

**MINUTES OF THE MONTHLY MEETING
MASTER BOARD OF DIRECTORS
VALHALLA MANAGEMENT ASSOCIATION
April 17, 2018**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held March 20, 2018 at the Valhalla Recreation Center. President Brian Kroeger called the meeting to order at 7:00 p.m. The following Directors were Present as indicated below:

Name & Assn	Present/Absent/ Sub	Name & Assn	Present/Absent/ Sub
Delores Robertson, Assn 1	Present	Mike Chaffee, Assn 9	Present
Mike Fenske, Assn. 2 Vice President	Present	Elaine Wiegert, Assn 10	Present
Brian Kroeger, Assn 3	Present	Linda Castiglioni, Assn 11 - Secretary	Present
Mike Laude, Assn 4	Absent – Judy Ohly sub	Bob Retzlaff, Assn 12	Present
Dana Petron, Assn 5	Present	Jim Iverson, Assn 12	Present
Lou Ohly, Assn 6	Present	David Aries, Assn 15	Present
Skye Davis, Assn 7	Absent	Wayne Jaspersen, Assn 15	Absent
Jacob Petersen, Assn 8	Absent Jan Kephusman sub	Stacy Hrtanek, General Manager Dan Judy Ohly, Treasurer	Present Present Present

- II. READING OF MINUTES: Minutes from the March 20, 2018 meeting were presented. A motion was made and seconded to waive the reading and to approve the minutes as written. No further discussion. Motion carried.
- III. TREASURER'S REPORT: Stacy Hrtanek reported. April 2018 Delinquency Report – attached. There are three (3) delinquent accounts. Late fees are being applied to these accounts. One account will be sent to the attorney for collection. Approximately \$4700 is delinquent for the overall complex.
- IV. STANDING COMMITTEE REPORTS
- A. Finance Committee. Judy Ohly reporting. April 12th meeting minutes attached. Quarterly transfers completed. Committee reviewed Valhalla's current complex insurance provider Heartman Insurance. Recommend keeping the current insurance provider with market increase of \$700 for next year. Rochester property values have increased along with policy costs. Auditing firms were reviewed and the committee recommends a three-year plan at a total of \$14,250. Recommend Valhalla budget \$5,000 for 2019 to ensure funds are available during 2020. Audit to be done in 2020, 2021 and 2022. A motion was made and seconded to approve the budget and audit. Motion carried. A motion was made and seconded to approve the recommendations in the minutes as written. Motion carried.
- B. Building and Grounds Committee. No meeting. Valhalla staff did a walk around with garage roof contractor performed to determine materials staging and drainage. Contractor will start during this next month pending the weather.
- C. Pool and Recreation Building Committee. Committee recommends a policy change to include a liability statement for owners, residents and guests who use the fitness room and recreational building. Recommend writing liability statement for those who use of the fitness room and the

recreational building. The cost for legal services is \$300. A motion was made and seconded to approve the re-write and \$300 legal fees.

Pool will be opening May 26th. Temperature of indoor pool has been raised. Coming soon there will be an Ice cream truck in the afternoons for residents, owners and guests. Listen for the music!

- D. Executive Committee. Brian Kroeger – President. Minutes from March 20, 2018 meeting attached. A motion was made and seconded to approve the recommendations from the executive committee. Discussion followed. Motion carried.

Committee recommends changes to Resident Policies Article VIII – Policy on Service or Companion Animals. *“Valhalla management will require written verification of the need on January 1st of each year. Visitors to Valhalla Park must notify and provide their verification to the office prior to arrival.”* A motion was made and seconded to approve recommendations. Discussion followed. Motion carried.

Committee discussed lockboxes with keys and their placement on railings around the buildings. Recommend adding the following statement to the Resident Policies Article II Use of Units, *“Lockboxes are to be used for units in the process of selling only.”* A motion was made and seconded to approve recommendations. Discussion followed. Motion carried.

Committee discussed extended leave by owners/residents and units being left unoccupied during these extended periods. Recommendation for temperature settings in units while unoccupied during these periods and wellness checks by Valhalla Maintenance. A motion was made and seconded to approve recommendations. Discussion followed. Motion carried.

Committee discussed Drone usage on Valhalla property. Further research needed.

Committee discussed Valhalla’s contract for cable TV with Charter. Valhalla’s complex wide cable TV contract will expire at the end of 2018. Committee recommends a survey be sent to owners to determine if owners wish to continue Valhalla’s Charter cable TV contract. If it is determined Valhalla does not want to continue its complex wide contract for cable TV with Charter, individual owners & residents may still obtain cable TV services through Charter on their own. The market is changing and consumers have more choices in where they get their TV services. Many consumers are now choosing on-line streaming services versus cable TV services. A motion was made and seconded to approve recommendations. Discussion followed. Motion carried.

Committee discussed process for adding/removal of Valhalla Committee members throughout the year. Committee recommends general guidelines for committees. Maximum of 8 members and a minimum of 3 members for quorum. If committee member resigns mid-year, their seat remains vacant until the following year. Maximum of one (1) building representative per committee. A motion was made and seconded to approve recommendations. Discussion followed. Motion carried.

Executive hearings regarding violations. There are 20 Units that are currently being rented and are delinquent with their City of Rochester Building & Safety Department Rental Certificates. Committee recommends fining owners of these 20 units \$50 per unit. A motion was made and seconded to approve recommendations. Motion carried.

Garage violation. Perishable foods were being stored in a garage. Rodents have been found. \$50 fine recommended. A motion was made and seconded to approve recommendations. Motion carried.

E. Wage & Benefits Committee. Bob Retzlaff. No meeting in April 2018.

F. Landlord Policy Ad hoc Committee: Mike Chaffee reported. No meeting in April 2018

G. Long-Range Planning Committee: Meeting March 22, 2018 minutes attached. Operational Plan for 2018: A motion was made and seconded to approve the Operational Plan 2018. Motion carried.

V. MANAGER'S REPORT: Stacy Hrtanek reported. See attached Manager's Report dated April 11 15, 2018. Rental Certificates Valhalla Park News; Ice Cream Truck starting June 1st – listen for the music and Communication changes. Stacy Hrtanek General Manager finished 1st year effective April 4th. Thank you – Stacy!

VI. MAINTENANCE DEPARTMENT REPORT: Dan Bredesen reported dated April 13, 2018. Exterior lights on all buildings will be replaced with LED lights, if they do not already have them. Garage roofing project to begin late April/May. Outdoor pool main drain to be replaced April 30th.

VII. UNFINISHED BUSINESS: None

VIII. NEW BUSINESS: New computer equipment for office and maintenance departments. A motion was made and seconded to approve expenses of approximately \$3,347. Motion carried.

Reporting violations. Mike Chaffee will draft a policy on how to report violations to the office for Executive Committee's review. It is recommended only Owners may report violations. Executive Committee will review policy draft and make recommendations to Master Board.

Article V Moving In & Out; Mike Chaffee will draft policy revisions addressing scheduled times for moving; protecting wall corners; move-in kit, office notification of moving; Executive Committee will review policy draft and make recommendations to Master Board.

IX. ANNOUNCEMENTS: None

X. OPEN COMMENT TIME: None

XI. ADJOURNMENT: A motion was made and seconded to adjourn the meeting. No further discussion. Motion carried. The meeting was adjourned at 8:05 p.m.

Respectfully submitted, Linda Castiglioni, Secretary

These minutes are the unofficial minutes of the April 17, 2018 Board of Directors meeting. The minutes have not been approved and are subject to be amended at the next Board meeting. These minutes are for information only.

General Manager's Report

April 11, 2018

Rental Certificate Follow-Up

Following last month's Master Board meeting, the office had given final notice to all owners that had not provided their Housing Rental Certificates to the office. This is the responsibility of the landlord and not providing this documentation is a violation of resident policy. Out of Valhalla's 158 registered rental units; 20 units were invited to a "violation hearing" for this missing documentation.

Valhalla Park News

Valhalla Management with the help of some fabulous freelance writers, have created "Valhalla Park News." This quarterly newsletter is meant to be a fun communication tool for our community. A copy can be downloaded from our website or contact the office to be added to the mailing list. Copies will not be print unless requested to minimize printing expense.

Ice Cream Truck

Nothing says summer like ice cream! Starting June 1st, every Friday at approximately 3pm, our maintenance truck will drive along Valhalla's parking lot and stop in four designated locations. The map of these ice cream truck stops can be found on our website under the "Pool" tab. We will have coolers with various flavors of ice cream available for purchase. Listen for the music and watch the website and Facebook for more updates!

Communications

Beginning May 1st, we will be utilizing our software to send email nonfictions to our owners and residents. Paper copies will still be posted and distributed. Please be patient with Management Staff as we work out the kinks.

Thank You!

As of April 4th, I have completed my first year of employment with Valhalla Park! I wanted to take a moment and express my deepest gratitude for giving me the opportunity to work with your community. It has been fun and challenging thus far. I can't wait to see what the future holds.

Respectfully,

Stacy Hrtanek

Maintenance Report

April 13, 2018

- Back flow preventer project is completed for Buildings 1, 2, 3, 4, 6, 7, 9, 10, and 11.
 - Buildings 5, 8, 12, & 15 already had them installed.
- Exterior building lighting project and lift rental, tentatively scheduled for June 18th.
- Courneya Horticulture removed 3 trees in March.
 - Stump removal to be completed in April.
- Garage re-roofing project will begin late April/May (weather permitting).
- Outdoor pool main drain is schedule to be replaced April 30th.

Submitted by Dan Bredesen