occurred was in a very tight spot and next to the x-ray machine, which is relatively new and very expensive.

**Unit 311** – their new tenant moved in on Thanksgiving Day without approval from the management office. The tenant moved in a love seat, mini refrigerator, and a large mattress in the regular elevators. These items at times were laying on the floor outside the sliding glass doors in the lobby, causing a trip hazard as people had to walk around them. They also had their U Haul truck parked in a reserved parking spot, blocking another resident's car. The owner of the unit is being fined \$300.00. The owner was also charged \$200.00 for the moving fee.

**Door to package room broken** – we found out from the cameras the damage was done on the evening of Nov. 22, 2023. A resident was using a hotel cart to transport her packages and the hotel cart slammed into the door. We are getting quotes for the door replacement. The resident will be responsible for the replacement of the door.

**Reviewing resumes for cleaner position** – we've had a few interviews. One prospect interviewed well and we're in the process of checking his references.

**Electric and water bills were completed from April 7, 2023 through Nov. 10, 2023 for commercial suites and VFT Club House** – a few things had to be sorted out before they were completed. We compared the new charges with the previous charges from April 2022 through Nov. 2023 to make sure the readings were accurate. We will try to get

the billing done monthly until we get the new electronic meters. We have a new, orderly process for doing the billing, so going forward they won't be as time consuming.

## VFTS 2024 CALENDAR

January 1	Office closed for holiday
January 25	Council Meeting
February 22	Council Meeting
March 28	Council Meeting
April 25	Council Meeting
May 23	Council Meeting
May 27	Office closed for holiday
<b>June</b>	<b>VFTS Elections</b>
<b>June 12</b>	<b>Owners' meeting (subject to change)</b>
June 27	Council Meeting
July 4	Office closed for holiday
July 5	Office closed for holiday
July 25	Council meeting
August 22	Council meeting
September 2	Office closed for holiday
TBD	Galman Company wide picnic- office closed
September 26	Council meeting
October 24	Council meeting
November 21	Council meeting
November 28	Office closed for holiday
November 29	Office closed for holiday
December 25	Office closed for holiday

December 26 Council meeting

**Newly elected Council members will take office July 1**

MEETING ACTIONS

DATE 11/30/2023

Motion : To accept the minutes of the October meeting as printed

Maker Joe

Secunder Wayne

Votes Aye- all

No-

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Motion : To accept the Treasurer's report as presented

Maker Wayne

Secunder Joe

Votes Aye- all

No-

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Motion :

Move that, in addition to the current rules and regulations for chimney cleaning....“it is the responsibility of the unit owner to maintain, repair or replace at his/her own expense all portions of the unit which may cause injury or damage to the other units or to the common elements”.

Furthermore, The Association shall require unit owners with operating chimneys to have their chimneys inspected by a third party by July 1, each calendar year, whose inspection results and conclusions be provided to the Association office/manager within

