

**MINUTES OF THE MONTHLY MEETING  
 MASTER BOARD OF DIRECTORS  
 VALHALLA MANAGEMENT ASSOCIATION  
 MAY 19, 2020**

I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held May 19, 2020 as a Zoom meeting due to the COVID-19 pandemic. President Mike Fenske called the meeting to order at 7:02 p.m. The following Directors were Present as indicated below:

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-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		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 April 28, 2020 meeting were presented. Motion was made by Lou Ohly and seconded by Brian Kroeger 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 mentioned that the quarterly transfers were not actually done until May 1<sup>st</sup>.

B. Executive Committee Report: Mike Fenske, Chair.

1. Appeal of Violation Section 17 Access in building 10: Unit owner has provided documentation to warrant an exclusion. Based on the advice of our attorney, the executive committee made a motion to waive the fine and allow the exclusion. Brian Kroeger seconded the motion. Motion carried.
2. Smoking violation in building 10. A fine of \$50 was assessed for a January 2017 violation. A second fine of \$50 was assessed for an August 2017 violation. A third fine of \$500 was assessed for a February 2019 violation. The executive committee made a motion to assess a fine of \$500. Suzanne Ziebarth seconded the motion. Motion carried.

C. RAMB Committee Report: Lou Ohly, Chair. Report attached. A motion was made by the committee to sell the street sweeper and rent equipment going forward since the street sweeper is only used once a year. Wayne Jasperson seconded the motion. Motion carried.

V. MANAGERS REPORT: Stacy Wilhelm, Manager. Report attached.

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

- VII. UNFINISHED BUSINESS: There were additional questions related to the MN energy saving program which was mentioned in the RAMB report. Further information will be relayed once received. Elaine Wingert will head the project of planting the flower pots.
- VIII. NEW BUSINESS: Nothing to report.
- IX. ADJOURNMENT: A motion was made by Jim Iverson and seconded by Brian Kroeger to adjourn the meeting. Motion carried. Meeting was adjourned at 7:38 pm.

Respectfully submitted,

Jan Kauphusman

# *GM Report*

*May 2020*

## *Staffing Updates as of May 13<sup>th</sup>, 2020.*

Management is slowly returning to work. During this time, we continue to follow recommendations from the CDC, our insurance providers, and legal counsel. With the guidance of these professionals, Management has created a return to work action plan. I have highlighted some of the modifications below.

- *Staggering work shifts for office staff.* Our two office assistants are scheduled to rotate daily. With maintenance not providing services the office assistants jobs have been cut in half. Both have been furloughed and collecting unemployment for their regular hours not being paid by Valhalla. Our goal is to continue to provide services to our community, while keeping exposure and payroll costs as low as we can.
- *Continue to social distance.* The easiest way for the office to enforce this has been to lock the office door. Also, Maintenance will continue not to enter units unless it is an emergency.
- *Continue to avoid face-to-face interactions (if possible).* Face masks are worn in the office if face to face interactions are unavoidable. We encourage residents to do the same. Also, appointments are required. However, this is a current policy when arranging welcome orientations.
- *Disinfect office and maintenance areas daily.* After completing a shift, Valhalla's employees follow a check list of areas and items to disinfect. These checklists will not only serve as a guide on what needs to be disinfected but will be used to verify Managements efforts in keeping staff and residents safe.
- *More communication through remote meetings and email.* While remote attendance for Valhalla's meetings has been discussed, it has not been put into practice until now. Luckily, most members already have computers, tablets, or smartphones for their participation, and have needed little training to participate. Members also have the option of calling in by telephone.

## *Potential Financial Support*

Congress is currently vetting two provisions within the next federal stimulus package, that will focus on relief for community associations and unit owners. Congress is also looking to bring back the "Housing Assistance Fund" from 2010. This is aimed to help owners avoid foreclosures and paying past due assessments. Valhalla will continue to watch for updates and advocate to both our State and Federal representatives.

Respectfully,

Stacy Wilhelm

## Maintenance report May 2020

- Sand clean-up in the lot has been completed.
- Maintenance will begin patching the black top in the lot over the next couple of weeks as weather allows.
- We are taking advantage of this time that the Rec building is closed and refinishing the sauna doors.
- All the snow equipment has been washed and put away.
- RPU has been Back to clean up and reseed the lawn where they tore it up last year.
- Ricky's last day with us will be June 5<sup>th</sup>. We are working on deciding when to hire a 4<sup>th</sup> maintenance worker. The hiring of another maintenance worker will depend on what is to come with the Coronavirus.

Submitted by Dan Bredesen