

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

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held July 21, 2020 as a Zoom meeting due to the COVID-19 pandemic. President Mike Fenske called the meeting to order at 7:01 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 | X | Assn 8-Susanne Ziebarth | X | Stacy Wilhelm-General Manager - Valhalla |
| X | Assn 3-Brian Kroeger | X | Assn 9-Monika 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 June 16, 2020 meeting were presented. Motion was made by Brian Kroeger and seconded by Jan Bailey 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: Wayne Jasperson, Chair. Report attached. Motion was made by Brian Kroeger and seconded by Monika Anderson to approve the quarterly transfers. Motion carried. Motion was made by Monika Anderson and seconded by Wayne Jasperson to approve the insurance proposal recommended by the committee. The ordinance and law coverage will be increased from \$50K to \$250K. The Employment Practices Liability will be changed to a standalone policy. Motion carried.

B. Executive Committee Report: Mike Fenske, Chair.

1. Smoking violation in building 10: Executive Committee recommends assessing a fine of \$250 for this third violation. Monika Anderson made a motion to accept the Executive Committee's recommendation. Brian Kroeger seconded the motion. Motion carried.
2. Noise and balcony misuse in building 5: Landlord has been responsive in addressing this issue and did not renew the lease. Tenants have moved out, so no action recommended by Executive Committee. Lou Ohly made a motion to accept the committee's recommendation. Wayne Jasperson seconded the motion. Motion carried.
3. Damage to common areas in building 2: Tenant was throwing landscaping rocks onto the sidewalks and parking lot. The tenant and his visitors were seen going thru the parking lot looking for unlocked vehicles. The tenant and his visitors were also observed on security camera breaking into the office. They stole items as well as

caused damage to the carpet. They scaled the outdoor pool fence. Trash and items from the office were found in the fenced area. The bill for carpet cleaning has already been sent to the unit. Executive Committee recommends assessing a fine of \$500. Jan Bailey made a motion to accept the committee's recommendation. Brian Kroeger seconded the motion. Motion carried.

4. Dog barking during quiet hours in building 10: Since there was not sufficient evidence to identify the dog, the Executive Committee recommends no action. Lou Ohly made a motion to accept the committee's recommendation. Jan Bailey seconded the motion.
5. Appeal on window misuse in building 2: Executive Committee recommends that fine of \$1000 be rescinded since the resident policies do not clearly state that a window cannot be used as an exit for the dog. Brian Kroeger made a motion to approve a revision to the policy, but motion was withdrawn. More time is needed to review the wording of the revision in the policy. Jan Bailey made a motion to rescind the fine. Lou Ohly seconded the motion. Motion carried.
6. Stacy Wilhelm presented a recommendation to post a notice indicating that there will be an automatic fine of \$100 to those violating pool rules. This is in response to people scaling the pool gate and swimming after hours. Dubravka Stupar made a motion to accept the recommendation. Lou Ohly seconded the motion. Motion carried.

C. RAMB Committee Report: Lou Ohly, Chair. Report attached. The committee recommends posting a sign on all garage enclosures listing the items which cannot be dumped. Wayne Jasperson made a motion to accept the committee's recommendation. Monika Anderson seconded the motion. Motion carried. A recommendation was made by the committee to accept the proposal from Goat Dispatch to graze the hillside behind the Recreational Building for buckthorn removal. Jan Bailey made a motion to accept the committee's recommendation. Lou Ohly seconded the motion. Motion carried.

- V. MANAGERS REPORT: Stacy Wilhelm, Manager. Report attached. Master Board Governing Documents are being sent out to Directors to review within the next 30 days. Any questions need to be submitted to Stacy Wilhelm before next month's Master Board of Directors Meeting.
- VI. MAINTENANCE DEPARTMENT REPORT: Dan Bredesen, Maintenance Supervisor. Report attached.
- VII. UNFINISHED BUSINESS: None.
- VIII. NEW BUSINESS: During a closed session with board members only, Wayne Jasperson presented a request to give Stacy Wilhelm and Dan Bredesen a recognition award for their extraordinary work and sacrifice during the COVID-19 pandemic. Dubravka Stupar made a motion to give bonuses of \$3000 each to Stacy Wilhelm and Dan Bredesen. Monika Anderson seconded the motion. After discussion, motion did not carry. Dubravka Stupar was the only affirmative vote. Brian Kroeger made a motion to give bonuses of \$2500 each and Jan Bailey seconded the motion. Motion carried.
- IX. ADJOURNMENT: A motion was made by Elaine Wiegert and seconded by Lou Ohly to adjourn the meeting. Motion carried. Meeting was adjourned at 8:18 pm.

Respectfully submitted,
Jan Kauphusman

GM Report

July 2020

Governing Documents Updates

The office has been busy organizing and holding board meetings, to discuss the proposed Governing Documents updates, provided by the attorney. This was approved by the Master Board in September of 2019. Once the board has reviewed and updates have been made, the attorney will then deliver them to owners for approval. Additionally, each Association will have a meeting with our Attorney to review and answer any questions regarding the changes.

The current documents were drafted in the mid- 70's and early '80s, making them extremely out of date and difficult to follow. However, many aspects will not be changing or similar to the current documents.

Thank you, Directors, for helping with this large task. It has taken a lot of research and time to not only review the proposed but compare to the current documents while considering possible changes for our community.

COVID Restrictions & Amenities

As you know, the pools and recreational building have been reopened. Our community has been great, self-monitoring, and making Management aware of situations that have come up. I am very happy to report most residents and their guests have been following the new restrictions. I also wanted to clarify, the outdoors restricted occupancy of 17 applies to individuals in the water. With the pool being outdoors we can have additional people around the pool. Should you have any additional questions, feel free to contact the office.

Respectfully,

Stacy Wilhelm

Maintenance report July 2020

- We Have Hired 2 new Maintenance staff. Will and Zack. If you see them around please welcome them.
- Jason one of the other maintenance staff was in an accident and is off for the time being.
- Dustin has taken a different position so will no longer be with us. We wish him the best.
- As you can see we are now running with 3 maintenance staff two of which are new. Please be patient with us until we have our new staff trained and are back to full staff.
- We are still hoping to get to the patching in the lot as soon as possible.
- The pool is running smooth.

Submitted by Dan Bredesen