

Valhalla Fifteen Association – Board of Directors

Minutes

March 18, 2024 – 6:00PM – Unit 106

Call to Order: President Jill Bailey called the meeting to order at 06:00PM.

- **Welcome Directors and Guests:** Welcome 2024 Board of Directors. Thank you, Jan Bailey (Unit 106), for hosting the meeting.
- **Approval of Agenda:** Motion by Christina Block and seconded by Kay Aune to approve agenda with additions noted under New Business. No discussion. Motion carried.
- **Approval of Minutes:** The following draft meeting minutes were distributed on 03-03-2024. There were no corrections suggested in the interim.
 - January 15, 2024 Board of Directors Closed Meeting. Motion to approve minutes with corrections submitted by the 2023 V15 Board of Directors by Christina Block and seconded by David Aries. No discussion. Motion carried.
 - January 22, 2024 Board of Directors Special Meeting. Motion to approve minutes as written by Christina Block and seconded by David Aries. No discussion. Motion carried.
- **Officer and Committee Reports:**
 - President's Report: Jill Bailey – No Report
 - Vice-President's Report: Christina Block – No Report; welcome board and guests
 - Treasurer's Report: Wayne Jasperson – W. Jasperson joined briefly by telephone.
 - Reserve Account Balance as of 03-14-2024: \$168,000
 - Operating (Cash) Account Balance as of 03-14-2024: \$86,000
 - Total Reserve and Operating Balance as of 03-14-2024: \$254,000
 - Transfer of excess V15 operating funds to V15 reserve account and standard monthly transfer from V15 operating account to VMA operating account is slightly behind due to new software implementation, changes in VMA office staff, and process changes recommended by Master Board. Accounts will be updated by next meeting.
 - Reviewed projected additions to reserve account balance for 2024, the required minimum reserve account balance (\$103,000) and projected reserve funds available for reserve building projects (\$109,000). The projected reserve funds available do not include additional VMA reserve expenses or unplanned building 15 reserve expenses.
 - Committee Reports
 - Master Board Representative: Jill Bailey
Work on indoor pool continues; dehumidification unit installation is underway, ceiling repairs and painting completed, and crew has started painting the pool areas walls. Barring any unforeseen delays, indoor pool is on track to reopen on April 1, 2024. Men's sauna heating unit breaker failed; recommendation to Master Board to repair. Signage around pool areas for consistency regarding pool rules and regulations reviewed by RAMB and will bring recommendations to Master Board.
 - RAMB Committee Representative: David Aries
Party room rental fee increase from \$40 to \$60 and security deposit (\$100) recommendation from RAMB scheduled for Master Board review on 03-19-2024.
 - Welcoming Committee: Kay Aune/Jill Bailey
Welcome Unit 402 – John Mitchell
Welcome Unit 409 – Brandon Schmeichel
Unit 406 sold and closing 04-16-2024
- **Maintenance Update:** Chris Robson
 - Garage Door Repair Follow-up: The garage doors are repaired after being hit. VMA was unable to determine by camera footage how the doors were damaged and assess the person(s) who caused the damage.

Valhalla Fifteen Association – Board of Directors

Minutes

March 18, 2024 – 6:00PM – Unit 106

- Flooring Update: Mohawk team scheduled to return March 26-27, 2024, to complete flooring in stairwells.
- Fire Doors Update: Replacement fire doors delivered and installation scheduled to begin. Doors are similar to current doors with viewing window, kick protectors, and meet all fire safety codes.
- Malik is on leave and scheduled for return to work on March 27, 2024.

- **Unfinished Business:** None

- **New Business:**

- Jill Bailey presented the current Valhalla Fifteen Association bidding process to be updated before proceeding with upcoming improvement projects. VMA Office/Maintenance will assist with writing the Scope of Work, recommending vendors, and soliciting bids at the V15 Board's request. Motion by Pam Burton to approve the updated bidding process as written and seconded by Carol Sabatke. No discussion. Motion carried.

The approved bidding process:

Future projects will require a formalized bidding process to ensure due diligence is completed prior to the project being presented to the Board of Directors for discussion and potential approval/non-approval. The goal of the bidding process proposal is to ensure prudent use of Valhalla Fifteen Association funds, assure quality workmanship, and maintain documentation for future warranty and/or accountability.

All future building projects over \$2,000 will follow the below process:

- All projects shall have a clear detailed written Scope of Work.
 - All potential bidders shall be given the same written Scope of Work.
 - Projects estimated at \$2,000-\$10,000 shall require a minimum of 2 written bids (3 preferred if possible)
 - Projects estimated at greater than \$10,000 shall require a minimum of 3 written bids (more preferred if possible)
 - Exceptions to the minimum number of bids will be considered for specialty or proprietary work in which the minimum number of bids may not be possible. Valhalla Fifteen Board of Directors shall have the authority to approve an exception to the bid process.
 - Before soliciting potential bidders, project proposals including the written Scope of Work shall be submitted to the Valhalla Fifteen Board of Directors for review.
 - Project bids from Contractors shall be submitted in writing to the Valhalla Fifteen Board of Directors for vetting and recommendations.
 - The Valhalla Fifteen Association Board of Directors will discuss potential projects and make the final decision to approve or not approve a project and/or contractor(s).
- Building 15 Parking Lot – Seal Coat and Striping: Project is on the reserve study every three (3) years and due in 2024. Board discussed briefly. Cost estimates at approximately \$15950, but written bids not available for review. Need to include repairs to the driveway; right side as leaving the parking lot. No decisions; will revisit at next meeting and prioritize with other improvement projects.
 - Lawn Repair Between Transformer and Entry: The grass between the transformer and main entrance needs repair. Board discussed briefly. No decisions; will revisit at next meeting and prioritize with other improvement projects.
 - Lobby Furniture: Hold until after flooring and touch-up painting completed.
 - Intercom System Upgrade: The board revisited the recommendation to update the intercom/security system to the ButterflyMX system. Buildings #1 and #11 are installing the system; VMA recommends all buildings install and it be used for complex common areas. The intercom system is a reserve item. The board had questions regarding use by owners and guests with vision impairments; more information needed. Recommended that Jan

Valhalla Fifteen Association – Board of Directors

Minutes

March 18, 2024 – 6:00PM – Unit 106

Bailey test the system once installed in another building to assure accessibility for all users. No decision; will revisit after other building installation and demonstration.

- Painting Exterior of Building 15: The board revisited exterior painting from discussion on 01-15-2024. There are two bids from reputable painters. Exterior painting is a reserve item. If proceeding, there was one suggestion to paint bright white with black service and garage doors. The board is not ready to proceed with the project; will add to Unfinished Business for discussion later. Will review after interior projects are complete and prioritize with other outdoor projects.
- Parking Stall Wall Protectors: Request from an owner for wall protector in parking stall to guard against scratches and damage to vehicle. Maintenance installed a protective guard but it is unsatisfactory to the owner. The request generated discussion about modifications to parking spaces. There are nine (9) spaces that have various methods of wall protectors, most installed before the current owners acquired the units. Discussed contacting owners with wall protectors installed to determine if they still need them and have Maintenance remove them if not needed. The parking garage is a common element and may not be altered without Board approval; approved wall protectors installed in individual parking spaces must be at the owners’ expense. The board will review sample suggested as an alternative by owner.

- **Next Regular Board Meeting:** Monday, April 15, 2024, at 6:00PM, in Unit 106.

- **Discussion from the Floor:** None

Adjournment: Meeting adjourned at 07:28PM

Attendance:

X	Jill Bailey, President	X	Carol Sabatke, Director
X	Christina Block, Vice-President	X	Kevin Castiglioni, Director
X	Danette Anderson, Secretary	X	Kay Aune, Director
X	Wayne Jasperson, Treasurer (via Telephone for Treasurer Report)	X	Chris Robson, Valhalla General Manager
X	David Aries, Director	X	Jan Bailey, Unit 106
X	Pam Burton, Director	X	Linda Castiglioni, Units 104, 206, 209, 211, 306, 307, 405

X = Directors and Guests Present A = Directors Absent

Respectfully submitted,
Danette Anderson, Secretary

04-15-24 – Minutes approved by Valhalla Fifteen Association Board of Directors