

Master Board of Directors Meeting
 Valhalla Management Association
 April 15, 2025
 MINUTES

ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors of April 15, 2025, was held in the Valhalla Party Room. The meeting was called to order at 7:00 p.m. by President Kate DeVries.

Attending = X

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	Jill Bailey-General Manager - Valhalla
X	Assn 3-Kathy Schwartz	X	Assn 9-Kurt Beaver	X	Guest – Jason Dietz Maintenance Supervisor
X	Assn 4-Dubravka Stupar	X	Assn 10-Linda Castiglioni	X	Guest – Matt Kraus WeatherShield
	Assn 5-Krista McGowan	X	Assn 11-Brian Snow		
X	Assn 6-Derick Behrends	X	Assn 12-Jim Iverson		

II. READING OF MINUTES:

- Motion by Brian Kroeger and seconded by Kathy Schwartz to waive the reading of the March 18, 2025, minutes with one correction. Motion passed.

III. REPORTS OF OFFICERS:

- President – Kate DeVries: No Report
- Vice President – Kurt Beaver: No Report
- Treasurer – Brian Kroeger:
 - Deferred to General Manager Jill Bailey for report:
 - Anticipate building budgets week of April 21. Buildings can then schedule a board meeting to approve budget and then proceed with scheduling annual meeting.
 - Anticipate account reconciliation completion by week of May 2. Reports will then be available for year-to-date 2025 and projected for the remainder of 2025.
 - Assessment for recreation area improvements due May 14, 2025 – statistics as of Fri 04-11-25:
 - 169 owners paid; 213 pending
 - \$79,379.95 of \$172,000 collected
 - Most buildings have 1/4 to 1/3 paid
 - All investors/landlords with six (6) or more units are paid
 - Inquiry and discussion regarding starting projects before all assessments are collected.

General manager's discretion as some items needed to open pool on time must be ordered as soon as possible and require at least 50% down and 7-10 day delivery.

- Yardi statistics as of Fri 04-11-25
 - 100 owners have not yet paid April HOA dues
 - 54% of owners registered in Yardi (may not mean they have used it yet; many elected to pay by check)
 - 567 accounts created - 303 have used it; 264 have not used it
 - Calls and visits to the VMA office average 25-30 minutes
 - Late fees waived for April during conversion but will not be waived in the future

IV. STANDING COMMITTEE REPORTS:

- Executive Committee: Chair - Kate DeVries:
- Discussion regarding continuing with Yardi or returning to Buildium. Opened discussion to full Master Board. Concerns included not giving enough time to work through Yardi issues; Yardi not functioning at a higher level than Buildium and reduced features and services such as alerts, attachment viewing, recurrent maintenance work orders; and report availability to building board members and owners. Discussion regarding the effort required from VMA office and owners to halt Yardi and return to Buildium system. General manager indicated all Buildium structure and capacity is still in place. Receivables would take approximately 1 day to catch up and payables would take approximately two weeks to catch up from May 2024 to May 2025. **Motion from Dubravka Stupar and seconded by Jim Iverson to discontinue transition to Yardi and return to Buildium.** Additional discussion including consideration of outsourcing accounting to an accounting firm in the future, review of software pricing, and process for notifying owners. **Motion carried with nine (9) in favor, one (1) opposed, and two (2) abstain.**
- RAMB: Chair - Kate DeVries: No meeting.

V. GENERAL MANAGER REPORT: General Manager - Jill Bailey:

- DeCook will begin spring clean-up soon including repairing edging and prep work for mowing and thatching. To work as efficiently as possible, need owner assistance by cleaning out window wells (garden level units), and removing any possessions from patios and rock areas by the end of April. Unmoved items will be removed by Maintenance. See General Resident Policies Article 3 and Building 1-11 Additional Resident Policies Article 6 regarding patios and balconies. VMA Office will send a notification to owners regarding upcoming spring clean-up.

VII. MAINTENANCE REPORT: Maintenance Supervisor – Jason Dietz

- Maintenance completed 71 work orders in Yardi and many other manual entry orders.
- Exterior building and garage inspections (roof, downspouts, general) are underway
- Soliciting bids for power washing buildings
- Olson Tree on site this week inspecting and marking trees for trimming or removal;

will be done in 2025 as soon as can be scheduled and weather permitting

- Guest: Matt Kraus – WeatherShield
 - Proposal for WeatherShield as exclusive vendor for most standard sized windows and patio doors (Buildings 1-10). WeatherShield would provide competitive pricing and stock windows on site to avoid ordering delays and offer competitive standardized labor costs. Encourage buildings to agree on a high-quality window manufacturer. Discussion noted that building governing documents determine if owner or building pays for window repairs/replacement and if building has a preventive maintenance program for windows. Master Board encouraged Mr. Kraus to provide a detailed written proposal to the RAMB for consideration including a spreadsheet of all the window sizes and price comparison across recommended manufacturers.
- Presented a list of frequent expenses and replacement items for building to determine if cost is building or owner responsibility. Building boards are encouraged to review Section 3 of their association declaration to determine if expenses fall into common expense (benefits all units), limited common expense (benefits more than one but not all units), or individual unit expense (benefits only one unit) and Section 6 of their association declaration to determine responsibility for costs for each category.

VIII. UNFINISHED BUSINESS:

- None

IX. NEW BUSINESS:

- General Manager Jill Bailey reviewed current process for addressing policy violations and fines. With verification of a violation by two witnesses and video, audio, or photographic evidence, the VMA office sends a letter of warning stating the violation and consequences for continued violations. Fines for additional violations require Executive Committee review and Master Board approval which can cause 6-8 week delays in addressing repeated violations. Requesting Master Board support to streamline process to avoid delays. **Motion by Linda Castiglioni and seconded by Jim Iverson to permit General Manager to follow governing documents and use General Manager discretion to issue a warning for first violation and then begin immediate fines with proof of continued violations.** Building President should be copied on violation notifications. Discussion included verification that fines are deposited in the VMA recreation improvement account. Recommendation for a monthly report to Master Board. **Motion carried with all in favor except for two opposed.**
- General Manager Jill Bailey presented findings on how other apartment buildings and HOAs address smoking policies and violations. Many do not allow any smoking anywhere on property and have fines \$500-\$1500 due to fire code violations and risk of fire in multifamily buildings. Current policy at Valhalla Condos is no smoking in or within 30 feet of any building and fines starting at \$500. Motion by Brian Kroeger and seconded by Muthuvel Jayachandran to increase distance for outdoor smoking from 30 feet to 50 feet and continue fines

for smoking violations starting at \$500. Discussion clarified responsibility of General Manager for verifying smoking complaints inside buildings, recommendation that snuffers be moved near trash enclosures, and notation that buildings can share a designated area for snuffers. **Amended motion by Brian Kroeger and seconded by Muthuvel Jayachandran to limit outdoor smoking only to designated areas created by moving snuffers near trash enclosures and continue fines for smoking violations starting at \$500. Motion carried with all in favor except one (1) opposed and one (1) abstain.** Owners will be notified of new policy with a reasonable timeframe for change.

- General Manager Jill Bailey shared discussions with attorney regarding restrictions on service animals and emotional support animals. No restrictions on size or breed permitted for service animals. Attorney notes that weight restrictions on emotional support animals are permitted. If any change to policy, current owners with emotional support animals must be grandfathered in but restrictions will apply going forward. **Motion by Jim Iverson and seconded by Dubravka Stupar to restrict emotional support animals to limit of 20 pounds.** Discussion included description of incidents of uncontrolled animals on property, concerns regarding legality of restrictions, and a request for General Manager to send verbiage from attorney to Master Board for review. **Motion carried with all in favor except two (2) opposed and one (1) abstain.**

Motion to adjourn by Brian Kroeger and seconded by Jim Iverson. Motion passed and meeting was adjourned at 8:30 p.m.

Respectfully Submitted,
Jill Bailey

May 20, 2025 - April 15, 2025 minutes approved by Valhalla Master Board of Directors