

**MINUTES OF THE MONTHLY MEETING
 MASTER BOARD OF DIRECTORS
 VALHALLA MANAGEMENT ASSOCIATION
 February 19, 2019**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held February 19, 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 –Mike Chaffee	X	Stacy Wilhelm, General Manager - Valhalla
X	Assn 2- Mike Fenske	X	Assn 10- Elaine Wiegert	X	Dan Bredesen Supervisor Maintenance - Valhalla
X	Assn 3 - Brian Kroeger	X	Assn 11- Linda Castiglioni	X	Director appointee- Jan Kauphusman
X	Assn 4 – Judy Ohly	X	Assn 12 – Bob Retzlaff		
X	Assn 5 –Dana Petron	X	Assn 12 – Jim Iverson		
X	Assn 6 – Louis Ohly	X	Assn 15 –David Aries		
X	Assn 7 – Skye Davis	X	Assn 15 – Jan Bailey		
X	Assn 8 – Jacob Petersen				

- II. READING OF MINUTES: Minutes from the January 15, 2019 meeting were presented. A motion was made and seconded to waive the reading and to approve the minutes. With no further discussion, motion carried.
- III. TREASURER’S REPORT: Stacy Wilhelm provided the February Delinquency Report. 3 units are delinquent for a total of \$4,476.15.
- IV. STANDING COMMITTEE REPORTS
- A. Finance Committee: Jacob Petersen, Treasurer- Jacob had a meeting with Stacy regarding reports- more to come. Minutes from the February 14, 2019 meeting were presented. A motion was made and seconded to approve the February Quarterly Reserve Transfers. Motion Carried.
- B. Building and Grounds Committee: Mike Fenske, Chair- No meeting.
- C. Pool and Rec Committee: Kathy Schwartz, Chair- No meeting. Next meeting set for February 21, 2019.
- D. Executive Committee: Mike Fenske, President- The Executive Committee had 4 violation hearings prior to this Master Board Meeting.
1. Owner received violation for posting notes in common areas on December 6, 2018. This owner has had several previous policy violations. The committee recommended a fine for \$1,250. A motion was made and seconded to approve the fine. Motion carried.
 2. Owner in #1 received an additional violation continuing to post notes in common areas on December 23, 2018. The committee recommended an additional fine for \$1,500.00. A motion was made and seconded to approve the fine. Motion carried.
 3. 3rd smoking violation. The committee recommended a fine for \$500. A motion was made and seconded to approve the fine. Motion carried.
 4. 1st smoking violation for a new renter. It was noted the past renter in this unit also received a smoking violation. It was encouraged owners put more stress on the

smoking policy as they lease units. The committee recommended a \$50.00 fine. A motion was made and seconded to approve the fine. Motion carried.

E. Wage & Benefits Committee: Bob Retzlaff, Chair- No Meeting.

F. Long-Range Planning Committee: Judy Ohly- No Meeting.

G. Human Resources Committee: Michael Chaffee- A report was provided for the February 11, 2019 meeting. Mike reviewed the 7 actions that were recommended and had requested for each member to submit a list of 3 members from their building to be the "Members of the Association".

V. MANAGER'S REPORT: Stacy Wilhelm, General Manager- See attached report. Stacy will research the ordinance regarding rabies vaccine requirements.

VI. MAINTENANCE REPORT: Dan Bredesen, Maintenance Supervisor- See attached report

VII. UNFINISHED BUSINESS: None

VIII. NEW BUSINESS: None

IX. ANNOUNCEMENTS: Chair Fenske gave each Member a "Parliamentary Motions Guide" for their use.

X. OPEN COMMENT TIME: Kroeger reminded members of the 10 day "right of rescission" when they sell.

XI. ADJOURNMENT: A motion was made and seconded to adjourn the meeting. With no further discussion. Motion carried. The meeting was adjourned at 7:50 p.m.

Respectfully submitted, Judy Ohly, minute taker.

General Manager's Report
February 13, 2019

Office Audits

The office will have begun their yearly compliance audits. During this process, we review all unit files to ensure they have current companion/service animal paperwork, landlord acknowledgement forms, and filed rental certificates with the City of Rochester.

Service or Companion Animals – Valhalla requires verification annually from a health care provider of the continued need.

Landlord Orientation Acknowledgement- Valhalla landlords are required to have a signed Orientation Acknowledgment form. This serves as proof that the landlord/unit owner is aware of Valhalla's policies regarding rental units.

Housing Registration (Rental) Certificates- Valhalla landlords must provide a copy of the current housing registration (rental) certificate, or proof of application, which must be maintained throughout the rental of the unit.

Additionally, the office will be reaching out to each unit to confirm their mailing address, phone number, and email address. This information is constantly changing, and Valhalla's office is often not notified when a change has occurred.

Valhalla Park News

The latest version of our quarterly newsletter can be downloaded from our website or contact the office to be added to the mailing list. Copies will not be printed unless requested to minimize printing expense.

Respectfully,

Stacy Wilhelm

Maintenance report February 2019

- The plow truck has been repaired and is working as it should.
- The Bobcat is in the shop for engine problems.

Submitted by Dan Bredesen