

**MINUTES OF THE MONTHLY MEETING
 MASTER BOARD OF DIRECTORS
 VALHALLA MANAGEMENT ASSOCIATION
 September 19, 2017**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held September 2017 at the Valhalla Recreation Center. Brian Kroeger, President called the meeting to order at 7:00 p.m.

The following Directors were Present as indicated below:

Name & Assn.	Present Absent Sub	Name & Assn	Present Absent Sub
Delores Robertson, Assn 1	Present	Mike Chafee, Assn 9	Present
Mike Fenske, Assn. 2 Vice President	Absent: Sub – Brian Kroger	Elaine Wiegert, Assn 10	Present
Brian Kroeger, Assn 3 President	Present	Linda Castiglioni, Assn 11 - Secretary	Present
Mike Laude, Assn 4	absent	Bob Retzlaff, Assn 12	Present
Xavier Frigola-Baro, Assn 5	Present	Jim Iverson, Assn 12	Present -
Louis Ohly, Assn 6	Present	Jan Bailey, Assn 15	Absent – Carol Sabatke
Laxman Rajput, Assn 7	Absent – Louis Ohly	Wayne Jasperson, Assn 15 - Treasurer	Present
Jan Kauphsman Assn 8	Present	Stacy Hrtanek, General Manager Matt Brown, Supervisor	Present Present

- I. READING OF MINUTES: Minutes from the August 15, 2017 meeting were presented. A motion was made and seconded to waive the reading and to approve the minutes as written. No further discussion. Motion carried.
- II. TREASURER’S REPORT: Stacy Hrtanek reported August 2017 Delinquency Report – attached. Propose to proceed with property liens on three delinquent accounts. A motion was made and seconded to proceed with liens on proposed accounts.
- III. STANDING COMMITTEE REPORTS

- a. Finance Committee. Wayne Jaspersen reporting. No August 2017 meeting. Next meeting set for September 2017. Budget preparations will begin in October 2017.
 - b. Building and Grounds Committee. No meeting in August 2017.
 - c. Pool and Recreation Building Committee. Stacy Hrtanek reporting. August meeting minutes attached. Committee recommends adding the following policy statements to the Sauna Policy: “No exercising in sauna. Wear a towel around yourself while utilizing the sauna.” A motion was made and seconded to approve the above Sauna Policy recommendation addition from the August 16, 2017 committee meeting. No further discussion. Motion carried.
 - d. Executive Committee. Brian Kroeger – A motion was made and seconded to approve the minutes of August 15, 2017 committee meeting. No further discussion. Motion carried. September 19, 2017 meeting heard a violation hearing. Committee determined noise compliant was invalid. No further action required.
 - e. Wage & Benefits Committee. Bob Retzlaff. A motion was made and seconded to approve the shared wages for 2018. Discussion followed. Motion carried. Motion made and seconded to approve Stacy Hrtanek to make a recommendations for salary compensation rate for building caretakers for each individual HOA building. Discussion followed. Motion carried.
- IV. MANAGER’S REPORT: Stacy Hrtanek. See attached Manager’s Report dated September 7, 2017. A motion was made and seconded to approve manager’s report. No further discussion. Motion carried.
 - V. MAINTENANCE DEPARTMENT REPORT: Matt Brown Supervisor reported more lights were installed around recreation building, sidewalk salt for winter has been received, railing at the back of recreation building is being installed.
 - VI. UNFINISHED BUSINESS: None.
 - VII. NEW BUSINESS: Valhalla signage will be replaced with the new parking lot installation.
 - VIII. ANNOUNCEMENTS: none
 - IX. OPEN COMMENT TIME: Pool closing dates were discussed for 2017. Pool and Recreation Committee to recommend 2018 outdoor pool closing date.
 - X. ADJOURNMENT: A motion was made and seconded to adjourn the meeting. No further discussion. Motion carried. The meeting was adjourned at 7:41 p.m.

Respectfully submitted, Linda Castiglioni, Secretary

General Manager's Report

September 7, 2017

Staffing

It is with heavy heart that I am reporting Jan's separation from Valhalla Management. Her knowledge, guidance, and warm heart will be missed in the community. I would like to thank Jan and wish her a happy retirement.

My hopes for the office is to hire a full time Office Assistant. The new position has the added responsibility of the website and electronic portals of our Valhalla software. Application and the full job description are posted on the website.

Movie Night

On September 9th Valhalla had their first outdoor movie, showing "The Sandlot." This was funded by the remaining generous donations we received for National Night Out. I hope we can have another Movie Night next year during the summer, when it is a little warmer.

ACH Progress

Thank you to the owner and residents that have been so responsive and supportive of this update in our billing system. With the additional information this change over has been stream less. Additionally, I urge the residents that have yet to complete this form to do so to continue this payment form. You can also down load the form and Propertyware "how to" brochures on our website or at the office.

Regards,

Stacy Hrtanek