

**MINUTES OF THE MONTHLY MEETING
 MASTER BOARD OF DIRECTORS
 VALHALLA MANAGEMENT ASSOCIATION
 July 18, 2017**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held June 20, 2017 at the Valhalla Recreation Center. Brian Kroeger, President 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 Chafee, Assn 9	Present
Mike Fenske, Assn. 2 Vice President	Absent: Sub – Brian Kroger	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
Xavier Frigola-Baro, Assn 5	Present	Jim Iverson, Assn 12	Present
Louis Ohly, Assn 6	Present	Jan Bailey, Assn 15	Present
Laxman Rajput, Assn 7	Present	Wayne Jasperson, Assn 15 - Treasurer	Present
Jan Kauphsman Assn 8	Present	Stacy Hrtanek, General Manager Matt Brown, Supervisor	Present Absent

- I. READING OF MINUTES: Minutes from the June 20, 2017 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.
- II. TREASURER’S REPORT: Stacy Hrtanek reported July 2017 Delinquency Report – attached.
- III. STANDING COMMITTEE REPORTS
- a. Finance Committee. Wayne Jasperson reporting. July 2017 meeting. Committee approved general transfers from checking to reserve accounts.

- b. Building and Grounds Committee. A motion was made and seconded to approve the minutes of June 20, 2017 committee. No further discussion. Motion carried.
- c. Pool and Recreation Building Committee. Kathy Schwartz – National Night Out Annual event discussion. Pool and Rec Committee recommends every Valhalla Committee donate a basket for Valhalla’s National Night Out (NNO) drawing on August 1, 2017, First Tuesday of August is NNO. A motion was made and seconded to approve the minutes of June 22, 2017 committee meeting. No further discussion. Motion carried.
- d. Executive Committee. Brian Kroeger – Violation hearings are now being heard at the Executive Committee. Executive Committee heard one smoking violation. Owner was previously given written warning regarding smoking violation. Owner continued with smoking. Executive committee recommends a first fine of \$50. A motion was made and seconded to assess \$50 violation to owner. No further discussion. Motion carried.

Purchase proposal for land adjacent to Valhalla was reviewed. Property has been in Tax Fortitude for several years. A motion was made and seconded to purchase property. No further discussion. Motion carried.

Committee discussed Building & Grounds Committee recommendation of making all Valhalla’s common property be considered smoke-free. Discussion followed. Further research on the impact of this decision. A motion was made and seconded to send proposal back to Building & Grounds to draft proposed policy. No further discussion. Motion carried.

- e. Wage & Benefits Committee. Bob Retzlaff. No meeting.

- IV. MANAGER’S REPORT: Stacy Hrtanek. See attached Manager’s Report dated July 18, 2017. A motion was made and seconded to process monthly HOA fees via: ACH, PropertyWare (e-check & credit/debit card), cash, manual check or bill pay through owner’s bank. No further discussion. Motion carried.

Requesting legal counsel change to another law firm. A motion was made and seconded to change law firms. Discussion followed. Motion carried.

- V. MAINTENANCE DEPARTMENT REPORT: Matt Brown Supervisor – Sand removed from property, lilac scrubs planted and garbage enclosures power washed

- VI. UNFINISHED BUSINESS: None.

- VII. NEW BUSINESS: none

VIII. ANNOUNCEMENTS: none

IX. OPEN COMMENT TIME: none

X. ADJOURNMENT: A motion was made and seconded to adjourn the meeting. No further discussion. Motion carried. The meeting was adjourned at 7:47 p.m.

Respectfully submitted, Linda Castiglioni, Secretary

July 18, 2017

General Manager's Report

ACH Request

Since our last Master Board in June, the office has begun implementing the payment module within Propertyware. During this time, it was brought to light that Valhalla was *unable* legally to bear the financial burden of the processing fees. Through Propertyware's licensing that processing fees must be placed on the person or entity initiating the transaction. This means Valhalla is unable to absorb fees for e-checks and credit/debit cards as done currently within Merchants. Additionally, I learned the change on the ACH process from Merchants to Propertyware will not affect the owner- this conversion will only affect the office.

The reason why I request the change to Propertyware from Merchants for ACH transactions are as follows:

- Payment automatically posts and updates the owner's ledger
- Minimizes errors between programs and the bank
- Reduces our exposure to cybercrime
- Streamlines and strengthens our accounting standards within the office.
- Enables current and future owners to utilize ACH

I am requesting Valhalla move forward with the payment module available through Propertyware. This would entail changing over all current ACH transactions from Merchants to Propertyware. The placement of processing fees will be on the owners if they choose to utilize an e-check or credit/debit card.

Future Payment Options:

What you can do:

1. Cash or Check at the Valhalla Management office
2. Through the Propertyware portal-
 - a. e-check – Propertyware charges \$1.95 transaction fees to the owner
 - b. Credit/Debit card- Propertyware charges 2.95% of the transaction amount for processing fees to the owner
3. Bill pay through your bank – you can work with the management office to set this up

What Valhalla Management can do for you!

1. ACH (Automated Clearing House) debit- FREE to owners, but Valhalla is charged \$0.50 per transaction. Valhalla can set that up for you!

These options allow the owners to ensure their security and effectively manage changes within their Valhalla accounts. Valhalla Management will work with you to find the best payment option suited for you.

Attorney Search

With multiple unanswered emails and phone calls, I am requesting a change in legal council. After researching and weighing options, I am requesting the opportunity to engage Roeder Smith Jadin. The firm is located in Bloomington and comes highly recommended. They handle many areas of law but have a strong presence with Home Owners Associations in Minnesota.

Respectfully,

Stacy Hrtanek