

**MINUTES OF THE MONTHLY MEETING
 MASTER BOARD OF DIRECTORS
 VALHALLA MANAGEMENT ASSOCIATION
 February 20, 2018**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held February 20, 2018 at the Valhalla Recreation Center. President Brian Kroeger called the meeting to order at 7:01 p.m. The following Directors were Present as indicated below:

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

- II. READING OF MINUTES: Minutes from the January 16, 2018 meeting were corrected. A motion was made and seconded to waive the reading and to approve the minutes as amended. No further discussion. Motion carried.
- III. TREASURER’S REPORT: Stacy Hrtanek reported. February 2018 Delinquency Report – attached. Of the nine delinquent accounts, four are due to the ACH change. The office is working with these owners to update their payment settings within Propertyware. Approximately \$6500 is delinquent for the overall complex.
- IV. STANDING COMMITTEE REPORTS

- A. Finance Committee. Judy Ohly reporting. Transfers to checking accounts are occurring for capital improvements in the respective HOA buildings. Budgets for all HOAs are in Propertyware system and the overall financial health of Valhalla is good.
 - B. Building and Grounds Committee. Mike Fenske reported. Minutes from February 8, 2018 meeting attached.
 1. Committee met with Chandler Roofing for garages roof bid. Committee reviewed bid with contractor and clarified scope of work. Project is estimated to be done in spring/summer of 2018. Committee will review roof and trim color samples and make a recommendation that will be brought back to the Master Board in March for approval. Questions from Master Board regarding if water drainage from roofs was being taken under consideration and how would this be addressed. Matt Brown reported that depending upon location of garage, the slope of the garage roof will be adjusted accordantly and roof water drainage will be adjusted to ensure water does not flow into parking lots and/or back into garages.
 2. Committee discussed potentially standardizing interior paint colors for all buildings. Sample preferred colors were reviewed. Individual HOAs may choose to select from the preferred list of colors or they choose their own color(s) not on the preferred color list. HOAs must ensure the Valhalla Office has the specifications of the Paint brand (Sherwin Williams, Benjamin Moore, Behr, Valspar), sheen (flat, egg shell, satin, semi-gloss, high gloss) and specific color mix formula used on their interior building. Valhalla's Maintenance Department must have these specifications, in order to perform repairs on interior walls and ceilings. Extra paint will be maintained in Valhalla Maintenance.
 3. Next meeting scheduled for Thursday February 22rd at 4 PM.
 - C. Pool and Recreation Building Committee. none
 - D. Executive Committee. Brian Kroeger – President. Minutes from January 16, 2018 meeting attached. Kroeger reported for February 20, 2018 Executive Board meeting. Two violations and one appeal heard: One parking violation – no fine recommended; Second violation contractors not being appropriately supervised by owner – no fine recommended; Third violation was an appeal of Pet Policy Violation assessed in January 2018 – recommended – fine to be upheld. Motion was made and seconded to approve recommendations. Motion carried.
 - E. Wage & Benefits Committee. Bob Retzlaff. No meeting in January 2018
 - F. Long-Range Planning Ad hoc Committee. Judy Ohly reported. No meeting in January 2018. Meeting scheduled for March 22nd, 2018.
 - G. Landlord Policy Ad hoc Committee: Mike Chaffee reported. February 7, 2018 Minutes attached. Committee will finalize draft to be presented to Master Board in March 2018.
- V. MANAGER'S REPORT: Stacy Hrtanek reported. See attached Manager's Report dated February 15, 2018. Back-Flow Preventers required on nine buildings. Rental Unit Audit for City of Rochester Rental Certificates completed. Valhalla has 41% rentals and 59% owner occupied units. GM completed continuing education class approved in January 2018.

- VI. MAINTENANCE DEPARTMENT REPORT: Matt Brown reported plumbing contractor has begun work on buildings' backflow preventers. Maintenance truck has been repaired.
- VII. UNFINISHED BUSINESS:
- A. Valhalla Management's Employee Handbook was reviewed and discussed. A few noted revisions were made. A motion was made and seconded to approve as presented with a few revisions. Motion carried.
- VIII. NEW BUSINESS: Brian Kroeger – President requested New Business from floor.
- A. A request for the planned audit to be moved up to 2018 instead of the scheduled 2020. Discussion followed regarding timing, scope of work, breadth and depth of audit, bidding out audit for potential accounting firms, standard practices of other HOAs, etc. Discussion followed regarding timing of large projects scheduled: 2018 garage roofs and 2019-2020 replacing parking lot will be time consuming for Valhalla staff, plus requires significant capital dollars from all HOAs. More discussion followed regarding defining scope of audit (financial statements/internal controls/business process, etc) and bidding may occur in 2018-19, and audit in 2019-20.
- A motion was made and seconded to create an Ad hoc – Audit Committee now. Discussion followed. Vote: Favor = 7; Against = 8. Motion did not carry. Committee agreed timing of forming a potential Audit Committee will be tabled until garage roofs are completed in 2018.
- 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 7:58 p.m.

Respectfully submitted, Linda Castiglioni, Secretary

These minutes are the unofficial minutes of the February 20, 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 February 15, 2018

Back-Flow Preventers

Valhalla Management was notified by Rochester Public Utilities that back flow preventers would now be required in all of our buildings. Four out of thirteen associations already have the back-flow preventers installed and the other nine have chosen Goetzinger Plumbing and Heating to complete this work. Notices will be posted to notify the buildings when the install will take place. The building's water will need to be shut off for approximately 4 hours during this install.

Rental Unit Audit

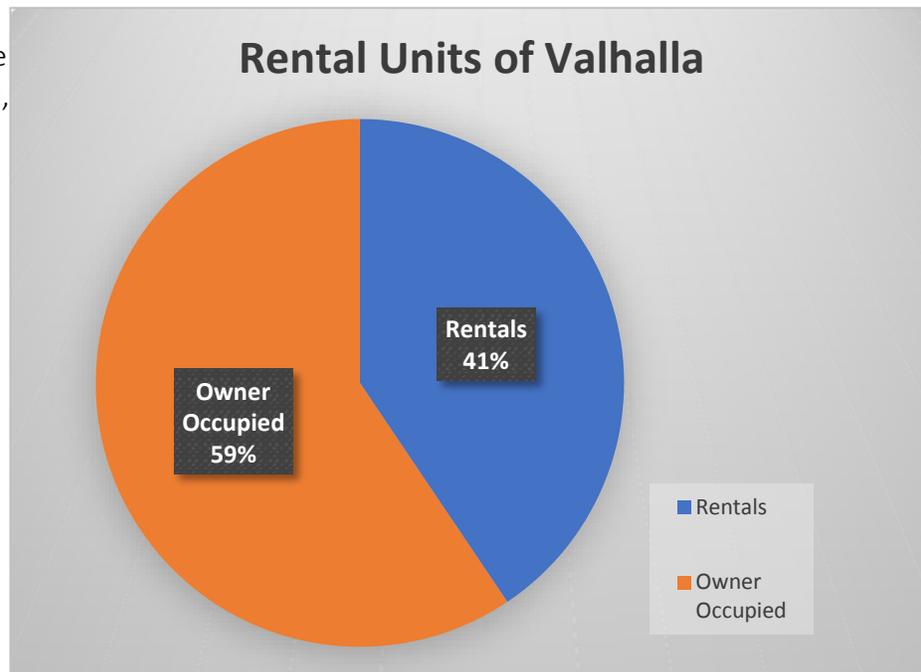
The office has recently completed an audit of our unit files. Per our Valhalla Resident Policy 7.1.C; all rentals must provide a copy of the Housing Registration Certificate (rental license) and a copy of the rental lease agreement. Owners that were missing this information have been contacted.

Please note that if you are using your unit as a rental, you must register it as such within the office.

GM Continued Education

I would to thank the Master Board for approving my continued education through the Community Association Institute.

I have now completed the on-line course "Essentials of Community Association Management." Not only was it very educational, but the program came with many useful templates that we have begun to implement.



Respectfully, Stacy Hrtanek