

Master Board of Directors Meeting

Valhalla Management Association

December 19th, 2023 @ 7PM

Valhalla Party Room

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Phone Conference ID: 296 733 817#

- I. Roll Call & Call to Order
- II. Reading of Minutes
 - a. November 2023 Minutes A. Motion: 2nd:
- III. Reports of Officers
- IV. Standing Committee Reports
 - a. Finance Committee – No Meeting
 - 1. Shared Budget A. Motion: 2nd:
 - b. Executive Committee – Mark Kellen
 - 1. Assn. 8 – Dog off Leash A. Motion: 2nd:
 - 2. Assn. 9 – Bike in Hallway A. Motion: 2nd:
 - 3. Assn. 11 – Landlord Violation Appeal A. Motion: 2nd:
 - 4. Assn. 15 – Parking Sticker Violation A. Motion: 2nd:
 - 5. Assn. 15 – Noise Violation A. Motion: 2nd:
 - c. RAMB- Minutes Attached
 - 1. Saunas A. Motion: 2nd:
- V. Manager's/Maintenance Report- Chris Robson – Attached
- VI. Unfinished Business
- VII. New Business
 - a. Capital Account Balance & Uses
- VIII. Adjournment A. Motion. 2nd:
time:

Announcements

- ✓ Finance Committee Meeting.....January 9th @ 5PM
- ✓ RAMB Meeting.....January 11th @ 5:30PM
- ✓ Executive Committee Meeting.....January 16th @ 6:00PM
- ✓ Master Board Meeting.....January 16th @ 7PM

**Minutes of the Monthly Meeting
Master Board of Directors
Nov 21, 2023**

I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held in the Party Room. The meeting was called to order at 7:00p.m.

Attending =		X			
X	Assn 1-Kate DeVries	X	Assn 7- Gary Mehrkens	X	Assn 15- Linda Castiglioni
X	Assn 2-Brian Kroeger	X	Assn 8-Mark Kellen	X	Chris Robson-General Manager - Valhalla
X	Assn 3-Kathy Schwartz	X	Assn 9- Kurt Beaver		
X	Assn 4 - Dubravka Stupar	X	Assn 10 - Connie McKenzie	X	Director Appointee - Elaine Wiegert
X	Assn 5- Krista McGowan	X	Assn 11- Chris Robson	X	Director appointee- Wayne Jasperson
X	Assn 6-Amy Caine	X	Assn 12-Jim Iverson	X	Director appointee - Paul Schultz

II. READING OF MINUTES: Minutes of the October 17,2023 meeting were presented. Kathy Schartz moved to waive the reading of the minutes. Amy Caine. seconded. The motion passed.

III. REPORTS OF OFFICERS

Master Board President Mark Kellen stated his perspective of how members of the board should conduct themselves during the Master Board meetings. Big topics come with difference views. This is okay but each view must be presented in a productive manner with respect to fellow board members and their topic positions..

IV. STANDING COMMITTEE REPORTS:

1. Finance Committee: Chair - Wayne Jasperson. See Report. The total shared expenses were up less than 1% This was due to the changes in managerial duties and changes in maintenance staff. Linda Castiglioni questioned why the budget was not neutral. Discussion followed including aspects of how wages are determined. Chis Robson explained the General Manager has the freedom to give raises within a set budget. Further discussion included when to pass a budget. Mark Kellan made a motion to table the budget until more precise numbers could be used close to the annualized budget of 2023 and give Chis Robson the key to put together a budget of how he wants to spend the money. Krista McGowan seconded. Following discussion included what data was incomplete and did it make a difference when the numbers are already known. The motion passed with Wayne Jasperson abstaining.
2. Executive Committee: Chair – Mark Kellen.
 - Assn.15 Noise Violation. Tabled until next month due to a presentation from the landlord not working.
 - Landlord Violation Bldg 11. The Executive Board recommended a \$100.00 fine. After review by the Master Board, Paul Schultz moved to raise the fine to \$200.00 due to the extra work

for the staff caused by a owner/ tenant violation. Connie McKenzie seconded. The motion passed with Linda Castiglioni and Kathy Schwartz abstaining,

3. RAMB Committee: Chair - Kate DeVries. See Report:

- Saunas: Price quotes from Thatcher Pools and Spas were \$2,592.04 for a single unit and \$5,194.08 for two units with a \$500.00 electrical fee at installation. Mark Kellen made the motion to purchase one unit., Connie McKenzie seconded. The motion passed with Wayne Jaspersen voting no.

VI. MANAGER/ MAINTENANCE REPORT: General Manager - Chris Robson. See Report.

The new dehumidifier unit is to be shipped from the factory December 18, 2023.

VII. UNFINISHED BUSINESS: None

VIII. NEW BUSINESS:

Christmas Decorations: Linda Castiglioni made a motion to allow decorations to be done, but no money allowance be given. Paul Schultz seconded. Elaine Wiegert informed the committee strings of lights do not always light when reused, so some replacement lights are needed for outdoor decorations. Mark Kellen motioned to amend the motion to allow up to \$200.00 for outdoor decorations. Amy Caine seconded. The motion passed with Connie McKenzie, Jim Iverson. Linda Castiglioni, Krista McGowan voting no.

Sensors: Motion Sensors for the laundry rooms have been found. The purpose of the sensor is to have the lights off when the room is not in use. It is up to each individual building to decide if they want to purchase the sensor. Maintenance will install them.

Cardless washer and dryers: These are being investigated for potential implementing with details to be coming.

Long term Planning: Meetings for ideas and projects for the future of Valhalla will be planned for in the spring.

Preventative Maintenance: Proposals from MMC Rochester and Harris for preventative maintenance of the heating and cooling systems in Valhalla were presented. Questions concerning costs to make repairs in individual units needed additional information. The proposals will be addressed again in the next board meeting,

- The motion to adjourn was made by Krista McGowan and seconded by Brian Kroeger. The motion passed and the meeting was adjourned at 8:30 p.m.

Minutes Respectfully Submitted,
Elaine Wiegert

These minutes are the unofficial minutes of the Oct 17,2023 Master Board Meeting.

Valhalla Management Association
December 2023 Delinquency Report

<u>Building</u>	<u>Unit</u>	<u>Balance</u>	<u>Account Notes</u>
5	19	\$1,106.81	Currently on a payment agreement.
Garage 10	6	\$ 1,562.00	In collections with attorneys.
10	28	\$ 2,314.66	Unit is to be sold on 12.22.23.
11	14	\$ 3,803.32	Currently on a payment agreement.
11	33	<u>\$ 761.99</u>	Currently on a payment agreement.
		<i>\$ 9,548.78</i>	

Valhalla Park

2024 Annual Shared Budget

Expense	2022 Budget	2022 Actual	% Difference	2023 Budget	2023 YTD/Annualized	% Difference	Budget	
							2024 Budget	Increase/D crease
5030 Garbage Removal	\$115,804	\$146,507	26.5%	\$75,000	\$72,839	-2.9%	\$74,788	-0.3%
5055 Grounds	\$50,000	\$101,498	103.0%	\$60,000	\$100,109	66.8%	\$75,000	25.0%
5060 Snow	\$31,200	\$21,851	-30.0%	\$31,200	\$28,411	-8.9%	\$31,200	0.0%
5500 Rec Expenses	\$2,600	\$5,779	122.3%	\$3,600	\$5,833	62.0%	\$3,000	-16.7%
5510 Electric	\$15,451	\$18,891	22.3%	\$20,000	\$18,224	-8.9%	\$19,500	-2.5%
5515 Gas	\$8,000	\$9,089	13.6%	\$9,000	\$9,799	8.9%	\$10,000	11.1%
5520 Water	\$1,700	\$1,507	-11.3%	\$1,700	\$1,547	-9.0%	\$1,700	0.0%
5525 Sewer	\$4,700	\$3,774	-19.7%	\$4,500	\$3,701	-17.8%	\$3,900	-13.3%
5530 Storm Water Fees	\$1,800	\$1,701	-5.5%	\$1,800	\$1,700	-5.5%	\$1,800	0.0%
5535 Utility Tax	\$1,319	\$1,531	16.1%	\$1,700	\$1,481	-12.9%	\$1,650	-2.9%
5540 Indoor Pool	\$2,523	\$2,969	17.7%	\$13,000	\$12,292	-5.4%	\$3,500	-73.1%
5545 Outdoor Pool	\$9,882	\$11,328	14.6%	\$21,000	\$33,568	59.8%	\$12,000	-42.9%
5550 Party Room	\$400	\$0	-100.0%	\$400	\$25	-93.7%	\$400	0.0%
5555 Exercise Room	\$500	\$34	-93.2%	\$2,000	\$1,274	-36.3%	\$2,000	0.0%
5560 Maint. Equip Repair/Replacmt	\$2,700	\$3,327	23.2%	\$3,500	\$5,018	43.4%	\$3,500	0.0%
5565 Supplies (rec)	\$2,500	\$1,888	-24.5%	\$2,500	\$2,304	-7.8%	\$2,500	0.0%
5610 Accounting	\$11,500	\$9,980	-13.2%	\$12,000	\$10,296	-14.2%	\$12,000	0.0%
5615 Legal	\$10,279	\$33,198	223.0%	\$20,000	\$11,600	-42.0%	\$12,000	-40.0%
6110 Bank Fees	\$2,500	\$2,195	-12.2%	\$2,500	\$2,588	3.5%	\$2,500	0.0%
6115 Payroll	\$411,805	\$382,918	-7.0%	\$442,535	\$411,468	-7.0%	\$403,730	-8.8%
6120 Payroll Overhead	\$182,914	\$141,034	-22.9%	\$194,321	\$163,899	-15.7%	\$194,037	-0.1%
6140 Life/STD/SEP/Dental/Medical	\$36,668	\$30,673	-16.3%	\$41,011	\$27,969	-31.8%	\$56,181	37.0%
6145 HOA Blanket Ins/Fidelity bond	\$124,999	\$140,569	12.5%	\$150,000	\$137,243	-8.5%	\$150,000	0.0%
6150 Vehicle Expenses	\$6,000	\$5,090	-15.2%	\$6,000	\$3,757	-37.4%	\$6,000	0.0%
6155 Office Expenses	\$7,000	\$9,286	32.7%	\$30,000	\$58,443	94.8%	\$15,000	-50.0%
6156 Contracted Office Support/Serv	\$6,500	\$12,348	90.0%	\$10,000	\$9,106	-8.9%	\$10,000	0.0%
6160 Office Equipment	\$1,500	\$794	-47.1%	\$1,500	\$1,080	-28.0%	\$1,000	-33.3%
6165 Intercom/Security/Office Phone	\$17,723	\$28,805	62.5%	\$29,716	\$24,577	-17.3%	\$29,716	0.0%
6170 Phones: Cell/Tablet	\$1,380	\$1,631	18.2%	\$1,700	\$1,561	-8.2%	\$1,700	0.0%
6175 TV Service	\$209,486	\$210,027	0.3%	\$206,302	\$208,256	0.9%	\$208,992	1.3%
6180 Misc. expenses for MB	\$2,500	\$3,248	29.9%	\$2,500	\$1,450	-42.0%	\$2,000	-20.0%
6190 Uniforms	\$2,000	\$1,273	-36.4%	\$2,000	\$2,158	7.9%	\$2,000	0.0%
Total Expenses	\$1,285,833	\$1,344,742	4.6%	\$1,402,985	\$1,373,574	-2.1%	\$1,353,294	-3.5%

Recreational Area Management Board
(RAMB)
Minutes
November 9, 2023
5:30 pm

Present: Kate DeVries - Chair, Jenney Kroeger, Michael Seery, Russ Boyd, Krista McGowan, Connie McKenzie, Chris Robson - General Manager.

Absent was Dubravka Stupar, Jill Bailey, Iris Matthys, Muthuvel Jayachandran, Amy Caine, Diane Krupski, Lou Ohly

The RAMB meeting was called to order at 5:30 pm.

Building and Grounds:

- The committee asked for a status update regarding the tree bundles. Chris Robson indicated that the bundles have been ordered. One of the two crabapple bundles was not available this year, so instead of ordering 4 bundles, we only ordered three. Trees should be available in early spring.
- A discussion was had regarding solar on the buildings. A resident from building 1 asked if we had ever considered solar for the buildings. Building 12 has done extensive research on this, and at this time, it does not financially make sense as the ROI is a very long time. Building 12 is continuing to research this and if it becomes a potential option, Chris Robson will bring it back to the committee.

Pool and Recreation:

- There was discussion about installing or planting some sort of surround around the new pool dehumidification unit once it has been installed. Chris Robson indicated that there may be air gap requirements, and he will work with MMC once it has been installed to determine our options, and bring those back to the committee.
- Chris Robson indicated that a resident has requested to purchase a recumbent exercise bike for the exercise room as they are not able to get onto the new exercise bike. Chris will do some research on options and if/how we could fit another piece of equipment into the room.
- As part of the exercise bike discussion, it was brought up that maybe there is a possibility that we could remove the stairs that go up to the party room, and potentially install new stairs onto the balcony area of the party room to give the exercise room more space. Chris Robson will work over the winter to get ideas and bids and to make sure we still meet fire and city codes.

Misc. Items

- A discussion was had about reminders that should be made to residents about several different

Motion to Adjourn:

- The motion to adjourn was made at 5:51 which carried, and the meeting was adjourned.

Minutes Respectively Submitted By: Chris Robson

GM/Maintenance Report

December 2023

Maintenance Report

The concrete pad for the new dehumidifier is installed. The delivery of the equipment has been delayed by a month, unfortunately. The new expected ship date from the manufacturer is January 18th. We will keep everyone updated as to the progress as we know more.

Managers Report

We are almost finished with the transition to the new accounting software. Expect more information to come to owners and residents in January.

Metronet is finishing the installation of services at the buildings. They are averaging 1-2 buildings per day with running the wiring from the outside of the buildings to the inside where the networking equipment is. Installation is expected to be fully completed by the end of the year.

Respectfully,

Jason Dietz/Chris Robson