

VFTS Council Meeting Minutes

Thursday, September 26, 2024

5:30 Manager's Office

1. Call to Order – Kathy Neary, Phil Poche, Stu Stein, Joe Joyce, Kelly Cabell, Manager
2. Approve minutes of previous meeting (Note minutes of electronic votes are included)
3. Accept Treasurer's Report
 - a. There was a clerical error in July that was corrected in August
 - b. Phil is going to meet with Kip Con, the company that did our capital reserve study, for suggestions for building back the reserve after the balcony project.
 - c. We will begin working on the 2025 budget in November.
4. Reports
 - a. Manager's – See Attached
 - b. President's – See Attached
 - c. Communication's Report
 - i. October newsletter will not be out on time
 - ii. We need to get a new laptop for the power point screen and training how to program it.
 - d. Other
5. Discussion Items
 - a. A lengthy discussion was had on the balcony project and the removal of furniture and floor tiles from balconies. There is a project meeting on Tuesday October 1. The Council will meet after we have more information to set a policy regarding timelines and resources.
 - b. While it has never been a problem, we are researching a "release form" for residents to sign for any personal work our staff does for residents.
 - c. Compliments to staff were noted, specifically Cathy Dahl, for occasions of going above and beyond.

6. Old Business
7. New Business – see attached
8. Announcements
9. Adjourn 6:55

**August 2024 Treasurer's Report for
Valley Forge Towers South**

Executive Summary:

There is an operational surplus of **\$90,275** year to date for August 31, 2024. The garage sale which closed in July is now properly represented, which contributes to the large Revenue budget drop in the month.

June 2024 **Revenues** were **\$209,881** on a budget of \$256,460.

- Operating Revenue was **\$156,547** as the result of a transfer to reserves in August of \$53,334.

Total **Expenses** were **\$227,469** on a budget of \$226,331.

- Total Operating Expenses = **\$176,356** on a budget of 177,653.
- Total Administrative Expenses = **\$24,766** on a budget of \$26,919.
- Total Insurance and Taxes = **\$26,348** on a budget of \$21,758.

Reserves

- Charles Schwab account balance = **\$1,738,713**
- WSFS account balance = **\$27,877**

Council Meeting – September 26, 2024
Manager's Report

Commercial Electric Meters – Leviton was able to correctly label the commercial meters and the meters are up and running. Monitor Data produced the first batch of electric invoices, which were mailed out the first week of September. Monitor Data will also send the electric invoices to Galman’s accounting department for billing each month. Each commercial suite received notice that they will need to pay for half of the cost of the meters, which comes to \$557.00 for each commercial suite.

Smoke Complaint – unit 109A was fined for the first time for a cigarette smoke complaint. They have until Oct. 16, 2024 to pay the fine or appeal it.

Sent a warning letter to 1004 – they had a flag hanging over their balcony. They received a verbal warning in June 2024 for having a flag hanging over the balcony, which they removed at that time. They were told if they hang anything from their balcony in the future, they will receive a fine.

Fire Alarm Testing – scheduled for October 23th, 24rd, and 25th. Notices will be sent out notices as ESS will need access to each unit for the testing.

Trenchless Line Company – TLC – Update – Came out August 26, 2024 to jet the sanitary line. I will schedule to have the line jetted in February 2025. We have a quote from TLC for eight cleanings at \$2,106.00 for each one. We have six cleanings remaining off that quote. Two for 2025, two for 2026, two for 2027. From there 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.

Fire Extinguisher Testing – ERA (Emergency Response Associates) did the testing on September 12, 2024 and we passed.

Code Elevator and Apex – we have scheduled with them to do the three full load tests for the elevators on October 3rd and 4th 2024. This test is mandatory in the state of Pennsylvania every five years.

Chimney Inspections – UPDATE – waiting to hear back from Upper Merion Township on further directives and/or advice on how to move forward with this issue. I spoke with the person from Chimney Scientists, the company that did the inspections. They recommend residents on the 15th floor that failed their inspections to install electric chimneys. The cost to bring them up to code would cost approximately \$20,000 to \$50,000, whereas the cost to install an electric chimney would be considerably lower. I want to wait until we have all of the reports to get a plan in action for the chimneys that failed their inspections. So far I have nine inspection reports, only one inspection passed. We need approximately 12 more reports, the management office is in contact with these residents to make sure we receive them. Travelers did state that anyone that has their chimney capped does not need an inspection. There are four chimneys that we are aware of that are capped.

Signs for Commercial Hallway – the signs are on order from Signarama. I ordered three construction directional signs for the entrance, and “A” and “B” entrances, exterior commercial signs to hang on the construction fencing, and new directional commercial signage in the commercial hallways. The construction and exterior signs should be ready shortly, the commercial signs will be another few weeks. Signarama is going to install the new signs.

First Electric/Replacement of Electric Breakers on 2nd and 3rd Floors – we are scheduling with First Electric to get this done in October. The PO has been approved for this and a 30% deposit has been made already. They are estimating each floor will be without power for approximately 8 to 12 hours. Once more information is received, I’ll send out notices so proper notice can be given.

Green Grass Removal – notices were delivered to residents that have artificial grass/carpeting on their balconies. We’re trying to get all of the carpeting removed by October 4, 2024.

President’s Report 9.26.24

- Halleluiah! The Balcony/Cantilever project has begun! Thank you to Nimesh and Kelly and Joe Joyce and Joe Eisenstein for all of their work. I hope to do an article in the newsletter following up Kelly’s memo to explain how the project will impact most

residents and guests. We have no lingering issues with the Township. I also sent Josephine a question about financial responsibilities for balcony floors.

We can invite Joe E. to occasional meetings for updates.

- Phil and I met with Jason Bailey, Galman President. He was most amicable. He set the rate for project management at a reasonable \$220 an hour and assured us that all funds due from the electric settlement will be realized.
- Now that we know what the rate for the Galman project manager, I will ask Kelly to contact Galman and try to set up a meeting to go over the architectural plans for 115/116 and set a schedule. Stu has agreed to be the Council liaison for this project.
- I have received pleading messages from Rodrigo asking me to influence the Mall Association to pay his bill. Rodrigo understands that I have no position with the Mall Association. Nonetheless, I did call and leave a message for Mr. Koch. Mr. Koch called me back and explained that Rodrigo just needs to submit the invoice again.

Mike Gressen and other commercial unit owners have hopes to address the Mall Association by disbanding it and rolling the limited duties to the buildings. I have informed Mike that he needs a proposal complete with proposed actions to bring to us to consider.

- I hope to schedule a meeting with Frank Boyer, Galman Regional Manager and our first line of contact to Galman. Kelly is coordinating a lunch for the three of us and you are welcome to join us. My goal is to clarify the services we get from Galman and to guarantee support for staff.

MEETING ACTIONS

DATE__9.26.24_____

Motion : Approve the minutes as presented.

Maker Joe

Secunder Stu

Votes Aye- all

No-

Motion : Accept the Treasurer's report as presented

Maker Phil

Secunder Stu

Votes Aye- all

No-

Motion : Authorize Kelly to purchase a laptop to support the power point communication system in the lobby.

Maker Joe

Secunder Stu

Votes Aye- all

No-
