

Valhalla Fifteen Association – Board of Directors

Minutes

March 30, 2026 – 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:** Motion by Jan Bailey to approve agenda; seconded by Kevin Castiglioni. No discussion. Motion carried.
- **Approval of Minutes:** Motion by Jan Bailey to approve the minutes of January 19, 2026 as written; seconded by Pam Burton. No discussion. Motion carried.
- **Officer and Committee Reports:**
 - President's/General Manager Report: Jill Bailey
 - Custom Alarm and Schumacher coordinating a date to replace the elevator key access with a fob reader. Elevator will be accessed with the same fob used to open the overhead garage door. Keys will still be needed for the entrance doors, garage service door, and mailroom door.
 - Drain cleaning scheduled for Thursday, April 9, 2026.
 - Garage sweeping scheduled for Wednesday, April 15, 2026.
 - Mail delivery has been sporadic with mail misdirected. If you receive incorrect mail, please deliver to the correct recipient's door or take it to the VMA office. Please do not put mail back in the outgoing mail slot; it significantly delays mail delivery to the correct recipient.
 - Notation: Starting January 2027, mortgage lenders will increase reserve account requirement from 10% to 15%.
 - Springs for overhead garage doors recently oiled.
 - Maintenance is updating building preventive maintenance lists. Preventive maintenance lists will be sent to building boards for review and input. Initial board recommendations include review of water shut-off valves and cleaning dryer duct vents on the roof.
 - Vice-President's Report: Christina Block
 - Absent - No Report.
 - Treasurer's Report: Pam Burton
 - Bank statement balances as of 02-25-26 include reserve account \$255,865; rec reserve account \$16,279; and operating account \$50,412 for a total of \$322,556.
 - Buildium is now live for financial reports. Building Presidents and Treasurers currently have access to test and validate functionality. Finance Committee will discuss expanding access when functionality is verified.
 - Building 15 board members requested bank statements and shared expense chart in preparation for monthly meetings.
 - Committee Reports
 - Master Board Representative: Jill Bailey
 - Master Board discussed maintenance service changes with the attorney present to answer questions and confirm alignment with governing documents. Maintenance will respond to emergencies to assess and advise on the situation but will not perform routine in-unit maintenance.
 - VMA taxes submitted to the accountant for review. Once taxes complete, VMA will get bids from accounting firms for the audit due in 2026. Audit is required every three years with a soft audit in between.
 - RAMB Committee Representative: Jill Bailey for David Aries
 - RAMB meeting focused on the pool survey results; pool survey was sent to all owners. A second and possibly third focus group will meet to gather more information for the Master Board on how to proceed.
 - RAMB and Master Board to discuss outdoor pool opening for this year.

- Garage improvement projects for other buildings will begin later this spring.
- Buildings are reviewing reserve studies for accuracy; corrections are taking 2-4 weeks to complete. Final reserve studies needed to complete 2026 budgets and schedule annual meetings.
- 2026 common area improvement planning and potential common areas assessments pending final reserve studies.
- Welcoming Committee: Jill Bailey
 - No units for sale in Building 15.
 - New residents in units 306 and 211.
- **Unfinished Business:**
 - 2025 Reserve Study and 2026 Priority Projects – Jill Bailey
 - Bids pending for building exterior project (repairs and painting).
 - Recommend professional roof inspection to validate the 2025 reserve study estimate for replacement in 2029. Maintenance will get bids (Merritt, Schweigert).
- **New Business:**
 - 2025 Actual vs. Budget – Jill Bailey
 - Reviewed the 2025 Actual vs. Budget Report for January-December 2025. Due to accounting software change from Buildium to Yardi back to Buildium, some sub-categories do not align one-to-one.
 - General Maintenance expenses included Building 15 repairs and services such as drain cleaning, garage sweeping, roof repairs, overhead garage door spring repairs, and motor repair for boiler.
 - Increases in grounds category mainly for snow removal.
 - Utilities (RPU and MN Energy) are now be direct-billed to building and utility statements are available in Buildium.
 - Accounting expense increases were related to the additional accounting services retained for the reconciliation between Buildium and Yardi systems.
 - Payroll increases were related to overtime for snow removal.
 - Board members please review the report and direct questions to Jill Bailey.
 - 2026 proposed budget pending the updated reserve study. Building 15 reserve study corrections were submitted to Reserve Advisors and awaiting update (takes 2-4 weeks). Buildings have until June 1, 2026, to submit corrections at no charge. Buildings declining to budget for the reserve amount recommended in the reserve study must disclose to owners that the reserve account is underfunded and will result in annual assessments.
 - Parking Lot Resealing/Resurfacing/Restriping – David Aries
 - Parking lot resurfaced and restriped two years ago. Due for resurfacing and restriping in 2026 (reserve budget item recommended every 2-3 years).
 - Jill will direct Maintenance to request bids.
 - Follow-up on Carpet Cleaning – David Aries
 - Jill Bailey noted carpet cleaning scheduled on Saturday, May 16, 2026, with Service King. As recommended by Mohawk cleaning guidelines, cleaning will be done with hot water only and no chemicals.
 - White Baseboard in Corridors – David Aries
 - Vinyl baseboard appears to be rippling and/or separating from the wall in some areas.
 - David Aries will do a walk-through with Maintenance to assess and determine options.
 - Landing Area Flooring Separating from Rubber Step Guards – David Aries
 - Repaired by Maintenance; inspecting other stairs.
- **Next Regular Board Meeting:** Monday, April 20, 2026, at 6:00PM, in Unit 106

- **Discussion from the Floor:**

- Maintenance services: Maintenance is responsible for common areas in buildings and commons areas of the complex. They will respond to emergencies in units to assess the situation and advise owner on next steps for repairs. Owners are responsible for maintenance and repairs within their units.
- Water leak in garage: Water dripping on cars located and repaired.
- Patio furniture: Weather dependent; move out of garage before sweeping.
- Painting building exterior: Pending updated bids. Board will review bids and focus both on pricing and quality of work. No decision on color; owners will have an opportunity for input. Discussed possibility of a test pattern on back of building.
- Budget: Discussion regarding separation between receivables and payables, posting to line-item categories, concerns about reserve study recommendations for reserve account balances, and recommendation for a consistent 12-month period fiscal year.
- Odor in front stairwell: Odor reported in front stairwell (mailroom area).

- **Adjournment:** Meeting adjourned at 07:11PM

Attendance:

X	Jill Bailey, President	X	C. and R. Krueger
EA	Christina Block, Vice-President	X	W. Jasperson
X	Danette Anderson, Secretary	X	K. Aune
X	Pam Burton, Treasurer	X	K. Simmonds and M. Sootheran
X	David Aries, Director	X	L.M. Thompson
X	Jan Bailey, Director	X	109
X	Kevin Castiglioni, Director		
X	Carol Sabatke, Director		

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

Respectfully submitted,
Danette Anderson, Secretary

04-20-26 – March 30, 2026 minutes approved by Valhalla Fifteen Association Board of Directors.