

**MINUTES OF THE MONTHLY MEETING
 MASTER BOARD OF DIRECTORS
 VALHALLA MANAGEMENT ASSOCIATION
 August 20, 2019**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held August 20, 2019 at the Valhalla Recreation Center. President Mike Fenske called the meeting to order at 7:00 p.m. The following Directors were Present as indicated below:

Attending =		X		
X	Assn 1 – Delores Robertson	X	Assn 9 –Michael Chaffee	X Stacy Wilhelm, General Manager - Valhalla
X	Assn 2- Mike Fenske	X	Assn 10- Elaine Wiegert	X Dan Bredesen- Maintenance Supervisor- Valhalla
	Assn 3 - Brian Kroeger		Assn 11- Linda Castiglioni	X Director appointee- Jan Kauphusman
X	Assn 4 – Dubravka Stupar	X	Assn 12 – Bob Retzlaff	
X	Assn 5 –Dana Petron	X	Director appointee- Jim Iverson	
X	Assn 6 – Louis Ohly		Assn 15 –Jan Bailey	
X	Assn 7 – Skye Davis	X	Director appointee- Wayne Jaspersen	
X	Assn 8 – Jacob Petersen			

- II. READING OF MINUTES: Minutes from the July 16, 2019 meeting were presented. Motion was made by Jacob Petersen and seconded by Jim Iverson to waive the reading of the minutes and to approve them. Motion carried.
- III. REPORTS OF OFFICERS: Mike Fenske, President. A performance review for Stacy Wilhelm will be done soon and any comments regarding this should be emailed to Mike within the following week.
- IV. STANDING COMMITTEE REPORTS
- A. Finance Committee: Jacob Petersen, Chair. Report is attached. Motion was made by Wayne Jaspersen and seconded by Skye Davis to accept the draft investment policy. Motion carried.
- B. Executive Committee: Mike Fenske, Chair.
1. Hearing 8.2 violation for not properly disposing of animal waste. This is the fourth incident involving this dog. A \$750 fine was recommended but would be waived if a DNA sample of the dog was obtained and all outstanding late fees were paid. Motion was made by Lou Ohly and seconded by Skye Davis to accept the Executive Board’s recommendation. Motion carried.
 2. Hearing 1.10 violation for noise violation. Audio verification of the violation was obtained. Police were called and a citation was issued. Executive Board

recommended a \$50 fine for this first violation. Jacob Petersen made a motion and Lou Ohly seconded it to accept the Executive Board's recommendation. Motion carried.

3. Hearing 8.3 violation and Hearing 6.17 violation were tabled at this time since the owner did not receive notice of the hearings.
4. Appeal 1.10 violation. Executive Board denied appeal.
5. Waiving of late fee request. New owner did not receive new owner packet timely and Executive Board recommended that late fees be waived. Jacob Petersen made a motion to accept the Executive Board's recommendation and Wayne Jasperson seconded the motion. Motion carried.
6. The governing document proposal from the law office of Smith Jadin Johnson was reviewed by the Executive Board. The proposal will be in next month's Master Board packet for review by all board members and will be considered for the 2020 budget.
7. Stacy Wilhelm asked that Sam Giefer be recognized for five years of service. Mike Chaffee made a motion to give a bonus of \$500 dollars and Jacob Petersen seconded it. Motion carried.

C. Recreational Area Management Board: Mike Chaffee, Chair. Report attached. Mike Chaffee made a motion and Wayne Jasperson seconded it to approve the proposal for updating the complex's tele-entry system via the internet. Motion carried.

D. Human Resources: Mike Chaffee, Chair. The contract for Stacy Wilhelm was sent back to the lawyer for minor revisions. The Human Resource committee will now be dissolved since issues are addressed by other committees.

V. MANAGER'S REPORT: Stacy Wilhelm, General Manager. Report attached.

1. A sheriff's sale will be held on September 20th for a unit in building two.
2. Garage inspections will begin on August 22, 2019. No hazardous materials may be stored in the garage and there must be room for a vehicle to be parked.

VI. MAINTENANCE DEPARTMENT REPORT: Dan Bredesen, Supervisor. Report attached.

1. Jason Dietz is the new employee.

VII. UNFINISHED BUSINESS: None to report

VIII. NEW BUSINESS: None to report

IX. ADJOURNMENT: A motion was made by Jacob Peterson and seconded by Jim Iverson to adjourn the meeting. Motion carried. The meeting was adjourned at 7:42 pm.

Jan Kauphusman

General Manager's Report

August 2019

Crime Prevention Presentation

Valhalla Management has arranged a presentation by Darrel Hildebrant, with the Rochester Police Department. The office continues to hear of law breaking and various situations that are more appropriate for the police department. Please keep in mind Valhalla Management staff are not police. Should you ever feel unsafe or witness law breaking please do not wait to call management, that job is for the police.

For tips and tricks from the Crime Prevention Specialist join us in the party room August 27th @ 6 pm.

Carpet Cleaning

Service King continues to schedule Valhalla's carpet cleaning. Building's 1- 7 have been completed and Buildings 8-12 still to come. 15 has scheduled Exceptional Carpet Cleaning for August 28th.

Reserve Study

The Civil Engineer with Reserve Advisors was on site July 9th through the 11th. During this time he evaluated the building's current equipment and building condition. Since his visit he has been analyzing the buildings current reserves with the estimated replacement costs and the remaining life expectancy. Once the reports are completed they will be made available to owners. The office hopes to add this to the annual meeting packets for each owner to review. The reserve study was approved by the Master Board in September of 2018.

National Night Out

National Night Out was a wonderful evening with friendly neighbors and great food. Of course the big success was the Building Raffle of \$25 which was spearheaded by Delores Robertson, President of Assn. 1. As always, thank you to everyone who volunteered and made this another fun year.

Respectfully,

Stacy Wilhelm

Maintenance report August 2019

- Chem feeder is installed for the outdoor pool.
- We plan to have the pool open until September 16th weather permitting.
- We are working with RPU to make the repairs and updates needed to the electrical infrastructure around the complex.
- We have hired a new maintenance worker. He started August 16th.

Submitted by Dan Bredesen