

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

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

- II. READING OF MINUTES: Minutes from the February 19, 2019 meeting were presented. A motion was made by Michael Chaffee and seconded by Brian Kroeger to waive the reading and to approve the minutes. With no further discussion, motion carried.
- III. TREASURER'S REPORT: Stacy Wilhelm provided the March Delinquency Report and three units are currently delinquent for a total of \$8116.55.
- IV. STANDING COMMITTEE REPORTS
- A. Finance Committee: Jacob Petersen gave a verbal report on the meeting which was held on March 15th, 2019. Current assets as of 2-18-19 are \$1,404,268.53 which shows a healthy increase from 2016 when assets were \$843,694.91. Prepayment of association fees has increased. Coin op income is down so further review will be done to see why use of the laundry facilities is down. Garage income is below budget by 21%. There are evictions being done and since there is a waiting list those garages should be generating income soon. Miscellaneous income was up due to the payment by Charter as a sign on bonus. This should help offset the increased cost of snow removal. Payroll costs are currently down but may increase as staff receives bonuses for obtaining certification. Interest income for the first two months of this year was \$4036.46. The suggestion was made by Brian Kroeger to research other institutions for higher interest rates. This will be reviewed at the next finance committee meeting.
- B. Building and Grounds Committee: Mike Fenske, Chair. No meeting. Committee is being dissolved and duties will be taken over by the Recreation Area Management Board.
- C. Executive Committee: Committee chose new website platform which is mobile compatible. Cost will be \$400 to transfer all data to the new format and new yearly subscription will be \$475. Committee had one violation hearing prior to this Master Board Meeting. Owner received a violation for an unleashed pet. The dog was being let out thru a window to go outside. This owner has had a prior violation. The committee recommended a fine for \$250. A motion was made by Brian Kroeger and seconded by Jim Iverson to approve the fine. Motion carried.
- D. Pool & Recreation Committee: Lou Ohly, chair. Report attached. A motion was made by Michael Chaffee and seconded by Brian Kroeger to accept the bid from Decklever for \$3051. Motion carried. Committee is being dissolved and duties will be taken over by the Recreation Area Management Board.
- E. Wage & Benefits Committee: Bob Retzlaff, Chair- No Meeting. Committee is dissolved and issues will be handled by Finance Committee.
- F. Long-Range Planning Committee: Committee has been dissolved.

G. Human Resources Committee: Michael Chaffee, Chair. Report attached. A motion was made by Lou Ohly and seconded by Jacob Petersen to stagger expiring terms for Directors. Motion carried. The committee will be dissolved once the contract for the general manager is complete.

V. MANAGER'S REPORT: Stacy Wilhelm, General Manager- See attached report.

VI. MAINTENANCE REPORT: Dustin Lambert, Maintenance Staff - Water was reported to be leaking into buildings 3,4,5 and the entryway of building 12. Damage was confined to wet carpets due to efforts of maintenance staff to contain damage. Culligan has lowered the price of water softener salt from \$8 to \$6.50.

VII. UNFINISHED BUSINESS: A motion was made by Brian Kroeger and seconded by Jacob Petersen to approve a slate board election for the Recreation Area Management Board. The board will be chaired by the Vice-President of the Master Board and consist of the following members.

Bldg #1- Delores Robertson

Bldg #2 – Mike Fenske

Bldg #3 – Brian Kroeger

Bldg #4 – Dubravka Stupar

Bldg #5 – Dana Petron

Bldg #6 – Lou Ohly

Bldg #7 – Kelsey Graham

Bldg #8 – Susanne Ziebarth

Bldg #9 – Michael Chaffee

Bldg #10 - Elaine Wingert

Bldg #11 – Linda Castiglioni

Bldg #12 – Jim Iverson

Bldg #15 – Linda Castiglioni

VIII. NEW BUSINESS: None.

IX. ANNOUNCEMENTS: Master Board meeting packets will no longer be printed. Printed copies can be requested at the office before 5pm.

X. OPEN COMMENT TIME: No comments

XI. ADJOURNMENT:: A motion was made and seconded to adjourn the meeting. With no further discussion motion carried. The meeting was adjourned at 7:48 pm.

Respectfully submitted,

Jan Kauphusman

General Manager's Report
March 2019

Management has had their first meeting of the year with G-Cubed for our parking lot project. The site map was reviewed, and the discussion focused on our multiple drainage issues and possible solutions. We have also established a monthly meeting with G-Cubed to keep the ball rolling.

The Preventative Maintenance Schedules that were approved by all 13 association have been entered into Propertyware. Following their completion, these tasks will be able to be viewed by directors after logging into the Association's portal.

During February's Master Board meeting each of the 13 Assn. representatives were given the homework of returning to their board to discuss who of their current directors would be assigned as the "Members of the Association," then notifying the office of their membership. These 3 members will be invited to the December Annual Meeting of the Association, or Annual Master Board Meeting. This has not been done in Valhalla's history, however, is outlined in Management's Bylaws. This was found while in review by the Human Resource Committee. Currently, the office is missing 1 building's membership.

Some of you may have noticed an update to the equipment in the exercise room. The old treadmill had failed and was the most used piece of equipment. Halle, Administrative Assistant, has made a "how to guide" that is kept in one of the treadmills compartments as there is many more features on the new machine.

Respectfully,

Stacy Wilhelm