

**MINUTES OF THE MONTHLY MEETING  
MASTER BOARD OF DIRECTORS  
VALHALLA MANAGEMENT ASSOCIATION  
APRIL 28, 2020**

- I. **ROLL CALL & CALL TO ORDER:** The meeting of the Master Board of Directors was held April 28, 2020 as a Zoom meeting due to the COVID-19 pandemic. President Mike Fenske called the meeting to order at 7:05 p.m. The following Directors were Present as indicated below:

Attending = X					
X	Assn 1-Kate DeVries	X	Assn 7-Skye Davis	X	Assn 15-Jan Bailey
X	Assn 2-Mike Fenske	X	Assn 8-Susanne Ziebarth	X	Stacy Wilhelm-General Manager - Valhalla
X	Assn 3-Brian Kroeger		Assn 9-Monica Anderson	X	Dan Bredesen-Maintenance Supervisor - Valhalla
X	Assn 4-Dubravka Stupar	X	Assn 10-Elaine Wiegert	X	Director appointee- Jan Kauphusman
	Assn 5-Dana Petron	X	Assn 11-Chris Robson	X	Director appointee- Wayne Jasperson
X	Assn 6-Louis Ohly	X	Assn 12-Jim Iverson		

- II. **READING OF MINUTES:** Minutes from the January 21, 2020 meeting were presented. (No meeting was scheduled for February and the March meeting was cancelled due to the COVID-19 pandemic.) Motion was made by Jan Bailey and seconded by Brian Kroeger to waive the reading of the minutes and to approve them. Motion carried.

III. **REPORTS OF OFFICERS:**

President's report: Mike Fenske thanked everyone of accepting the technology challenge of a remote meeting. He noted, since March the Executive Committee and Management have been in close communication, reviewing options for unit owners as well as staffing. Also, employees have reduced hours and have been enrolled with Minnesota unemployment which will cut expenses. He furthered, that recommendations were also sought from our attorney and insurance providers for best practices.

IV. **STANDING COMMITTEE REPORTS:**

- A. **Finance Committee Report:** Report attached. Wayne Jasperson, Chair. Motion was made by Lou Ohly and seconded by Jan Bailey to approve quarterly transfers. Motion carried.
- B. **Executive Committee Report:** Mike Fenske, Chair.
1. Violation Declaration Section 17 Access in building 10: The owner has changed the unit door lock and refuses to provide a key to Management. Since this is the first violation, a recommendation to fine the offender \$50 was made by the committee. However, the fine would be suspended if a key was provided within 10 days of receipt of the letter being sent out by Management. Brian Kroeger made a motion to accept the board's recommendation. Skye Davis seconded the motion. Motion carried.
  2. Violation 3.2 in building 2. Through a hole in the window screen, garbage was being tossed out on a daily basis beginning in February by the owner's grandson. The behavior has stopped since Rochester Police Department became involved due to property damage caused by a BB gun and theft of a fire extinguisher by the same offender. The committee recommends a fine of \$50 for the littering and Lou Ohly made a motion to accept the board's recommendation. Elaine Wingert seconded the motion. Motion carried.

3. Smoking violation in building 10. The committee recommends a fine of \$100 for this second violation. Brian Kroeger made a motion to accept the board's recommendation. Jim Iverson seconded the motion. Motion carried.
4. Building #12, Building #8 and Building #9 request for waiver of late fees. Executive committee recommended that late fees be waived during COVID-19 pandemic. Brian Kroeger made a motion that the board's recommendation be accepted. Jan Bailey seconded the motion. Motion carried.
5. A recommendation was made by the executive committee to update the General Residents Policy 2.11 to read as follows: "Unit owners can install appropriately cushioned float type flooring with the understanding that all unit owners are responsible for noise abatement should complaints arise. This applies to current and all future occupants and owners of the unit." Lou Ohly made a motion to accept the board's recommendation. Brian Kroeger seconded the motion. Motion carried with one dissenting vote from Jim Iverson.
6. Suggestion was sent to the office via an email to consider giving a bonus to the caretakers due to their work during the COVID-19 pandemic. This is a decision which needs to be made by each individual building.

- C. RAMB Committee Report: Lou Ohly, Chair. Report attached. A motion was made by Brian Kroeger and seconded by Wayne Jasperson to accept the bid from Kuntz Electric to furnish and install emergency lighting for pool area, pool stairwell and bathrooms. Motion carried.

V. MANAGERS REPORT: Stacy Wilhelm, Manager. Report attached.

VI. MAINTENANCE DEPARTMENT REPORT: Dan Bredesen, Maintenance Supervisor. Maintenance will continue to avoid going into the units and will focus on outdoor work as weather permits.

VII. UNFINISHED BUSINESS: Nothing to report.

VIII. NEW BUSINESS: Nothing to report.

IX. ADJOURNMENT: A motion was made by Brian Kroeger and seconded by Lou Ohly to adjourn the meeting. Motion carried. Meeting was adjourned at 7:57 pm.

Respectfully submitted,

Jan Kauphusman

## General Manager's Report

April 2020

Thank you to the community for working together during these difficult times. I have heard great stories of neighbors helping neighbors; from shopping for other high-risk residents to simple welfare checks; it's always nice to hear the warm and fuzzy stories.

### *Pandemic Update*

Since the pandemic broke Management, Executive, & Finance Committee have been busy researching and investigating what options are available for Valhalla residents and staff.

As you are aware, maintenance and the office have reduced hours. Current full-time hourly employees are enrolled with Minnesota Unemployment. They will be receiving reimbursement for their regular hours not worked/ not paid by Valhalla. However, employees are required to work if the employer reinstates their schedule. Meaning Maintenance will stay on track with regular outdoor spring cleanup, such as parking lot cleanup. For more discussion on this matter see the Finance & the Executive Committee's reports.

Maintenance will continue not entering units during this time. However, should a resident have a work order they can email the office or submit it on our website. The emergency line continues to be monitored by maintenance personnel for emergencies. Please do not request a work order from this number.

While the office can work remotely on some tasks and monitor emails, we will continue to be closed face-to- face. However, should arrangements not be able to be made remotely, appointments can be made by request at least 1 day prior.

### *Recreational Building*

The Recreational Building will continue to be closed during the "stay at home order" as advised by our Attorneys and Olmsted County Public Health. In the meantime, the building's thermostat and lighting timers have been adjusted for non-use.

The opening of the outdoor pool is still unknown at this time.

Again, thank you to everyone for being supportive and understanding.

Respectfully,

Stacy Wilhelm