

Valhalla Fifteen Association – Board of Directors Special Meeting

Minutes

January 22, 2024 – 5:00PM – Valhalla Party Room

Welcome: Jill Bailey, President - Meeting called to order at 4:55PM

Special meeting to review Building 15 caretaker job description, recommend a short-term work plan during flooring installation, and update job description to meet building needs following completion of flooring installation.

- Chris Robson discussed Building 15 cleaning during flooring installation project with caretaker who is amenable to temporary zero/reduced hours as needed during the installation and temporary increased hours as needed after completion of the project.
- Board reviewed a draft job description created using elements from current job description, Building 12 job description, and written notes and recommendations from current Building 15 caretaker. Board requested caretaker job descriptions from other VMA buildings for comparison and suggested edits to draft Building 15 job description.
- Edited Building 15 job description will be sent to Building 15 board and General Manager for review. Final decisions on job title, qualifications, and physical demands to be determined by the General Manager as they will need to be consistent across all VMA caretaker positions.
- Caretaker will continue current duties until flooring installation project begins.

Meeting adjourned at 6:25PM.

Attendance:

X	Jill Bailey, President
X	Danette Anderson, Vice President
X	Kay Aune, Director
X	Linda Castiglioni, Director
A	Kevin Castiglioni, Director
X	Chris Robson, Valhalla General Manager (briefly for questions)

X = Directors Present A = Directors Absent

Respectfully Submitted,
Danette Anderson, Acting Secretary

03-18-24 – Minutes approved by Valhalla Fifteen Association Board of Directors