

**Master Board of Directors Meeting  
Valhalla Management Association  
Minutes  
August 19, 2025 – 7:00PM – Valhalla Party Room**

- I. Call to Order and Roll Call:** The meeting of the Master Board of Directors on August 19, 2025, was held in the Valhalla Party Room. The meeting was called to order at 7:02PM by President Kate DeVries.

Attending = X

X	Assn 1-Kate DeVries	X	Assn 7-Muthuvel Jayachandran	X	Assn 15-Jill Bailey
X	Assn 2-Brian Kroeger	X	Assn 8-Jan Kauphusman	X	Jill Bailey-General Manager
X	Assn 3-Kathy Schwartz	X	Assn 9-Kurt Beaver	X	Jason Dietz-Maintenance Supervisor
X	Assn 4-Dubravka Stupar	X	Assn 10-Linda Castiglioni	X	Nominee-Danette Anderson
X	Assn 5-David Kinneberg	X	Assn 11-Brian Snow		
X	Assn 6-Derick Behrends	X	Assn 12-Jim Iverson		

**II. Reading of Minutes**

- a. Motion by Brian Kroeger and seconded by Jim Iverson to waive the reading and approve the June 17, 2025, minutes as written. Motion carried.

**III. Approval of Nominated Appointed Master Board Members**

- a. Motion by Kathy Schwartz and seconded by Brian Kroeger to approve Danette Anderson (Building 15) as appointed Director for a one-year term. Motion carried.

**IV. Election of Officers**

- a. President  
Call for nominations: Kate DeVries nominated by Kurt Beaver and seconded by Kathy Schwartz. Nomination accepted. No other nominees presented. Kate DeVries elected President with none opposed.
- b. Vice President  
Call for nominations: Kurt Beaver nominated by Jill Bailey and seconded by Brian Kroeger. Nomination accepted. No other nominees presented. Kurt Beaver elected Vice President with none opposed.
- c. Treasurer  
Call for nominations: Muthuvel Jayachandran nominated by Brian Kroeger and seconded by Jan Kauphusman. Nomination accepted. Linda Castiglioni nominated by Brian Snow and seconded by \_\_\_\_\_. Nomination accepted. Vote by written ballot. Muthuvel Jayachandran elected Treasurer.
- d. Secretary  
Call for nominations: Danette Anderson nominated by Kathy Schwartz and seconded by Linda Castiglioni. Nomination accepted. No other nominees presented. Danette Anderson elected Secretary with none opposed.

**V. Reports of Officers**

- a. 2024 President Kate DeVries  
i. Finance Committee will be reinstated. K.DeVries will discuss selection process and recommendations with the Treasurer and Executive Committee.
- b. 2024 Vice President Kurt Beaver  
i. No Report
- c. 2024 Treasurer Brian Kroeger  
i. Original VMA reserve account was set up with 3.59% interest rate but second VMA reserve account was set up with only .90%. Treasurer Brian Kroeger contacted

Merchants Bank and error corrected; both accounts now earning 3.59%. Negotiating with bank to make the correction retroactive if possible. Bank usually requires a balance of one million for this account category but accepted all VMA accounts as a whole to meet the requirement.

Deferred remaining items to GM Jill Bailey:

- ii. RPU billing will change from budget billing to regular billing and will reconcile at the end of September. Buildings may see two RPU transactions on bank statements.
- iii. Recreation reserve transfers will move to the last business day of the month starting in September.
- iv. 2025 Rec Area Assessment Expenses:

Assessments Collected:	\$172,000
Total Spent:	\$127,171
Remaining Balance	\$ 44,829

Breakdown:

Pool:	\$32,458	Trees:	\$12,066
Seal Coat/Striping:	\$54,000	Rails/Welding	\$3,470
Grill Gas Lines	\$1,560	Concrete	\$23,617
Exercise Equipment (pending decision on purchase)	\$2,500		

Remaining funds will be returned to each building's recreation area reserve account after final reconciliation.

- v. Preparing 2026 draft budgets and updates to reserve replacement worksheets with the goal of holding annual meetings on time. Preparing a separate reserve replacement reserve worksheet specific to the pools and recreation area.
- vi. Continuing reconciliation from Yardi to Buildium. In the interim will provide income/expense statements January 1-July 30, 2025, to building presidents and treasurers for monitoring and planning purposes. The reports will contain the same data as will eventually be available in Buildium.
- vii. Inquiry from D.Behrends regarding potential for building presidents and treasurers to have read-only access to bank statements. J.Bailey will inquire with bank.

## VI. Standing Committee Reports

- a. 2024 Executive Committee: Chair - Kate DeVries
  - i. Reviewed pool rules, hours, and guests and cannabis use in multifamily buildings for discussion with Master Board.
- b. 2024 RAMB: Chair - Kate DeVries: RAMB meeting 08-14-25 included:
  - i. Review of completed 2025 Recreation Area assessment projects and initial discussions regarding improvement projects to prioritize for 2026.
  - ii. RAMB requested Master Board approval for a common area tree replacement budget of \$5000 to replace one tree for each tree removed. A previous tree replacement plan and budget of \$5000 was not documented or implemented resulting in trees removed from common areas with no replacement. Master Board discussion included questions regarding tree placement decisions and use of budget if no trees are removed or if funds are not depleted.

**Recommendation:** Return to RAMB for more detailed discussion regarding tree replacement proposal and use of budget.
  - iii. Pool Rules discussion tabled for further review.

## **VII. General Manager Report – Jill Bailey**

- a. Pool Hours: Pool now closing at 8:00PM. Community expressed that pool closed too early in the evenings this year. Next pool season closing times will be 9:00PM in July, 8:30PM in August, and 8:00PM in September. Pool closing by dark is to mitigate risk of injury and liability and to maintain master insurance policy. Suggestion to consider adding outdoor pool lighting to a future RAMB improvement project.
- b. Pool Guests: Discussed permitting up to 4 guests plus self with the flexibility to bring additional guests by alerting VMA office prior to arrival or checking with pool supervisor on weekends. Pool capacity is 35 in the water. Some residents are bringing 5-9 guests reducing access for other residents.  
**Recommendation:** Return to RAMB for further discussion during pool rules review.
- c. Owners are submitting homeowner insurance declarations as requested. VMA office will contact owners who have not yet submitted insurance documentation.
- d. Requested Master Board assistance reviewing Valhalla General Resident Policies, Building 1-11 Resident Policies, and Pool Rules (copies distributed). Please review and return update suggestions to the VMA office within 4 weeks if possible. Master Board representatives encouraged to share at their building board meetings. Updates will be collated and reviewed at a future Master Board meeting.
- e. Reserve Studies required every five years; scheduling for September/October 2025 for each building and the Office/Rec Area. Cost: \$1000.00 each for Buildings 1-11 and \$3500 each for Building 12, Building 15, and the Office/Rec Area studies (GM Jill Bailey confirmed final cost following the meeting).
- f. MN law [MN 342.56 Subdiv 1.(b)] prohibits smoking/vaping cannabis in multifamily dwellings (common areas and individual units) with the exception of medical use in units. Recommend landlords prohibit smoking/vaping cannabis in units with exception for medical use in lease documents. VMA can provide a standard language to include in leases. Recommend adding prohibiting smoking/vaping in units (with exception for medical use) to General Resident Policies and for each building add to their additional resident policies.
- g. MN law [MN 515B.3-103, MN 317A.181, MN 317A.205] prohibits Board of Directors from arbitrarily imposing qualifications on owners/residents running for the board or board members running for an officer role.  
Clarification following MB meeting: Boards may not impose qualifications *that do not exist in their governing documents; to add qualifications governing documents must be amended requiring owner approval.*
- h. VMA continues to seek a second office staff with payables and/or accounting experience. Applicants to date do not meet qualifications. Contacting Express Employment for assistance. Suggestion to consider a paid internship from a local college.
- i. Currently 12 units for sale across the complex; 10 in Buildings 1-11, 1 in Building 12 (for sale by owner), and 1 in Building 15. Sellers cite HOA increases and assessments as reason for selling units.

## **VIII. Maintenance Report – Jason Dietz**

- a. All projects for the 2025 Rec Area assessment completed with exception of equipment for the fitness area (pending).
- b. Other recent projects include new Valhalla signs posted, railing painting, trimming pine trees in outdoor pool area, preparing 2026 improvement project recommendations, preventive maintenance, and focus on proper billing (owners vs. buildings).
- c. Working on Buildium access for board to see preventive maintenance status.

- d. DeCook will do fall landscape trimming and clean-up.

**IX. Unfinished Business**

- a. None

**X. New Business**

- a. VMA Finances – Linda Castiglioni- Reviewed:
  - i. Roles and Responsibilities - Highlighted sections of governing documents outlining powers and responsibilities of VMA, individual associations, and owners. Reviewed governing document definitions of Common Elements, Common Expenses, Limited Common Elements, and Limited Allocation Assessments and provided examples. Provided draft summary handout.
  - ii. Good Accounting Practices – Reviewed importance of allocating revenues and expenses to the same account and considering good accounting practices as policies and procedures are updated.
  - iii. Overall Valhalla Condominiums Financial Health – VMA and Individual Associations – Noted that 2021 financial audit showed 38% of buildings did not have enough funds to cover expenses. Prior to separating into individual building operating accounts, this resulted in some buildings paying the expenses of other buildings. Recommend development of green-yellow-red reports as a dashboard for buildings to track financial health.
  - iv. Finance Committee – Recommend Finance Committee charge to serve as a trusted advisor and collaborator for buildings, review financial trends, assist and advise buildings how to monitor their accounts, develop 3–5-year strategic financial plan, and create written financial policies and procedures.
  - v. Other MB discussion included recommendation for all board members to be familiar with the VMA and individual association governing documents and to review and update individual association governing documents on a regularly scheduled basis.

**XI. Adjournment:** Motion: Brian Kroeger      2<sup>nd</sup>: Kurt Beaver      Meeting Adjourned 8:06PM

**Announcements**

- ❖ RAMB Meeting .....September 11, 2025, at 5:30PM
- ❖ Master Board Meeting .....September 16, 2025, at 7:00PM

Respectfully Submitted,  
Danette Anderson, Secretary