

**MINUTES OF THE MONTHLY MEETING
MASTER BOARD OF DIRECTORS
VALHALLA MANAGEMENT ASSOCIATION
January 21, 2020**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held January 21, 2020 at the Valhalla Recreation Center. President Mike Fenske called the meeting to order at 7 p.m. The following Directors were Present as indicated below:

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|-------------|--------------------------|---|---------------------------|---|--|
| Attending = | | X | | | |
| X | Assn 1 – Kate DeVries | X | Assn 7 – Skye Davis | X | Assn 15 - Jan Bailey |
| X | Assn 2- Mike Fenske | | Assn 8 – Susanne Ziebarth | X | Stacy Wilhelm, General Manager - Valhalla |
| | Assn 3 - Brian Kroeger | X | Assn 9 –Monica Anderson | X | Dan Bredesen- Maintenance Supervisor- Valhalla |
| X | Assn 4 – Dubravka Stupar | X | Assn 10- Elaine Wiegert | X | Director appointee- Jan Kauphusman |
| X | Assn 5 –Dana Petron | X | Assn 11- Chris Robson | X | Director appointee- Wayne Jasperson |
| X | Assn 6 – Louis Ohly | X | Assn 12 – Jim Iverson | | |

- II. READING OF MINUTES: Minutes from the December 18, 2019 meeting were presented. Motion was made by Jan Bailey and seconded by Jim Iverson to waive the reading of the minutes and to approve them. Motion carried.
- III. REPORTS OF OFFICERS: No reports.
- IV. STANDING COMMITTEE REPORTS:
- A. Finance Committee Report: Report attached. Wayne Jasperson, Chair. Wayne Jasperson presented motion to approve quarterly transfers. Motion seconded by Jan Bailey. Motion carried. Finance Committee meetings will now be held quarterly instead of monthly so the next meeting will be in April.
- B. Executive Committee Report: Mike Fenske, Chair. Stacy Wilhelm presented information regarding the violation hearings and the request for waiver of late fee.
1. Smoking violation in building 8. Cigarette butts are being thrown down to the deck below and causing property damage. Since this is the first violation, a motion to fine the offender \$50 was made by the committee. Monica Anderson seconded the motion. Motion carried.
 2. Smoking violation in building 9. The first offense was July 16th, 2019. A motion was made by Wayne Jasperson to approve the committee’s recommendation to assess a fine of \$100 for this second offense. Lou Ohly seconded the motion. Motion carried.
 3. Request for waiver of late fee in building 12. There was no history of late payments and the owner promptly made a payment once notified payment was not received. Motion was made by Dana Petron to waive the late fee. Jan Bailey seconded the motion. Motion carried.
- C. RAMB Report: Lou Ohly, Chair. Report attached.
- V. MANAGER’S REPORT: Stacy Wilhelm, Manager. Report attached.

VII. MAINTENANCE DEPARTMENT REPORT: Dan Bredesen, Maintenance Supervisor. Report attached.

VIII. UNFINISHED BUSINESS: Nothing to report.

IX. NEW BUSINESS: Mike Fenske announced that the next Master Board meeting will be March 17, 2020. There will not be a meeting in February.

X. ADJOURNMENT: A motion was made by Jan Bailey and seconded by Monica Anderson to adjourn the meeting. Motion carried. Meeting was adjourned at 7:20 pm.

Respectfully submitted,

Jan Kauphusman

General Manager's Report

January 2020

Board Members

Thank you for volunteering your time and committing to serving your Valhalla Association in 2020. As a Director of your Association, you will receive login information for the Directors portal. Much like your personal account, you will be able to view association level maintenance requests, bills, financial statements, and additional documents.

- Association & Management Reserve Studies
- Audit Financial Statements
- Chart of Accounts
- Current and previous Assoc. budgets

The office works hard to maintain our website. Making our communities information readily available to the public.

- Governing Documents
- Resident policies
- Board & Committee Minutes
- Insurance coverage
- Camera Footage Request Form
- Complaint Form

For those directors, without email or the internet, hard copies will be provided.

As we move forward into 2020, I look forward to working with the board members, committees, and residents of Valhalla. Thank you again for your involvement and commitment to Valhalla and our complex's future.

Respectfully,

Stacy Wilhelm

Maintenance report January 2020

- The sauna in the men's dressing room has been repaired. Sorry for the delay. Parts took a while to get.
- All of the buildings have had new tele-entry's installed. We still have some kinks to work out and are addressing them with Charter and Custom Communication. Sorry for the inconvenience and thank you for your patience.
- We are still working with G-Cubed on preliminary planning for the parking lot and ironing out some of the building specific changes with the buildings.

Submitted by Dan Bredesen