

Valhalla Fifteen Association – Board of Directors

Minutes

March 17, 2025 – 6:00PM – Unit 106

Call to Order: President Jill Bailey called the meeting to order at 06:00PM.

- **Welcome Directors and Guests:** Jill Bailey
- **Approval of Agenda:** No requests for additions to the agenda. Motion and second to approve agenda. No discussion. Motion carried.
- **Approval of Minutes January 20, 2025:** Motion by Kay Aune to approve the minutes as written and seconded by Wayne Jaspersen. No discussion. Motion carried.
- **Officer and Committee Reports:**
 - President's Report: Jill Bailey – None; report under GM/Maintenance Update
 - Building 15 incurred \$394 penalty from trash company due household trash, plastic bags, paint cans, and cardboard boxes not broken down in recycling bins. Reminder that household trash must be in tied plastic bags and disposed of down trash chute. No plastic bags of any kind in recycling bins. Cardboard boxes must be broken down and flattened. Contractors must haul out and dispose of their own project waste. Both recycling bins are mixed for acceptable recycling items. Will send reminder regarding recycling to all residents.
 - VMA will transition from Buildium to Yardi starting on March 20. Owners will receive notice and instructions for setting up new portal accounts in Yardi. VMA office staff will be available for assistance.
 - Master Board approved an assessment on February 25 for upcoming common recreational area improvements and repairs with a total budget of \$172,000. The final project budget will be provided to owners once all bids finalized. Assessment is payable on or before May 14, 2025. Discussion regarding calculation of Building 15's portion of the shared expense for parking lot seal coating (main driveway and office parking lot only). Assessment funds collected are held in the Building 15 reserve account specifically for common recreational area shared expenses. Funds remaining due to Building 15's reduced responsibility for the parking lot project will continue to be held in the reserve account for future common recreational area projects.
 - Vice-President's Report: Christina Block – No report
 - Treasurer's Report: Wayne Jaspersen – Bank statement balances as of 02-28-25 include reserve accounts balance of \$206,000 and operating account balance of \$45,000 for a total of \$251,000. This does not include Building 15's portion of the VMA shared expenses operating account which should be \$25,000-\$51,000 at any given time based on existing guidelines.
 - Committee Reports
 - Master Board Representative: Jill Bailey
 - Master Board approved on February 25 grounds contract, trash contract, and common recreational area assessment.
 - Preparations underway for VMA shared expenses budget. Once the budget is approved, it will feed individual building budgets and preparations for annual meetings will begin.
 - RAMB Committee Representative: Jill Bailey
 - No meeting
 - Welcoming Committee: Kay Aune/Jill Bailey
 - No changes
- **GM/Maintenance Update – Jill Bailey:**
 - Stair flooring repairs
 - Mohawk returning to repair stair treads and recarpet vestibule and elevator. Stair flooring is not roll carpeting and treads must remain. Mohawk will review future care with Maintenance.
 - Mohawk will repair carpet tiles lifting in elevator and vestibules.

- **Unfinished Business:**
 - Review Building 15 Additional Resident Policies – Jill Bailey will collate suggested revisions and resend to board for review.
 - Damage and/or move-in fee policy – Will include with full review and update of Building 15 Additional Resident Policies.
 - Transformer Box – Review options/ideas at next meeting. Incorporate plans into 2025 budget.
 - Lawn Between Transformer Box and Entry – Review samples at next meeting. Incorporate plans into 2025 budget.
 - Painting Exterior of Building 15 – hold; get updated bids to review during 2025 budget process.
 - Future Capital Improvements and Reserve Study – hold; review during 2025 budget process. Noted that Valhalla is due for an updated reserve study in 2025 (every 3 years).
- **New Business:**
 - Carpet cleaning – W.Jasperson
 - High traffic areas near corridor exits/entrances are soiled. Recommend deep cleaning at least once a year. Manufacturer recommends deep cleaning with hot water extraction. VMA will solicit bids for professional cleaning that meet flooring manufacturer specifications.
 - Garage leak – J.Bailey
 - Maintenance is investigating a leak in the garage that appears to be coming from within the corridor wall/bump-out on second floor to first floor and to garage. Maintenance checked kitchen sinks in units above the leak area, various scoping techniques, and are unable to locate source. Next step would be opening corridor wall which would necessitate drywall and painting repairs. Maintenance will continue to monitor and investigate but hold on opening corridor walls at this time.
- **Next Regular Board Meeting:** Monday, April 21, 2025, at 6:00PM, in Unit 106
- **Discussion from the Floor**
 - Concerns regarding Building 15's portion of common recreational area assessment for the parking lot seal coating project. Building 15 is responsible for 15.7% of only the main driveway and office parking lot portion of the project and is not responsible for other parking lot areas included in the project.
 - Confirmed common area recreational assessment is a one-time assessment in 2025 and payable on or before May 14, 2025. Owners received an email from VMA outlining their exact assessment amounts based on Building 15 governing documents.
 - Recommend cleaning carpets on a maintenance schedule similar to paint touch-ups. Consider investing in carpet cleaning equipment and products for housekeeper to do regular carpet cleaning.
 - Recommend Maintenance inspect dishwashers in units above the area of the garage leak. If any dishwashers are leaking, they may be expelling water under the kitchen cabinets and into the corridor wall space.
 - Concerns regarding cigarette smoke in the building. Request to send reminders to all residents/tenants regarding no smoking, no vaping, no marijuana smoking in the building.
 - Appreciation to Jill Bailey and VMA for accounting process improvements to assure required transfers to reserve accounts are completed and improved transparency with Building 15 expenses paid directly from Building 15 operating account.
 - Request to add weed cutting and removal from west side of building during spring clean-up.
 - Flower wall planting planned for Saturday, May 10, 2025 (weather permitting). Any residents/tenants are welcome to participate.
- **Adjournment:** Meeting adjourned at 07:05PM

Attendance:

X	Jill Bailey, President	X	Jan Bailey – Unit 106
EA	Christina Block, Vice-President	X	Peggy Zieske – Unit 403
X	Danette Anderson, Secretary	X	Luz Maria Thompson – Unit 203
X	Wayne Jaspersen, Treasurer	X	Sharon Sivertson – Unit 309
EA	David Aries, Director	X	Linda Castiglioni Units 104, 206, 209, 211, 306, 307, 405
EA	Pam Burton, Director		
X	Carol Sabatke, Director		
X	Kevin Castiglioni, Director		
X	Kay Aune, Director		

X = Directors and Guests Present EA = Directors Absent (Excused) UA = Directors Absent (Unexcused)

Respectfully submitted,
Danette Anderson, Secretary

05-19-2025 – March 17, 2025 minutes approved by Valhalla Fifteen Association Board of Directors