

**Master Board of Directors Meeting
Valhalla Management Association
Minutes
November 18, 2025 – 7:00PM – Valhalla Party Room**

1. **Call to Order and Roll Call:** The Master Board of Directors meeting on November 18, 2025, was called to order at 07:00PM by President Kate DeVries.

Attending = X Absent = A

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	Appointed-Danette Anderson
A	Assn 3-Kathy Schwartz	X	Assn 9-Kurt Beaver	X	Jill Bailey-General Manager
X	Assn 4-Dubravka Stupar	X	Assn 10-Linda Castiglioni	X	Jason Dietz-Maintenance Supervisor
A	Assn 5-David Kinneberg	A	Assn 11-Brian Snow		
X	Assn 6-Derick Behrends	X	Assn 12-Paul Schultz		

2. **Reading of Minutes**

- a. Motion by Brian Kroeger and seconded by Muthuvel Jayachandran to waive the reading and approve the October 21, 2025, Master Board meeting minutes as written. Motion carried.

3. **Reports of Officers**

- a. President – Kate DeVries
 - i. Ad Hoc Committee is reviewing Valhalla General Resident Policies and Building 1-11 Additional Resident Policies to propose revisions to the Master Board. Next Ad Hoc meeting scheduled Monday, November 24, 2025, at 6:00PM in the Valhalla Party Room. Building 12 updated the Building 12 Additional Resident Policies and Building 15 is working on revisions to Building 15 Additional Resident Policies.
 - b. Vice President – Kurt Beaver – No Report
 - c. Treasurer – Muthuvel Jayachandran
 - i. The updated Finance Committee held a successful first meeting on November 12, 2025. See 11-12-25 Finance Committee meeting minutes.
 - ii. **Motion by Muthuvel Jayachandran and seconded by Brian Kroeger to accept the proposed Finance Committee mission, membership, and role statement as proposed by the Finance Committee.** Discussion included Finance Committee advisory role to Master Board and buildings and scope of authority. **Motion carried** with Paul Schultz opposed and all others in favor.
 - iii. **Motion by Muthuvel Jayachandran and seconded by Linda Castiglioni to accept the Finance Committee recommendation to deposit owner buy-in fees, orientation fees, and fines for building-related violations directly to the corresponding building's Rec Reserve Account #2** (designated for building's share of VMA common area improvements). Discussion included origin of each building's Rec Reserve Account #2, strategies for meeting reserve requirements outlined in governing documents, and buildings' management of reserve funds. **Motion carried** with Paul Schultz opposed and all others in favor.
 - iv. Finance Committee members will be updated on Valhalla Condominiums web site. Recommend updating web site to indicate officers for each building association.
 - v. Finance Committee will review at its next meeting the guidelines to maintain a minimum of two (2) months of operating expenses in each building's cash/operating account and discuss if three (3) months would be feasible. M.Jayachandran can assist buildings with less than two (2) months to strategize for growing the cash/operating account. The recommended two (2) months minimum can be viewed in the last annual meeting budget or contact M.Jayachandran.

- vi. Finance Committee will review at its next meeting recommendations for access to Buildium reports and building bank accounts.

4. Standing Committee Reports

- a. Executive Committee – Chair, Kate DeVries
 - i. Discussed continued review of MN statutes prohibiting cannabis use (with exception for documented medical use) and cultivation in multifamily buildings and proposed policies to comply with statutes.
 - ii. Discussed owner notification for regular board of director meetings. Danette Anderson reported that while owners entrust each board of directors to make decisions on their behalf, Minnesota statutes state owners must be permitted to attend regular board of directors' meetings. Owners may observe meetings but not participate in discussion or decisions unless invited by the board to do so. Danette Anderson will provide information on the specific state statutes by next Master Board meeting.
 - iii. Other discussion items addressed in General Manager report.
- b. RAMB – Chair, Kate DeVries
 - i. RAMB meeting on November 13, 2025 focused on pool-related discussions and 2026 improvement project prioritization. See 11-13-25 RAMB meeting minutes and 10-28-25 Pool Information Meeting summary.
 - 1. Survey regarding recreation area and pools will be sent to all owners. RAMB and Master Board please submit suggestions for survey questions to Jill Bailey by Wednesday, November 26, 2025. Although the previous pool survey addressed indoor pool issues, it is important to survey owners regarding entire recreation area, including both pools, for long term strategic planning.
 - 2. Await pool survey results and recreation area reserve study to determine a pool and rec area ad hoc committee.

5. General Manager Report – Jill Bailey

- a. VMA Office will be closed on Thanksgiving Day, November 27, and Friday, November 28, 2025.
- b. Please send building board of director meeting minutes to share with your building and post them on web site.
- c. Installing a dedicated computer in the Valhalla Party Room that may be used for Teams meetings for building board of director and other committee meetings. Computer will be in a locked case when not in use during meetings.
- d. Upcoming annual meetings: Recommend obtaining proxies for owners unable to attend in person to ensure quorum is met. Building associations may consider updating bylaws to lower quorum. Recommend having at least three (3) individuals on each building's board of directors.
- e. VMA staff will update signage in each building for consistency including snow plowing, designated smoking area signs and door stickers, and laundry rooms. Jill Bailey will contact caretakers for each building's laundry room hours. Signs will be changed out seasonally and as needed.
- f. Lock-outs: Jill Bailey noted most lock-out calls to Valhalla Maintenance are from tenants with repeated calls to some units. Lock-out calls disrupt scheduled Maintenance work and current fee (\$50) does not cover labor cost. Discussed options including directing tenants to call landlords or property manager for lock-outs or increasing the lock-out fee.
 - i. **Motion by Linda Castiglioni and seconded by Jan Kauphusman to direct tenants to contact the landlord or property manager for lock-outs.** Discussed concerns regarding timely responses in urgent situations and responsible management of security doors if lock-out calls are directed to landlords or property managers. **Motion failed** with Linda Castiglioni, Jan Kauphusman, and Jill Bailey in favor and all others opposed.

- ii. **Motion by Brian Kroeger and seconded by Muthuvel Jayachandran to increase lock-out fee from \$50 to \$100.** Discussion included price comparison to Paul's Lock & Key, consideration for monitoring lock-out calls for three months, and consideration for gradually escalating fees for repeat lock-out calls. **Motion carried** with Linda Castiglioni and Paul Schultz opposed and all others in favor.
- g. Mortgage underwriters Fannie Mae and Freddie Mac are scrutinizing mortgage applications in HOAs making it more challenging to obtain a mortgage at Valhalla Condos based on:
 - i. Ratio of rental units to owner-occupied units in a building.
 - ii. Reserve study for the building and if building has recommended reserve balance.
 - iii. Building board of director meetings; minutes available and meets minimum required meetings as stated in association bylaws.
 - iv. Exterior garages insured for actual cash value (assessed value this moment in time) versus replacement cost value (cost to replace/rebuild) preferred by mortgage underwriters. Garages cannot be insured for replacement cost value until repairs are completed in May 2026.
 - v. Owners with more than five (5) units.
 - vi. Frequency of assessments.
 - vii. Ratio of cash sales to mortgages in a building.
 - viii. High HOA fees versus assessments (HOA fees plus mortgage can make total payment too high to qualify for mortgage).
 - ix. These issues are currently common in Minnesota and more acute in the Twin Cities.
- h. While the VMA office welcomes everyone to stop in and greet employees, they are uncomfortable with individuals asking multiple intrusive questions regarding their employment and personal lives. The staff are there to do a job, and it is disrupting their work. Please be respectful of their time and privacy.

6. Maintenance Report – Jason Dietz

- a. Fall cleaning of gutters and downspouts completed.
- b. Laundry room maintenance and every six months duct cleaning completed.
- c. Gas grills shut off for the winter.
- d. DeCook completed bush/shrub trimming around property.
- e. Leaves will be removed this week (weather permitting).
- f. Plow truck is prepped for winter; ice melt and sand/salt mix ready; need additional shovels.
- g. Snow will need to be hauled away to prevent drain/water issues near Buildings 4-5.
- h. Shop inventory completed; will send copy of report to M.Jayachandran for Finance Committee.
- i. Maintenance can assist with security camera systems (updates/maintenance/repair).

7. Unfinished Business

- a. None

8. New Business

- a. None

9. Adjournment: Motion: B.Kroeger 2nd: M.Jayachandran Meeting Adjourned: 8:15PM

Respectfully Submitted,
Danette Anderson, Secretary