

Valley Forge Towers South Council Meeting minutes

July 25, 2024 5:30 Management Office

1. Call to Order – Kathy Neary, Phil Poche, Stu Stein, Joe Joyce
2. Approve Minutes of June 27, 2024
3. Accept Treasurer's report
 - a. We are within our budget for expenses so far this year
 - b. Phil will be meeting with Galman to go over procedures
 - c. Proceeds from the garage sale go into the reserve account
4. REPORTS
 - a. Manager's Report – see attached
 - b. President's Report - see attached
 - c. Communications Report
 - i. The Owners' Manuel have been distributed
 - ii. We have made progress on the web site
 - iii. I expect to have an August newsletter out
 - d. Other Reports
 - i. Joe Joyce reports that he has helped the CA locate a plumber/electrician to help with the fountain. They are waiting for approval of bids to do some work. The motor has been fixed and the pump is functional. Hopefully the fountain will be running by late August.
5. Old Business- none
6. New Business – see attached
7. Discussion Items
 - a. Residents have asked about when we will open meetings again. Issues are Council's need to discuss sensitive issues and the logistics of finding a place to accommodate the group. Suggestion that we meet in open meetings four times a year. Our goal is to develop a bench of residents interested in running for Council.

8. Next meeting date August 22, 5:30 in the office
9. Adjourn 6:30

June 2024 Treasurer's Report for Valley Forge Towers South

Executive Summary:

There is an operational surplus of **\$129,597** year to date for June 30, 2024. This is mainly due to a delay in transferring reserve appropriations earlier this year. Transfers restarted in the month of June.

June 2024 **Revenues** were **\$256,376** on a budget of \$257,360.

- Operating Revenue was **\$101,709** as the result of a transfer to reserves in June of \$154,667.

Total **Expenses** were **\$196,189** on a budget of \$212,953.

- Total Operating Expenses = **\$168,644** on a budget of 172,223.
- Total Administrative Expenses = **\$11,727** on a budget of \$23,669.
- Total Insurance and Taxes = **\$15,817** on a budget of \$17,062.

Reserves

- Charles Schwab account balance = **\$1,706,427**
- WSFS account balance = **\$30,028**

President's Report

- The Council met on Tuesday, 7/16/24 to discuss the Cantilever/Balcony project.
 - We had already agreed to hire Joe Eisenstein as project manager. He sent us a contract to review. Jo from Richter's office revised it and will forward to Joe.
 - We reviewed three bids and agreed to allow Watts a little more time to submit a bid.

- o We accepted Nimesh's recommendation that we change the timeline because of the falling concrete and parking space loss. Instead of doing the 2 projects (14/15 floor repairs/leak remediation and lower level balcony replacement) together over three years, we will prioritize the 14/15 floor project to be completed in about 9 months. As there is no safety hazard on the lower level where balconies need replacement, that project can wait until 2026.
- o This plan will strain the reserve fund, but other than the replacement of breakers, there is no huge capital project that needs to be addressed in the next two years. Additionally noted is that we still deposit 41K in the reserve each month.
 - * Subsequent to this meeting, the Watts bid came in and Brian, from IMEG engineering and Joe Eisenstein, project manager, recommended Valcourt. I took a quick phone poll and we agreed and I so informed Joe and Brian. They are in the process of applying for permits.
- The agreement with Galman has yet to be finalized. I have not contacted Jason again as I wish to discuss an issue with Council first. I have drafted correspondence which I am having Mike Samuels review.
- Units 115 and 116 have an architectural plan for revisions on file. We can proceed with looking for a project manager. We will need a contractor for the structural work but will save some money with our guys doing painting, etc.
- We need to discuss a policy for addressing single residents with cognitive decline.
- Bill showed remarkable kindness and above and beyond service to one of the above mentioned residents.
- Face book scam as it relates to residents trying to game the system.

Council Meeting – July 25, 2024

Manager's Report

Commercial Electric Meters – Monitor Data, who will be doing the monthly billing for the commercial meters, is still working out the details with the meters as some of the meters are labeled incorrectly. They need to make sure everything on their end is correct before they can set up the billing.

Filter Changes – maintenance completed all floors. We're going through all of the inspections sheets to find out which ones still have green carpeting. There aren't that many left as maintenance removed a lot of the green carpeting earlier this year, but we just want to fine tune the list to make sure all of the carpeting is removed from the balconies.

Smoke Complaint – from unit 516, said they smell cigarette smoke when they sit outside on their balcony. They also need to close their windows and sliding door as the smoke permeates into their living space. I had sent out previous notices to residents that live in that area, as this complaint has been ongoing for years from various residents, but the smoke continued. The resident in 516 noticed where the smoke was coming from, it was coming from unit 315. I sent out a warning letter to 315 stating if we receive any more complaints, they will receive a fine from the council.

Leaks/Mold 408 – they have had numerous leaks in their bathroom ceiling, the majority being from 608, and one from 508, and a condensate leak. During the course of the leaks from 608, the resident in 408 discovered she had black mold in her duct work, the same area where 608 was leaking. The resident in 408 wants VFTS to clean the mold. I explained to 408 that she has had numerous leaks, and the mold came from the leaks, and that VFTS is not responsible for cleaning the mold. I advised her to reach out to her insurance company and tell them about the mold and that they need someone to remediate it. 408 said her insurance is not cleaning the mold and that her attorney said the duct work belongs to VFTS. 408 also got Upper Merion township involved with this and they requested that the duct bays be fully cleaned and remediated of debris and water. I consulted with Galman's corporate office and our attorney, they both said that the homeowner that caused the leak(s) is responsible for the mold clean up, not VFTS. Our attorney also said the township is irrelevant in this situation. She did advise that I reach out

to our property insurance, which is Travelers Insurance, and have them do an investigation. Upon the request of 408, I did a timeline/report of the leaks that she had. I have attached a copy of the report. When I spoke with Travelers Insurance and explained what happened, they said the same thing as well, that the homeowner needs to go after the other homeowner that caused the leak. I sent Travelers a copy of the leak/mold report. They are currently reviewing the information.

Front Desk Supervisor – Kaylah Butts is our new front desk supervisor. This is her first full week in her new role. Wafiyah was let go last week from Securitas for some HR issues, mainly for running her business on Securitas's (and VFTS's) time, her bad attitude towards the management office staff, getting herself involved in HR issues with VFTS maintenance, and not wanting to do her job duties. Kaylah will be a welcome addition to the building. She did a great job last summer when she covered for Wafiyah during her maternity leave, and I had recommended to Securitas that they consider Kaylah as the new front desk supervisor.

Vernon Stones – was terminated for time fraud, among other things. He was constantly complaining about his job duties, made excuses for everything he did or didn't do, he refused to remove trash on the weekends, and became very hostile when he was asked about something. Vernon was still within his 90-day probationary period, and HR said he had to be terminated immediately due to the time fraud. Vernon was clocking in before he arrived at work, and clocking out on the bus after he left, usually 30 minutes after he left.

US Roofing – we are getting US Roofing set up as a vendor in Nexus. Once they are set up, I'm going to do a PO for them. They need to do repairs to the open seams on the mall roof above Aroma Restaurant. Aroma has been dealing with leaks on their ceiling from the roof. US Roofing is also going to repair the leaks above the store fronts in the front hallway. We were thinking we had to replace the mall roof, but the rep. from US Roofing said the roof is still in decent condition and doesn't recommend a roof replacement for another 5 years or so. They're working on a quote for the replacement cost of the roof so we can have an idea of what the cost will be.

Balcony/Cantilever Repairs – We coordinated with the Club House to get some extra reserved parking spaces in the front of the building for residents that really needed it.

Trenchless Line Company – TLC – we are scheduling them to come out to jet our main sanitary line. Because of the sewer leak last December at the Club House, VFTS has agreed to have this line jetted twice a year. It was jetted back in December 2023. TLC is requesting that we have a check ready for them after the work is completed. Their previous payment was delayed because the invoice was sent to Rick Myers at the Club House. Rick was the person who originally scheduled the sanitary line to be jetted. TLC’s check then ended up getting lost because Galman had their old address in their system, not their new one. Once I get the updated price from TLC, I’ll do a PO and request a check for payment.

□□□□□□□

July 16, 2024

Re: Leaks/Mold in Unit 408

There were numerous leaks into unit 408. Here is a rough timeline for the events:

May 7, 2024 - 408 reported water coming out of their hallway bathroom vent. Because the leak occurred on the weekend, VFTS security went to check on the leak. They couldn’t check the unit above, 508, because no one was home. By the time security checked 408, the leak had stopped. The residents in 408 said it was okay for maintenance not come out and to check their unit the next day. The next morning, VFTS maintenance checked 408 and they took the light/fan down to look up in the ceiling. Maintenance supervisor, Bill Pisarchuk, noticed the fan was very rusty and not working. He asked the residents how long it wasn’t working, and they responded that it stopped working about a month prior to that. It led Bill to think that the leak had been there for a while but didn’t show itself until it got bad. VFTS maintenance ran the water and flushed the toilets in 508 and 608. They couldn’t get anything to leak. Maintenance surmised that someone overflowed something and wasn’t admitting to it, which happens on occasion. Bill mentioned to 408 that he would keep the vent motor out for a week or so to see if anything else leaks.

About a week later, around May 14, 2024 - 408 reported another leak in the same area. Maintenance again ran the water and toilets in 508, with no signs of leaking water. They took the vent motor out of 508 and placed a camera up there to see if there were any leaks. Maintenance went up to 608 to run the water as well. The resident in 608 asked if maintenance can wait until they took a shower. Maintenance told them that was okay, while they were waiting

to get into 608, they noticed water dripping from the 3" toilet line in 508 from 608. Maintenance went into 608 thinking the leak was coming from the toilet, however they noticed water on the floor all around the toilet from the owner of 608 taking a shower. They showed the owner of 608 the water on the ground and he said that when his son takes a shower, he doesn't put the shower curtain inside the tub. Maintenance caulked the toilet in 608 and then sprayed water in the shower to check for any other leaks. They noticed the tub overflow was leaking badly. Maintenance changed the overflow in 608 and opened the ceiling in 508 directly under 608's shower. They left it open to dry and asked 508 to call if he saw anything dripping.

About a week later, around May 21, 2024 - The resident in 508 said he saw the leak drip again. Maintenance went up to check the leak and found out the tub handle in 608 was dripping. Prior to this, maintenance replaced the shower handle and the cover plate behind it in 608. Maintenance then caulked that area and advised the owner in 608 not to use his shower for 24 hours. After that time period, maintenance checked the repair to make sure it wasn't leaking. They found it was still dripping in the same area into 508.

Maintenance informed the owner of 608 to have a professional plumber come out to do the plumbing repairs in 608. The owner had Stong Plumbing come out to do the needed repairs in 608. Shortly after 508 reported these leaks, 408 said her bathroom ceiling was getting wet in the same area where the previous leaks occurred. She also noticed mold coming out of the vents into the kitchen. She stated in an email sent to the property manager on June 16, 2024 that she would like an incident report for State Farm from the water coming into her unit on May 7, 2024 as she "had continuing water, electrical, and now mold problems". Maintenance gave her an incident report. She was advised to reach out to her insurance company and get a mold remediation company involved to remove the mold.

June 24, 2024 – unit 808 reported a drip from their condensate line. The leak went down to unit 408 in the laundry room/air handler/hot water heater area. As soon as maintenance got a report of the leak, they did the needed repairs to stop the leak. The leak went straight down the 2-inch PVC line, as they normally do.

July 12, 2024 – 408 had another leak from 508. This time the leak was coming from the toilet line in the master bathroom. The toilet in 508 was loose and it was hard to tell how long it had been leaking because it was over the top of the air conditioning vent. 508 had a plumber come out to do the repair – they replaced the wax seal on the toilet in 508's master bathroom. It should be noted this leak occurred 3 to 4 feet away from the ducts that have the mold.

The leaks from 508 and 608 were in and round the duct work that now has mold.

If you have any questions please feel free to reach out to me at 610-783-0810 or Manager@VFTEast.com.

Best Regards,

Kelly Cabell
VFTE Property Manager

MEETING ACTIONS

DATE 7/25/24

Motion : Move to approve minutes as presented.

Maker Stu Seconder Joe
Votes Aye- all No-

Motion : Move to a accept the Treasurer's report.

Maker Joe Seconder Stu
Votes Aye- No-

Motion : Move to schedule 4 Council meetings a year that are open to the residents.

Maker Stu Seconder kathy
Votes Aye- all No-
