

**MINUTES OF THE MONTHLY MEETING
 MASTER BOARD OF DIRECTORS
 VALHALLA MANAGEMENT ASSOCIATION
 January 16, 2018**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held January 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	Present	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	Absent - Judy Ohly - sub	Bob Retzlaff, Assn 12	Present
Dana Petron, Assn 5	Present	Jim Iverson, Assn 12	Present
Lou Ohly, Assn 6	Present	Jill Bailey, Assn 15	Present
Skye Davis, Assn 7	Present	Wayne Jasperson, Assn 15	Present
Jacob Petersen, Assn 8	Present	Stacy Hrtanek, General Manager	Present

- II. READING OF MINUTES: Minutes from the November 21, 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.
- III. ELECTION OF OFFICERS: Wayne Jasperson – Chair of Nomination Committee. Recommendations for Master Board 2018 Officers are as follows: Brian Kroeger– President, Mike Fenske Vice President, Judy Ohly Treasurer and Linda Castiglioni Secretary. A motion was made and seconded to accept Nomination Committee’s recommendations for Master Board Officers. No further discussion. Motion carried.
- IV. TREASURER’S REPORT: Stacy Hrtanek reported. January 2018 Delinquency Report – attached. Two units continue to be on payment plans. An additional unit is bank owned and is listed for sale. Wayne Jasperson reported Valhalla’s total for all HOAs Reserve accounts was approximately \$914K on 12/31/2017. Valhalla’s total for all HOAs Reserve and Checking accounts was approximately 1.3M on 12/31/2017.

V. STANDING COMMITTEE REPORTS

- A. Finance Committee. Wayne Jasperson reported all HOA's are keeping two months of operating expenses in their respective checking accounts. All additional monies are in each HOA's respective reserve accounts. All HOA's have monies in their respective reserve accounts.
- B. Building and Grounds Committee. Mike Fenske reported no meeting in December 2017. Next meeting scheduled - January 24, 2018.
- C. Pool and Recreation Building Committee. Kathy Schwartz reported no meeting in December 2017. There is a new "free" fitness class for all Valhalla residents. "Valhalla Fit" is at 1 PM on Mondays, Wednesdays and Fridays in the Party Room. This class is video led and there are a variety of classes. Participants report the classes are a lot of fun!
- D. Executive Committee. Brian Kroeger – President reported for December 2017 and January 2018 meetings.
- i. Minutes from December 27, 2017 meeting attached.
 - a. New Preventative Maintenance Plan Requirements from Minnesota Common Interest Ownership Act (effective January 2019). It is recommended Valhalla develop a Maintenance Strategy & Efficiency Plan for the overall complex. This initiative would go to the Building & Grounds (B&G) Committee to make a recommendation to the Master Board for their final approval. First, a sub-committee from the B&G committee, general manager and maintenance supervisor will draft a proposal for review and discussion at the B&G committee.
 - b. Changes in Maintenance Supervisor Job Description & Salary Package were effective 01/08/2018.
 - c. Valhalla Employee Handbook. Stacy Hrtanek discussed proposed changes to the Employee Handbook. A motion was made and seconded to table approval of handbook until February 2018. Motion carried.
 - d. Continuing education classes for General Manager. A motion was made and seconded to approve the payment for continuing education classes. Motion carried.
 - e. Yearly Service/Companion Animal Verification Policy. Recommendation for Valhalla's Service or Companion animal policy to change certification for an animal from yearly certification to a one-time certification. A motion was made and seconded to approve the change. Motion carried.
 - f. Valhalla Fit began January 3, 2018.
 - ii. January 2018 meeting – Executive Committee heard two owner violations; one smoking and one animal violation. Executive Committee recommended both owners are assessed fines for violations. A motion was made and seconded to approve recommended fines for violations. No further discussion. Motion carried.
- E. Wage & Benefits Committee. Bob Retzlaff. No meeting in December 2017.

- F. MANAGER'S REPORT: Stacy Hrtanek reported. See attached Manager's Report dated January 11, 2018. All annual meetings are completed and budgets loaded into system. All directors have been sent letters with on-line access to financial records for their perspective buildings.
- G. MAINTENANCE DEPARTMENT REPORT: Stacy Hrtanek reported for Matt Brown Supervisor. Building 7 had a water line issue today. Vendor bids have been solicited for water backflow protection on all buildings.
- H. UNFINISHED BUSINESS: None
- I. NEW BUSINESS: Brian Kroeger - President
1. Committee assignments. Anyone interested in the following committees, please contact the Valhalla Office for openings.
 - a. Building & Grounds Committee: 2018 membership same as 2017, plus one addition.
 - b. Executive Committee: Master Board President, Vice President, Treasurer, Secretary and General Manager. (closed membership)
 - c. Finance Committee: 2018 membership same as 2017
 - d. Long Range Planning Committee: Long Range Plan approved May 2016. Committee will review plan, make recommendations for updates and present to Master Board for approval. Long Range Plan should be reviewed every two years. 2018 Membership: Kathy Schwartz, Jill Bailey, Brian Kroeger, Judy Ohly (Chair), Mike Fenske, Linda Castiglioni and Stacy Hrtanek.
 - e. Pool & Recreation Building Committee: 2018 membership same as 2017
 - f. Wage & Benefits Committee: 2018 membership same as 2017
 2. Ad hoc Landlord Policy Committee: This committee will create policies for owners who want to rent their units. Mike Chaffee (Chair), Linda Castiglioni, Lou Ohly, Stacy Hrtanek
 3. New Owners and Renters are required to go to the Valhalla Office to receive their orientation package, keys, pool fobs, Valhalla Resident Policies, etc.
 4. Owners may submit maintenance requests on-line. Confirmation of request is sent via email.
- J. ANNOUNCEMENTS: None
- K. OPEN COMMENT TIME: None
- L. 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

Amended and approved February 20, 2018 Master Board Meeting

General Manager's Report
January 11, 2018

Annual Meetings are completed, and thank you to the owners who participated. Following the meetings, the office has been busy sending out rate change and assessments letters to the association owners. Also, the minutes from the meetings are available on the website, plus they are posted with the association's financial statements in the laundry rooms. Hard copies can also be available upon request through the Valhalla Office.

Additionally, all new and returning directors should have received my welcome letter with your log in credentials to Propertyware. This log in is for your association, not your personal unit account. Much like your personal account, you will be able to view maintenance requests, bills, financials statements, and additional documents. For those directors without email or internet hard copies have been provided.

Valhalla Management will be utilizing Propertyware more and more throughout the year. Should you have any questions regarding the site, please don't hesitate to contact the office.

I look forward to another exciting year at Valhalla!

Respectfully,

Stacy Hrtanek