

**Master Board of Directors Meeting
Valhalla Management Association
Minutes
March 17, 2026 – 7:00PM – Valhalla Party Room**

- 1. Call to Order and Roll Call:** The Master Board of Directors meeting on March 17, 2026, was called to order at 7:00PM 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
X	Assn 3-Kathy Schwartz	X	Assn 9-Kurt Beaver	X	Appointed-Jim Iverson
X	Assn 4-Dubravka Stupar	X	Assn 10-Linda Castiglioni	X	Jill Bailey-General Manager
X	Assn 5-David Kinneberg	X	Assn 11-Brian Snow	X	Guest-Attorney John Beatty
X	Assn 6-Derick Behrends	X	Assn 12-Paul Schultz		

2. Reading of Minutes

- a. Motion by Brian Kroeger and seconded by Kathy Schwartz to waive the reading and approve the January 27, 2026, Master Board meeting minutes as written. Motion carried with all in favor.

3. Reports of Officers

- a. President – Kate DeVries
- i. Master Board of Directors and guests in attendance reminded to maintain respectful communication.
 - ii. Welcome guest, attorney John Beatty, invited as a resource for clarification of governing documents.
- b. Vice President – Kurt Beaver – No Report
- c. Treasurer – Muthuvel Jayachandran
- i. Finance Committee met on March 11, 2026.
 - ii. Buildium is live with building Treasurers and Presidents testing functionality. Finance Committee will discuss expansion to building Boards of Directors and owners at next meeting.
 - iii. As noted in 03-11-26 Finance Committee minutes, buy-in fees, orientation fees, and building-related fines are deposited to the recreation reserve account for that building. Common area fines are deposited in the VMA recreation reserve account.
 - iv. Buildings are responsible for setting a monthly budget amount for their building’s recreation reserve account.
 - v. Finance Committee will continue to meet monthly until after building annual meetings are completed and then meet every other month.

4. Standing Committee Reports

- a. Executive Committee – Chair, Kate DeVries
- i. Discussed offering hybrid meeting format and pool survey results.
- b. RAMB – Chair, Kate DeVries
- i. RAMB meeting on March 12, 2026, focused on the pool survey results.
 - a) Pool survey results and comments were sent to all owners following 03-12-26 RAMB meeting.
 - b) Pool survey is not a vote; it is for information-gathering and evaluating owner preferences. Additional investigations, including a more focused survey, and work by RAMB are needed.
 - 1) Discussion included concerns regarding costs if pool is replaced or repurposed and if survey results will impact outdoor pool use in summer 2026.

5. General Manager Report – Jill Bailey

- a. March 15-16, 2026, Winter Storm and Snow Removal.
 - i. Rochester received over 13 inches of heavy wet snow. MNDOT, Olmsted County Sherriff Office, and City of Rochester advised no travel due to impassable roads and city streets.
 - ii. Snow removal decisions and plans were made with safety of residents and employees in mind. The rapid amount of heavy wet snow exceeded the limits of Valhalla Maintenance equipment. DeCook was secured as back-up; however, Valhalla's needs competed with their other clients. VMA will evaluate snow removal preparation for future winter storm events of this severity.
- b. VMA Budget Meeting is scheduled for Tuesday, March 31, at 6:00PM in the Valhalla Party Room
 - i. Review of 2025 Actual vs. Budget
 - ii. Review of 2026 Proposed Budget
- c. Reserve Studies
 - i. Contact Jill Bailey if your building needs to meet with Reserve Advisors, LLC for clarifications or corrections to the reserve study. Changes or corrections must be completed by June 1, 2026, for updates with no additional fees.
 - ii. Changes submitted to Reserve Advisors, LLC, are taking 2-4 weeks to complete.
 - iii. The 2nd page of building budget must match the reserve study amount.
 - iv. Final reserve studies must be completed before holding building annual meeting of owners.

6. Unfinished Business

- a. General Resident Policies and Additional Resident Policies Updates – Danette Anderson
 - i. Combining policies are in progress. Request that Ad Hoc Committee meet to review combined document before bringing it to Master Board.

7. New Business

- a. Hybrid Master Board Meetings – Kate DeVries
 - i. Discussed advantages, disadvantages, and concerns to offering hybrid (MS Teams) for Master Board, Finance Committee, and RAMB meetings.
 - ii. Advantages include increased participation by directors and owners, improved accessibility, overcoming barrier of in-person meeting room capacity, promoting community engagement and recruitment, and improved transparency.
 - iii. Disadvantages/challenges include need for improved sound (directors participating remotely must be able to communicate back and forth with in-person attendees to comply with MN statutes), meeting management complexity, security and identity verification, and unauthorized meeting recording.
 - a) Strategies for addressing challenges include addition of an omnidirectional microphone, dedicated meeting moderator, written hybrid meeting guidelines, security via unique meeting link for each meeting and closing meeting after start, and identity verification via registration prior to meeting. Recording discouraged due to record retention and access issues.
 - iv. **Motion by Linda Castiglioni and seconded by Muthuvel Jayachandran to adopt hybrid meeting format for Master Board, Finance Committee, and RAMB meetings with guidelines including owners may observe and will be muted, remote directors will be unmuted, remote participants must request access from VMA office by 5:00PM the last business day before the meeting, and participants must join no later than meeting start time.** The VMA office may keep a list of owners who want to receive access for all hybrid meetings. No additional discussion. **Motion carried** with all present in favor; no directors absent or abstained.

- b. Buildium Report Access – Derick Behrends/Paul Schultz
 - i. Inquiry when Buildium financial report access will be expanded to Boards of Directors and owners. Benefits of access include Boards and owners able to answer own financial questions, Boards can solve problems at meetings and with owners in real time and with transparency, and owners’ rights to financial information for their building.
 - ii. M.Jayachandran confirmed building Treasurers and Presidents are testing functionality before expanded rollout. Finance Committee will review expanded access at next meeting and confirmed that owner financial access will be restricted to the building in which they own a unit(s).
 - iii. J.Bailey confirmed that bids for common area work should be sent to the VMA Office to upload to Buildium.
- c. Buildium Work Orders – Derick Behrends
 - i. Confirmed that work orders in Buildium should now be for common areas only. J.Bailey will update Buildium work order settings.
 - ii. Emergencies should be a call to VMA Maintenance to assess the emergency to prevent damage to common areas, the unit, or other units and advise next steps.
 - iii. Discussion regarding process of resolving damages between owners. In general, an owner submits a claim to their own homeowners insurance. The insurance company works with the other owner’s homeowners insurance for a resolution.
- d. Employee (GM) Performance Evaluation – Derick Behrends
 - i. Inquiry regarding performance evaluation process for the General Manager. K.DeVries noted there is currently no documented evaluation process for the General Manager. Based on the governing documents, the Master Board evaluates the General Manager. Evaluation process and form will be standardized based on the job description. Master Board of Directors may use input from owners to inform their evaluation.
- e. Purpose of Section 9.2 in Building Declarations Relating to Maintenance Service – Paul Schultz
 - i. P.Schultz stated that Section 9.2 was purposefully written in updated building declarations to permit in-unit repairs and preventative maintenance by Valhalla Maintenance as a shared resource and expense.
 - ii. Attorney Mr. J.Beatty clarified:
 - a) Section 9.2 allows buildings, with an annual vote (50% or greater) of owners, to provide additional maintenance projects such as replacement or repair of limited common items such as windows, balconies, etc. However, Section 9.3 specifies all other maintenance, repair, or replacement in units as the owner responsibility.
 - b) Although the updated declarations were passed by a vote of owners, the additional maintenance referred to in Section 9.2 must be voted on annually by building owners.
 - c) VMA Bylaws define the maintenance responsibilities of VMA (which includes Valhalla Maintenance) for common and limited common elements. Section 16.4 of building declarations establishes that VMA Bylaws control when there is a conflict between VMA Bylaws and building association governing documents.
 - d) The General Manager does not have authority to deviate from the VMA Bylaws to provide maintenance outside of common and limited common elements.
- f. Executive Committee Function/Decisions – Paul Schultz
 - i. Inquiry regarding which Executive Committee decisions are voted on by Master Board. Discussion included confirmation that Executive Committee is an advisory committee to the Master Board similar to Finance Committee and RAMB.

8. Open Forum – Owner Speaker Request

- a. Mr. Michael Chaffee requested to address the Master Board and shared experiences as an owner, investor, previous Master Board member and officer, and current board member and officer in multiple buildings.

9. Adjournment: Motion: J.Iverson 2nd: M.Jayachandran Meeting Adjourned: 8:47PM

Respectfully Submitted,
Danette Anderson, Secretary

04-28-26 - March 17, 2026, minutes approved by Valhalla Master Board of Directors