

## VFTS Council Meeting

5:30 Wednesday, January 22, 2025

### Management Office

1. Call to Order – Kathy Neary, Phil Poche, Joe Joyce, Stu Stein, Nimesh Shah, Mike Gressen (representing the Community Association) Kelly Cabell, Manager
2. Approve Minutes as presented
3. Accept Treasurer’s Report as presented
4. Reports
  - a. Manager – see attached
  - b. President – see below
    - i. Met with Bill to review renovations of 116. Next step is get the project manager, get permits, hire a contractor. Stu will be liaison.
    - ii. Resident complained about violation of privacy via a neighbor’s Ring Doorbell camera. I consulted our attorney and the halls are common areas and therefore there is no expectation of privacy. The recording of any audio without permission of the speaker is a federal law violation. I will share this issue in the newsletter.
    - iii. Another inquiry from a resident was on the topic of insurance for garages. She assumed that the physical garages are common areas and she only needed insurance on the contents. Turns out the structure is a common area and is covered by VFTS insurance. The owner needs only to cover the contents.
    - iv. The public access channel from xfinity is not consistently available. It really hit home last week when the fire alarm went off. Kelly will contact them and if we get no satisfaction, I will ask Mike Gressen to get involved.
    - v. The web designer we hired 18 months ago has had many delays, I have informed her that we have a deadline of May as I want to introduce it at the Owner’s meeting.

- vi. Many complaints about trash rooms. There have been notices and reminders in the newsletter and still people ignore the rules. It is time to consider CCTV.
  - vii. We need to get the numbers on the garages when the weather warms up.
  - viii. We have severed any relationship with the mall association.
  - c. Communications – newsletter will be out on time
  - d. Community Association
    - i. We will be meeting with attorney about sewage incident
    - ii. Joe informed us that the Clubhouse is responsible for snow removal and salting the sidewalks and driveways. Between cars in the parking lot will be shoveled if the snow fall is 6” or over.
    - iii. Mike Gressen is working on updating the gym and equipment. Joe reports that the fountain repairs will finish in the spring.
  - e. Other
5. Old Business
- a. Joe Eisenstein is getting another bid for drone observation of window panels to see if we have leaks and/or air escape. If we can seal up leaky panels we will save on utilities. Nimesh will be speaking to Joe in the next week.
  - b. Scaffolding is very expensive, we should get every external repair done now.
  - c. Update on balcony project – weather is an issue.
6. New Business – see attached
7. Discussion Items
8. Adjourn – 6:45 pm

**NEXT MEETING IS OPEN TO OWNERS – AT THE CLUBHOUSE- 2/26/25 5:30**

**December 2024 Treasurer’s Report for  
Valley Forge Towers South**

Executive Summary:

There is an operational surplus of **\$64,639** year to date for December 31, 2024.

December 2024 **Revenues** were **\$253,796** on a budget of \$258,065.

- Operating Revenue was **\$200,462** as the result of a transfer to reserves in December of \$53,334.

Total **Expenses** were **\$231,084** on a budget of \$230,069.

- Total Operating Expenses = **\$176,766** on a budget of 170,324.
- Total Administrative Expenses = **\$37,306** on a budget of \$41,833.
- Total Insurance and Taxes = **\$17,045** on a budget of \$17,912.

#### **Reserves**

- Charles Schwab account balance = **\$1,739,368**
- WSFS account balance = **\$75,213**

## **Council Meeting – January 22, 2025**

### **Manager's Report**

**First Electric/Replacement of Electric Breakers on 2<sup>nd</sup> and 3<sup>rd</sup> Floors – UPDATE** - First Electric added a second panel on the 2<sup>nd</sup> floor and 3<sup>rd</sup> floors. The electric panel replacement is now complete for both floors. After doing these two floors, First Electric has a better handle on what the panel replacements are like, and they can better plan for the replacements for the rest of the building. We will be planning the 4<sup>th</sup> and 5<sup>th</sup> floor replacement for sometime this year.

**Infrared Scan and oil testing for Transformers – UPDATE** – we passed the infrared scan, everything is fine with the transformer. Qualus did find moisture in the oil test, they're going to schedule another oil test.

**Balcony/Façade Repairs** – Valcourt is almost finished working on the three lines they are working on, 15G, 15K, and 15C and the selected units below them. They will keep me updated as to when they will begin work in the next three lines so we can give adequate notice to the residents. Also, Joe Eisenstein is getting another quote for the exterior work that has to be done.

**1113 Noise Complaint** – received complaints about them playing loud music, they received a warning letter last month for the loud music. They received a fine in the amount of \$100.00. They have until Feb. 17, 2025 to pay the fine or appeal it.

**109A – Smoking complaint – 2<sup>nd</sup> violation** - received a fine in the amount of \$250.00. He was also advised to install the ceiling tile in his entry way and to also make sure everything is sealed properly in his commercial space. He is working on having that done. He does have an air purifier in his office.

**503 – loud music warning letter** – received complaints of loud music, the resident that made the complaint said it's been going on since August 2024, however just started complaining about it. 503 received a warning letter and it was explained to them that any future noise complaints will result in a fine.

**1111 – smoking complaint - 4<sup>th</sup> violation** – received a fine in the amount of \$750.00. He has until Feb. 21, 2025 to pay the fine or appeal it. He is Kathy's neighbor and she will speak to him about resolving this.

**Personnel changes** – decided not to hire Jerome as a Galman employee. Maintenance decided that going forward they can handle doing trash removal throughout the week and weekend. We're looking to eliminate the cleaning position all together and add a few extra hours to Rodrigo's schedule to complete the other tasks that the VFTS cleaner did. I am working out the details with this transition and will keep you informed. This could save us \$40K to 50K a year.

**Clean sewer line** – making arrangements with TLC Drain, Sewer and Water Cleanup to schedule the bi-annual water jetting of the sewer line. We have a quote from them for eight cleanings, twice yearly at \$2,106.00 each.

**TV Channels** – Comcast was out to look at the issue of the three channels not working. They said channels 1977 and 1979 are working, however channel 1978 is not working. They said it's not plugged in, which leads them to think that there is something wrong with the camera or the connection, which would be our responsibility to repair. The box is buried in the IT closet in the management office, and Comcast couldn't get access to it. They advised to have our IT company come out to look at. Comcast said they would be available to come out when our IT company is out as long as they have enough notice. I am trying to get this planned for next week. Council members noted that they have varying access to the three channels and this needs to be reviewed.

**IT services** – getting quotes from other IT companies. We also want to get new phones in the management office. We would like to have the new phones tied in with the new IT company. Looking to see if Comcast offers commercial phones and installation as well. Pathfinders increased their fee by 3% effective Feb. 1, 2025, bringing our monthly bill for IT services to \$539.50. Other IT companies I spoke with can offer the same service for half the price.

**NEW ELECTRIC METERS** – still working on the issue with Aroma’s meter not working properly. First Electric was out last week to hopefully fix the problem. We need to do another reading this Monday, January 27, 2025 and then compare with the reading from Monitor Data to make sure they match.

**TRASH ROOMS** – making plans with Bill and maintenance to paint the trash rooms and order new trash/recycling signs.

MEETING ACTIONS

DATE 1/22/25

Motion : Approve the minutes as presented.

Maker Stu

Secunder Joe

Votes Aye- all

No-

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Motion : Accept the Treasurer’s report as presented.

Maker Phil

Secunder Nimesh

Votes Aye- all

No-

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Motion : Have Kelly review the previous research of CCT cameras in the trash room.

Maker Kathy

Secunder Stu

Votes Aye- all

No-

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MINUTES OF DECEMBER 9, 2024 MEETING

**VFTS Special Council Meeting**

**December 9, 2024**

**Manager Office 5:30**

1. Call to order – Kathy Neary, Stu Stein, Phil Poche, Joe Joyce, Kelly Cabell, Manager  
  
Nimesh Shah – out of town
2. Approve minutes as presented
3. Accept Treasurer’s report
4. Manager’s staff report
  - Kelly reviewed her evaluation of staff
5. Budget – discussion included,
  - Impact of inflation
  - Increase of insurance costs from 164K to 208K and the reduction of the number of carriers from which to choose.
  - Need to increase the Capital Reserve Fund, especially as we wait for the report from RDWI on the panels that need to be fixed.
  - We have communicated with the township and asked that where balcony repair is more cosmetic than structural, can we be excused from installing new railings. The Township is adamant that railings with 4 inch spaces must be installed.
6. Communication to residents and Galman – Galman will be informed via email tomorrow, letters to owners will go out in a few days with follow up communication about the new amount and coupons.
7. Discussion – any issues that must be addressed before January - none
8. Adjourn 6:30

**Notes – We will not have another December meeting unless there is some emergency.**

**Next meeting is WEDNESDAY, January 22, 2025 at 5:30**

MEETING ACTIONS

DATE\_\_12/9/24\_\_\_\_\_

Motion : Approve minutes as presented

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|-------|----------|----------|-----|
| Maker | Stu      | Seconder | Joe |
| Votes | Aye- all | No-      |     |

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Motion : Accept the Treasurer's report as presented

|       |      |          |     |
|-------|------|----------|-----|
| Maker | Joe  | Seconder | Stu |
| Votes | Aye- | No-      |     |

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Motion : Accept the 2025 budget reflecting a 6% increase in Condominium fee.

|       |          |          |     |
|-------|----------|----------|-----|
| Maker | Phil     | Seconder | Joe |
| Votes | Aye- all | No-      |     |

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