

**MINUTES OF THE MONTHLY MEETING  
 MASTER BOARD OF DIRECTORS  
 VALHALLA MANAGEMENT ASSOCIATION  
 JULY 20, 2021**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held July 20, 2021 in the Party Room and by Zoom for those who could not attend in person. Louis Ohly called the meeting to order at 7:00 p.m. The following Directors were Present as indicated below:

Attending =		X			
X	Assn 1-Kate DeVries	X	Assn 7-Rick Miller	X	Assn 15-Jan Bailey
X	Assn 2-Brian Kroeger	X	Assn 8-Mark Kellen	X	Chris Robson-General Manager - Valhalla
X	Assn 3-Kathy Schwartz	X	Assn 9-Michael Chaffee	X	Dan Bredesen-Maintenance Supervisor - Valhalla
X	Assn 4-Dubravka Stupar		Assn 10-Elaine Wiegert	X	Director appointee- Mike Seery
X	Assn 5-Dana Petron	X	Assn 11-Pam Dowd	X	Director appointee- Wayne Jasperson
X	Assn 6-Louis Ohly	X	Assn 12-Jim Iverson	X	Pat Chambers - Executive Board - Secretary

- I. READING OF MINUTES: Minutes from the June 15, 2021 meeting were presented. Motion was made by Brian Kroeger and seconded by Kate DeVries to waive the reading of the minutes and to approve them. Motion carried.

II. Newly appointed Master Board, Building Directors, Executive Committee and RAMB.

Master Board:

Brian Kroeger – President, Building 2.  
 Kathy Schwartz – Secretary, Building 3.  
 Pam Dowd – President, Building 11.

Building Director:

Jenny Kroeger - Director - Building 2.

Executive Committee:

Louis Ohly - President.  
 Brian Kroeger - Vice President.  
 Pat Chambers - Secretary.

RAMB:

Brian Kroeger - Chair - Building 2 Representative and Building 3 Representative.  
 Dana Petron - Building 5 Representative.

- A. Pat Chambers was approved as the Executive Committee Secretary. Motion was made by Kathy Schwartz and seconded by Pam Dowd.

B. Dana Petron was approved as the Building 5 RAMB Representative. Motion was made by Rick Miller and seconded by Kathy Schwartz.

C. All other positions had been previously approved.

D. Welcome Chris Robson - Valhalla General Manager. Thank you Chris!

III. REPORTS OF OFFICERS: No reports.

IV. STANDING COMMITTEE REPORTS:

A. Finance Committee Report: Wayne Jasperson, Chair. Meeting on July 14. Report attached.

1. To approve the June Quarterly Reserve Transfers. The motion was made by Pam Dowd and seconded by Brian Kroeger to approve the June Quarterly Reserve Transfers. The motion was approved.

2. To approve the proposal from Hawkins Ash CPA for a three year contract that includes a financial review and the option to change to an audit upon request. The motion was made by Kathy Schwartz and seconded by Dubravka Stupar to approve the Hawkins Ash CPA proposal. The motion was approved.

3. To recommend the accounting software currently being used changed to Buildium for accrual accounting rather than cash basis accounting. The motion was made by Brian Kroeger and seconded by Jan Bailey to approve the Buildium accrual accounting. The motion was approved.

B. Executive Committee Report: Lou Ohly, Chair. Meeting on July 19, 2021.

1. Request to remove warning letter - Association 9, for general resident policy 11.2 and 11.3 violating the key transfer policy (not notifying the office) on June 7, 2021. Appeal was denied.

2. Request to remove warning letter - Association 3, for general resident policy 11.2 and 11.3 violating the key transfer policy (not notifying the office) on June 7, 2021. Appeal was denied.

3. Request to remove a first warning letter - Association 8, for general resident policy 6.3, not using a balcony for storage of personal property on July 12, 2021. The Board approved the appeal for the first warning letter to be removed because the resident stated the personal property was only set on the balcony for a short period of time during cleaning.

4. There was a hearing where the owner did not attend - Association 11, for violating general resident policy 8.2 because the owner did not immediately pick-up dog waste. The Executive Committee recommends a \$50 fine. The motion was made to fine the owner \$50 by Brian Kroeger and seconded by Jan Bailey. The motion was approved.

C. RAMB Committee Report: Brian Kroeger, Chair. Report attached.

1. The Master Board voted on the recommendation to remove or keep the nine (9) trees that were tentatively scheduled to be removed prior to the beginning of the parking lot project.

Brian Kroeger made the motion to remove the nine (9) trees and the motion was seconded by Mark Kellen. There were 5 yes votes, 7 no votes and Mike Seery abstained. The motion was denied.

Dana Petron made the motion to keep the nine (9) trees and the motion was seconded by Kathy Schwartz. There were 7 yes votes, 5 no votes and Mike Seery abstained. The motion was approved.

2. The RAMB proposed to accept the recommendation of removing two (2) trees at Building 15 because they are dead. The motion was made by Michael Chaffee to table this proposal until more research is completed as to who (Building 15 or Valhalla Community) is responsible for the cost of removing the trees. The motion was seconded by Rick Miller. The motion was approved with Wayne Jasperson abstaining from the vote.

- V. MANAGERS REPORT: Chris Robsen, General Manager. Report attached.
- VI. MAINTENANCE DEPARTMENT REPORT: Dan Bredesen, Maintenance Supervisor.
- VII. UNFINISHED BUSINESS: Chris Robsen presented an update for lighting the Valhalla pathways. We have \$18,000 which was previously approved by the Master Board for new lighting. The pathways will be fully LED lighted (no more bulbs) and similar in height to the current light poles.
- VIII. NEW BUSINESS: None.
- IX. ADJOURNMENT: A motion was made by Michael Chaffee to adjourn and seconded by Kate DeVries to adjourn the meeting. Motion carried. Meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Kathy Schwartz

# *GM Report*

*August 2021*

## *Parking Lot Update*

Rochester Sand & Gravel has started the parking lot project! They are currently in the middle of Phase 1, which is expected to finish up sometime this week. Phases 2 and 3 will begin after the resurfacing of Phase 1 is finished.

## *Buildium (New Software)*

We have signed the contract and are in the data entry phase of our transition to Buildium. Once the data has been entered, we will begin the training phase which will last approximately one month where we will be operating both our current system as well as the new Buildium system. The goal is to be live by the end of the year, possibly sooner if all goes well.

Respectfully,

Chris Robson

## **Maintenance report August 2021**

- In the month of July, we had 168 workorders created and 172 completed.
- All water softener brine tanks have been cleaned.
- We are still running with 3 maintenance staff, and it is going well. We will be looking for part time snow removal help, so if anyone is interested or knows someone that might be, please let us know.
- Accord Electric has replaced all the lights on the buildings from 1-11. They will be working on the garage and pole lights as well.
- Gopher septic and The Caulkers have completed their part of the Maintenance garage sealing and drainage project. RSG will be completing the rest.
- RSG is planning start the next phase of the parking lot on August 23.

Submitted by Dan Bredesen