

Valhalla Building 15 Association
Minutes of the Board of Directors Meeting
March 19, 2018

I. Call to order – 6 PM in Unit 106. Linda Castiglioni, President, presiding. 2018 Board: David Aries, Kay Aune, Jan Bailey, Linda Castiglioni, Wayne Jasperson (absent), Ramona Digre, Jill Bailey (absent) & Carol Sabatke.

Owners present: Deb Dahley (caretaker), Judy Ohly, Mary Munnis,

II. **Approval of Agenda.** A motion was made and seconded to approve the agenda as written. Motion carried.

III. **President's Report** – Linda Castiglioni

- A. Thank you to *Jan Bailey* for being a wonderful host to our monthly board meetings! Our board meetings meet in **UNIT 106 on the third Monday of the month at 6 PM**. Please join us! There's plenty of room for everyone.
- B. Contact information: Linda Castiglioni 713.459.0289 – cell or linda@akiens.org. Please feel free to contact me. Valhalla office has my contact information, as well.
- C. Please report issues to the **Valhalla Office 507.288.8347** or admin@valhalla.com. Thank you.
- D. Master Board Updates from February 2018 meeting.
 - a. February 2018 Delinquency Report. Overall Valhalla has nine delinquent accounts; four are due to the ACH change. The office is working with these owners to update their payment settings within Propertyware. Approximately \$6500 is delinquent for the overall complex.
 - b. Transfers to checking accounts are occurring for capital improvements in the respective HOA buildings. Budgets for all HOAs are in Propertyware system and the overall financial health of Valhalla is good.
 - c. Garage roofs for other buildings. Committee met with Chandler Roofing for garages roof bid. Committee reviewed bid with contractor and clarified scope of work. Project is estimated to be done in spring/summer of 2018.
 - d. Committee discussed potentially standardizing interior paint colors for all buildings. Sample preferred colors were reviewed. Individual HOAs may choose to select from the preferred list of colors or they choose their own color(s) not on the preferred color list. HOAs must ensure the Valhalla Office has the specifications of the Paint brand used on their interior walls/ceilings, etc. Valhalla's Maintenance Department must have these specifications, in order to perform repairs on interior walls and ceilings. Extra paint will be maintained in the Valhalla Maintenance Department.
 - e. February 20, 2018 Executive Board meeting. Two violations and one appeal heard: One parking violation – no fine recommended; Second violation contractors not being appropriately supervised by owner – no fine recommended; Third violation was an appeal of Pet Policy Violation assessed in January 2018 – recommended – fine to be upheld.
 - f. Back-Flow Preventers required on nine buildings. Contractor selected. (Building 15 already has these.)
 - g. Office completed a rental unit audit to ensure landlords have current City of Rochester Rental Certificates. Valhalla overall complex has 41% rentals and 59% owner occupied units. Building 15 has approximately 11 rentals out of a total of 60 units. Majority of Valhalla's rentals are in buildings 1-11.
 - h. General Manager completed continuing education class that was approved in January 2018.
 - i. Revised Valhalla Management's Employee Handbook was reviewed, discussed and approved. A few noted revisions were made.

- j. A proposal for the planned audit to be moved up to 2018 instead of the scheduled 2020. Discussion followed regarding timing, scope of work, breadth and depth of audit, bidding out audit for potential accounting firms, standard practices of other HOAs, etc. Discussion followed regarding timing of large projects scheduled: 2018 garage roofs and 2019-2020 replacing parking lot will be time consuming for Valhalla staff, plus requires significant capital dollars from all HOAs. Committee agreed timing of forming a potential Audit Committee will be tabled until garage roofs are completed in 2018.
- E. Resident Policies – Valhalla and Building 15. Cigarette smoking & marijuana smoking violations in Building 15. Building 15 is now smoke-free. Smoking is not allowed in any unit, common areas, including the interior garage and within 30 feet of the building. Please report violations to Valhalla Office **507.288.8347** or admin@valhalla.com
- F. Please report suspicious/disorderly conduct activities to Valhalla Office and Rochester Police Department.

Excerpt from Valhalla Resident Policy.....

Article 1.10.... "Loud noises or other activities that disturb Owners and/or Occupants are prohibited, except that remodeling in Units is permitted from 8 a.m. to 8 p.m. weekdays and Saturdays. Violation of the Rochester noise ordinance will result in complaints channeled to the law enforcement center."

Article 1.16.... " There shall be no soliciting on the Property."

Rental units with three police calls may lose their City of Rochester Rental Certificate. Owners may not rent units if they do not have a valid Rental Certificate. Owners will multiple violations will be reviewed at the Valhalla Master Board for potential fines. Fines start at \$50.

- G. It is everyone's responsibility to ensure the safety of the Building. *If you see something, say something.* Please immediately report unusual activity to the Valhalla Office and Rochester Police Department. It's OK to ask someone if they are a resident or a visitor, *in a kind and respectful manner.* Let's be neighborly friendly!

Please ensure others do not follow you into the building and please ensure all security doors are locked.

Excerpt from Valhalla Resident Policy.....

Article 1.4...."Security is very important to our residents. Do not allow uninvited solicitors or strangers to enter the buildings. Never let strangers follow you into the building. Encourage them to use the security phone or intercom system to contact the person they wish to visit. Security is everyone's concern and responsibility."

- H. Window washing will be done in spring/summer 2018 in the common area entrances. Stay tuned.
- IV. **Secretary's Report** – Approval of February 2018 Minutes. A motion was made and seconded to approve the minutes as written. Motion carried.
- V. **Treasurer's Report** - Wayne Jasperson reporting via written report and Carol Sabatke reported verbally at meeting. Building 15's finances are in alignment. No significant issues to report. There is \$97K in checking and \$191K in the reserve account for a total of \$288K at the end of February 2018.

There are not any monthly dues 30 or more days delinquent. There is a total of \$252 for misc. items bought from the maintenance shop that are 30 days past due. As of 3-13-2018, Building 15 has collected appropriately \$48K of the \$112K for the special assessment due in 2018, resulting in >43% collected thus far. The first payment installment is due from owners on 3/31/2018. Thank you to all the owners who have already paid their special assessments for 2018!

David Aries reported there are outstanding invoices on Building 15's ledger for work completed for owners by Valhalla's maintenance staff. Aries will follow up with the Valhalla Office to ensure invoices have been sent to the owners and the ledger is updated.

Aries also reported Building 15's budget line for snow removal is under budget \$435.54 (positive variance). In addition, Aries reported it appeared capital expenses were posted in the general operating expense category on the ledger. Aries will work with the office to change the posting account to the reserve capital account.

VI. Standing Committee Reports

- A. Caretaker Report – Deb Dahly reporting. The garage floor will be washed on **Monday April 23rd**, dependent upon weather. Cigarette debris has been found on the garage floor. Trash in small garage containers in garage were not being emptied, inappropriate items were being left in this area. The garage containers have been removed. Large items may not be dumped at this area. Please notify Valhalla Office if you need to dispose of large items. Owners must take large items to a designated area for Valhalla Maintenance to pick up and dispose of. Owners are responsible for the expense, if applicable, for the disposal.

Schedule: The floor in mailroom will be scheduled to be cleaned (date TBD). Northeast hallway/stairs area – walls need to be repaired and painted (work order sent). Replacement of carpet tiles in elevator needs to be done (TBD - vendor to do). Common area carpet annual cleaning will be coordinated by Valhalla Office who will determine the vendor for all buildings.

- B. Building and Grounds – David Aries & Judy Ohly. Aries discussed the specifications of front glass door with Matt Brown Supervisor. Bowen is the vendor that was selected for front door. Aries to followup with Matt Brown to coordinate installation.

Heater in mailroom – Aries requested Matt Brown to get bids to remove heater and cap off water piping. Work order to remove heater sent on 3/08/2018. Garage doors – one damaged this winter, bid provided by contractor. Manufacturer specifications required from contractor so we may understand the make & model proposed. Aries will work with Matt Brown to obtain more information.

Judy Ohly – Requested a handout for contractors on Valhalla policies. This will be added to the April 2018 Agenda.

Valhalla office is working on an emergency preparedness plan for the overall complex for lighting & safety. One particular item will be to identify the location of all the electrical outlets in garage. Stay tuned....More to come.

- C. Welcoming committee – Kay Aune. Unit 412 owners have moved and unit is now for rent.
- D. Decorating Committee – Carol Sabatke. No report.

VII. Unfinished Business:

- A. Safety- E. side lights, security cameras – Estimate on cameras \$4800; Tabled till 2018.
 - a. Subcommittee form to identify light and camera placements, as well as, the make and model numbers of the equipment. If you'd like to join this subcommittee please contact one of the following individuals. David Aries Chair - draries@charter.net , Judy Ohly - johly@charter.net , Mary Munnis -marymunnis@gmail.com
- B. Status of caulking building project – David Aries. Contractor is on-site and doing work. Contractor is removing old caulk, cleaning the area and re-caulking the area. Estimated timeframe is end of May 2018, dependent upon weather. Contractor will repair all damages to grounds around Building 15 once they are complete.
- C. Status of north & south building windows replacement project– David Aries. Contractor is scheduled to begin work spring/summer 2018. Owners on end units please contact David Aries at draries@charter.net or 507.319.8743 to select interior stain colors for windows. **Please contact David Aries no later than April 15, 2018.**
- D. Valhalla Complex Building & Grounds Committee – Building 15 - Lawn maintenance – Current vendor's contractor contract will be terminating at the end of 2018. Specifications for the Building 15 grounds will be developed and submitted to Valhalla's Building & Grounds complex wide committee for considerations to the overall complex wide bid.

The committee approved a plan to remove all the ash trees on Valhalla's property over the next several years. The plan is to remove 5-7 trees per year over the next 5 years. This removal rate would be accelerated if the trees are diseased/damaged which requires immediate removal.

- a. Removal of ash trees criteria
 - i. Encroachment on buildings or other newly planted trees, trees near the parking lot asphalt prior to new parking lot installation, trees marked by City of Rochester as diseased.
 - ii. Ash trees will not be treated
 - iii. Remove lowest quality trees first
 - iv. Distribute removals so that all trees are not lost in same area over a short period of time, if possible.
- b. Removal of other trees.
 - i. Trees damaged by storms
 - ii. Trees that are encroaching buildings (garages, buildings, etc.)
- c. Pruning of young trees so they develop properly over time.

VIII. New Business

- A. Capital improvements planning - no reports
- B. Resident concerns. Caulking cherry picker left by contractor on Building 15 grounds. This has been addressed.
- C. Proposal for Building 15 – Meet your neighbors picnic, morning coffees, – add to April 2018 agenda

Next Meeting April 16th, 2018

Minutes respectfully submitted by Linda Castiglioni for Jill Bailey, Secretary