

*Minutes*

*Executive Committee*

December 27, 2017

Valhalla Party Room

5 pm

In attendance were Brian Kroeger, Wayne Jaspersen, Linda Castiglioni, Mike Fenske, and Stacy Hrtanek

*Marann Faget Lawsuit-* The Committee discussed, Valhalla Management and Matt Brown's lawsuit. The summons was delivered to the office on December 12<sup>th</sup>. This accident happened on January 10<sup>th</sup>, while Matt was removing snow. No damage was done to Valhalla's property and a claim was filed with our insurance company to repair her PT Cruiser. Ms. Faget is now suing for "sustained injuries to her mind and body." Currently, our insurance company, Cincinnati, and their attorneys are handling this claim appropriately. Stacy will continue to keep the committee informed.

*New Preventative Maintenance Plan Requirements-* effective January 1, 2019 Minnesota Common Interest Ownership Act will require associations to adopt and distribute a formal Preventive Maintenance Plan. This formal plan is for each association and common areas within the complex. The plan must be in writing, approved and adopted by the associations, describe the work performed, and include a budget to cover costs.

*Maintenance strategy & efficiency* – in correlation with these new requirements the committee discussed best maintenance practices with outside vendors. The committee recommends that the Maintenance Supervisor and a building Director inspect and give their final approval before payment is to be made.

*Maintenance Supervisor Job Description & Salary Package* – the Committee reviewed the proposed job description and salary package for the Maintenance Supervisor. The Committee supports the recommended changes to both, as this will be changing to salaried position.

*Valhalla Employee Handbook* – The Committee supports the recommended changes to the Employee Handbook. The changes include:

- Detail on wages, payment, and deductions
- Work hours and schedules
- PTO benefits, and approval of usage
- Personnel information required

*GM continued education* -the Committee supports the General Manager's request and expense for continued education. This on-line training is provided by Community Associations Institute

and is a “comprehensive community association management course that provides a practical overview for new managers.”

*Yearly Service/Companion Animal Verification*- the Committee discussed the Policy on Service or Companion Animals as it currently states, “Valhalla Management will require annual written verification of the need on January 1<sup>st</sup> of each year.” However, with many medical professionals changing their policy and only providing one verification letter to their patients, the committee recommends changing the statement to read, “Valhalla Management requires this verification in writing.”

*Valhalla Fit*- Will be starting January 3<sup>rd</sup> in the party room. This group fitness and well-being class is free of charge, taking place Mondays, Wednesdays, and Fridays from 1-2:30pm. There will also be a waiver form for participants to sign prior to attending.

Furthermore, the committee discussed the concept of a Nominating Committee for Master Board Officers. Wayne volunteered to chair this committee as he will be stepping down from his Treasurers position. He will also be enlisting the help of three other long-time owners to assist him.

Respectfully submitted by Stacy Hrtanek, General Manager