

Hearing Minutes
Executive Committee

July 17, 2018

Valhalla Party Room

6 pm

In attendance were Brian Kroeger, committee chair, Judy Ohly, Linda Castiglioni, Lou Ohly, and Stacy Hrtanek, General Manager

Hearing Violation, *Valhalla Resident Policy Article II, Section 5*, The committee reviewed the violations regarding notes posted on the unit and patio doors in Building Two. After discussion, the committee recommends the Master Board fine \$50 fined to the unit.

Charter Survey Review- Management is currently reviewing the collected Charter/Spectrum surveys. It was reported that the numbers seem to be in favor to renew the bulk contract. Kroeger offered to begin the negotiations with Spectrum (formally Charter) while the final numbers were tallied.

Executive & Landlord Committee

6:15 pm

Valhalla Party Room

The Executive Committee extended the meeting invitation to the Landlord Committee to review the remaining topics on the agenda.

Article VII- Move-in/Move-Out- Both committees recommend changing Article VII from Moving and/or Remodeling, to Move-In/Move-Out. Please see the attached proposed policy.

Article XIII- Remodeling Completely-Both committees recommend adding Article XIII Remodeling. Please see the attached proposed policy.

Article 11.1- All complaints and maintenance requests?- Both committees recommend changing the current policy. Please see the attached proposed change.

Respectfully, Stacy Hrtanek

ARTICLE VII

MOVE-IN/MOVE-OUT

7.1 Prior to your move-Schedule your Valhalla Orientation, this is REQUIRED.

- a. Each Owner/Agent must schedule their move at least three (3) office days in advance to reserve time for orientation, and to notify the building. If moving out, provide Management with a forwarding address.
 - i. New Owner must provide (1) Register mailing address (2) Proof of ownership (3) Name of the first mortgage holder (4) Accurate name of occupant registration. *
 - ii. During Valhalla Orientation the new resident receives (1) Copies of current resident policies, procedures, and notices. (2) keys to the unit, security building doors, storage locker and recreational fob; if applicable. (3) 2 parking stickers

7.2 If keys are not turned in after the resident's Move-Out additional expense; such as rekeying the building will be the Owner's financial responsibility.

7.3 Times you may move.

- a. Move-in/Move-outs will be conducted between 8 am and 8 pm daily
- b. Each Owner/Agent must schedule their moves at least three (3) office days in advance.

7.4 Parking

- a. Fire exits must remain clear at all times. Fire exits include but are not limited to the driveway and all stairwells.
- b. As certain areas must be kept free of parked vehicles it is essential that the arrival time for the move is confirmed with Management.
- c. Any fees or tickets imposed are the responsibility of the Owner.

7.5 Building

- a. The Owner is responsible for all costs for repairs necessitated by the move and shall notify Management regarding any damage incurred.
- b. Nothing is to be pushed or dragged on the carpet. Special care should be taken not to mar the walls.
- c. Moving equipment with rollers is permissible.
- d. Monitor the security doors whenever these doors are open. A responsible adult must monitor doors to prevent unauthorized access to the building.
- e. Clean up of any debris inside and outside of the building. Vacuum and/or sweeping up moving debris must be done at the end of each moving day prior to 8 pm.
- f. Residents are prohibited from placing any items within eighteen inches of any sprinkler heads or light fixtures within the Association.

MOVE-IN/MOVE-OUT (cont.)

7.6 After Moving In

- a. Boxes and packing materials must be cleared. Buildings 1-11 are asked to use the garbage enclosures closest to their building.
- b. Within one (1) week after the move or delivery, Management will inspect the common elements. Management will return the security deposit to the resident if the inspection reveals no damage to the common elements.
 - i. Minimum charge of \$25 for any damages larger than a quarter.

Revised 7.2018

* Proof of ownership (as printed in Article VIII number 1 of Valhalla Declaration and By-Laws)
“Any person on becoming an owner of a condominium Unit shall furnish to the Manager or Master Board of Directors, for the records of the Association, a photocopy or certified copy of the instrument vesting that person with an interest of ownership.”

*Valhalla Management Association
Resident Policies*

ARTICLE VII

MOVE-IN/MOVE-OUT

7.1 Prior to your move-Schedule your Valhalla Orientation, this is REQUIRED.

- a. Each Owner/Agent must schedule their move at least three (3) office days in advance to reserve time for orientation, and to notify the building. If moving out, provide Management with a forwarding address.
 - i. New Owner must provide (1) Register mailing address (2) Proof of ownership (3) Name of the first mortgage holder (4) Accurate name of occupant registration. *
 - ii. During Valhalla Orientation the new resident receives (1) Copies of current resident policies, procedures, and notices. (2) keys to the unit, security building doors, storage locker and recreational fob; if applicable. (3) 2 parking stickers

7.2 If keys are not turned in after the resident's Move-Out additional expense; such as rekeying the building will be the Owner's financial responsibility.

7.3 Times you may move.

- a. Move-in/Move-outs will be conducted between 8 am and 8 pm daily
- b. Each Owner/Agent must schedule their moves at least three (3) office days in advance.

7.4 Parking

- a. Fire exits must remain clear at all times. Fire exits include but are not limited to the driveway and all stairwells.
- b. As certain areas must be kept free of parked vehicles it is essential that the arrival time for the move is confirmed with Management.
- c. Any fees or tickets imposed are the responsibility of the Owner.

7.5 Building

- a. The Owner is responsible for all costs for repairs necessitated by the move and shall notify Management regarding any damage incurred.
- b. Nothing is to be pushed or dragged on the carpet. Special care should be taken not to mar the walls.
- c. Moving equipment with rollers is permissible.
- d. Monitor the security doors whenever these doors are open. A responsible adult must monitor doors to prevent unauthorized access to the building.
- e. Clean up of any debris inside and outside of the building. Vacuum and/or sweeping up moving debris must be done at the end of each moving day prior to 8 pm.
- f. Residents are prohibited from placing any items within eighteen inches of any sprinkler heads or light fixtures within the Association.

MOVE-IN/MOVE-OUT (cont.)

7.6 After Moving In

- a. Boxes and packing materials must be cleared. Buildings 1-11 are asked to use the garbage enclosures closest to their building.
- b. Within one (1) week after the move or delivery, Management will inspect the common elements. Management will return the security deposit to the resident if the inspection reveals no damage to the common elements.
 - i. Minimum charge of \$25 for any damages larger than a quarter.

Revised 7.2018

* Proof of ownership (as printed in Article VIII number 1 of Valhalla Declaration and By-Laws)
“Any person on becoming an owner of a condominium Unit shall furnish to the Manager or Master Board of Directors, for the records of the Association, a photocopy or certified copy of the instrument vesting that person with an interest of ownership.”

*Valhalla Management Association
Resident Policies*

ARTICLE XI RENTAL RESTRICTIONS

Valhalla Management has no authority to either enforce rules or to levy fines directly on Tenants of rental properties, as this is the responsibility of the Owner.

11.1 The following definitions are provided for use with this article and any related materials.

- a. Agent means another person or company that is not the owner and is responsible for managing the renting of the unit.
- b. Landlord means the owner of the unit that is renting their unit to a tenant.
- c. Tenant means a resident of the unit that is rented from the owner.

11.2 Landlord is required to provide the following to Valhalla Management prior to renting their unit:

- a. Signed Valhalla Landlord Orientation Acknowledgment Form.
- b. Copy of current Housing Registration (rental) Certificate, or proof of application, which must be maintained throughout rental of the unit.
- c. Copy of the signed lease with a minimum term of 30 days.
- d. Copy of the signed lead-based paint disclosure for units in buildings 1-10.
- e. Copy of the signed Crime Free Lease Addendum.
- f. Copy of the tenant's photo ID for each tenant 18 years of age or older.
- g. Signed Valhalla Management Landlord/Agent Acknowledgment Form.
- h. Signed Valhalla Orientation Rental – Intake Form.

11.3 All key transactions must be with Valhalla Management. Direct key distribution between Landlord/Agent and Tenant is not allowed. Valhalla Management will only distribute keys to Tenants when all elements within section 11.2 have been completed.

11.4 All **complaint and** maintenance requests, except for problems identified by Valhalla Management as Emergencies, must be submitted by the Landlord or Agent. The Tenant must report Emergencies immediately, directly to Valhalla Management or resulting damage from not reporting the Emergency in a timely manner, becomes the responsibility of the Owner. **Landlords may give written prior approval to the office for all future maintenance requests by the landlord's tenants.**

11.5 Any changes in the terms of the lease or change in occupants of the unit must be provided to Valhalla Management. The following must be provided regarding new occupants 18 years of age or older:

- a. Copy of the tenant's photo ID.

RENTAL RESTRICTIONS (cont.)

- b. Signed Valhalla Management Landlord/Agent Acknowledgment Form.
- c. Signed Valhalla Orientation Rental – Intake Form.

Any changes in the Agent of the Owner must be provided to Valhalla Management and along with a new signed Valhalla Landlord/Agent Orientation Acknowledgment Form.

PROPOSED