

**MINUTES OF THE MONTHLY MEETING  
 MASTER BOARD OF DIRECTORS  
 VALHALLA MANAGEMENT ASSOCIATION  
 July 16, 2019**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held July 16, 2019 at the Valhalla Recreation Center. Acting president Mike Chaffee 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 –Michael Chaffee	X	Stacy Wilhelm, General Manager - Valhalla
	Assn 2- Mike Fenske	X	Assn 10- Elaine Wiegert	X	Dan Bredesen- Maintenance Supervisor- Valhalla
X	Assn 3 - Brian Kroeger	X	Assn 11- Linda Castiglioni	X	Director appointee- Jan Kauphusman
X	Assn 4 – Dubravka Stupar		Assn 12 – Bob Retzlaff		
	Assn 5 –Dana Petron	X	Director appointee- Jim Iverson		
X	Assn 6 – Louis Ohly	X	Assn 15 –Jan Bailey		
X	Assn 7 – Skye Davis	X	Director appointee- Wayne Jasperson		
X	Assn 8 – Jacob Petersen				

- II. READING OF MINUTES: Minutes from the June 18, 2019 meeting were presented. Motion was made by Jacob Petersen and seconded by Lou Ohly to waive the reading of the minutes. Motion carried. Motion was made by Jacob Petersen and seconded by Delores Robertson to approve the minutes. Motion carried.

- III. REPORTS OF OFFICERS: No reports.

IV. STANDING COMMITTEE REPORTS

- A. Finance Committee: Jacob Petersen, Chair. Report is attached. Motion was made by Jan Bailey and seconded by Lou Ohly to approve quarterly transfer. Motion carried.
- B. Executive Committee: Report attached. Mike Chaffee presented recommendations of executive committee in the absence of Mike Fenske.

1. Smoking violation in building nine. Brian Kroeger made a motion to assess a \$50 fine. Jacob Petersen seconded the motion. Motion carried.
2. Noise violation in building ten. Jacob Petersen made a motion to not assess any fine and remove the violations from the unit’s record. Wayne Jasperson seconded the motion. Motion carried.
3. Noise violation in building fifteen. Jacob Petersen made a motion to assess a \$50 fine. Jan Bailey seconded the motion. Motion carried.
4. Waiver of late fee requested by owner of four units. Jan Bailey made a motion to not assess any fine. Lou Ohly seconded the motion. Motion carried.

- C. Recreational Area Management Board: Mike Chaffee, Chair. Report attached. Motion was made by Brian Kroeger and seconded by Jan Bailey to accept the proposal for caulking the maintenance garage and adding the shared expense as a 2020 budgetary item. Motion carried.

- V. MANAGER’S REPORT: Stacy Wilhelm, General Manager. Report attached.

- VI. MAINTENANCE DEPARTMENT REPORT: Dan Bredesen, Supervisor -Report attached. Chemical feeder on the outdoor pool has been installed.
- VII. UNFINISHED BUSINESS: None to report
- VIII. NEW BUSINESS: Delores Robertson asked that each building give \$25 for a raffle for the National Night Out celebration. Jacob Peterson made a motion that each building contribute \$25. Dubravka Stupar seconded the motion. Motion carried with one dissent from building seven.
- IX. ADJOURNMENT: A motion was made by Brian Kroeger and seconded by Lou Ohly to adjourn the meeting. Motion carried. The meeting was adjourned at 7:27 pm.

Jan Kauphusman

*General Manager's Report*  
*July 2019*

*2018 Master Board Approved Improvements*

In 2018 the Master Board approved additional expense to be shared between all the associations in 2019.

Pool Shed- the approval for the shed was given during the July Master Board meeting. It was agreed that this would not only be aesthetically pleasing but also increase the life of the equipment that is housed outside and vulnerable to the elements.

*Budgeted: \$5,000 Actual: \$5,000*

Pool Filters- The outdoor pool has 3 filters that run continually while the outdoor pool is open. These filters had failed in 2018 and required replacement. This was also approved during July's meeting.

*Budgeted: \$4,000 Actual: \$4,595.02*

Sidewalk Repairs- Kustom Landscaping has completed the necessary repairs to the sidewalks surrounding Valhalla. This shared expense was approved in October 2018.

*Budgeted: \$7,749.48 Actual: \$6,395.00*

Additionally, there is still the reserve study, audit, outdoor pool chemical feeder, and the initial parking lot planning expenses remaining for 2019.

*MN Pollution Control Agency*

The state of Minnesota requires businesses and government agencies which generate hazardous waste to register with the MN Pollution Control Agency. Used oil, antifreeze/coolant, aerosols, batteries, bulbs, and pesticides are examples of waste the Agency is referring to.

A representative will be meeting with management to go over our facility needs and what waste Valhalla generates. The rep will then assess and give recommendation on what Valhalla can do to limit our waste.

*Carpet Cleaning*

The parking lot sand removal was completed on June 20<sup>th</sup> and the building's carpet cleaning is being scheduled. After the bidding process was completed, it was determined that Service King has again been awarded Valhalla's bid for buildings 1-12. Building 15 has decided to use Exceptional Carpet Cleaning.

Respectfully,  
Stacy Wilhelm

## **Maintenance report July 2019**

- Construction of the pool shed is complete.
- Thatcher is working on installing the new chemical feeder on the outdoor pool.
- The lot has been swept.

Submitted by Dan Bredesen