

Valhalla Building 11 Association
Minutes of the Board of Directors Meeting
December 5, 2018

I. Call to order & Roll Call – 6 PM in Party Room. Linda Castiglioni, President, presiding. A total of 11 owner units in attendance and 8 owner proxies. A total of 79.10 (19 units/24 units total) percent for Building 11.

Meeting started 6 p.m. with Stacy Hrtanek - General Manager, Dan Bredesen – Maintenance Supervisor, Linda Castiglioni, President (Director) (#14 & 31), Pamela Dowd, Secretary (Director) (#22), Mark Wodrich, Director (#28), Chris Robson, Vice President (Director) (#35), Mark Schoennauer (#17), Satharina Taherkhanchi (#18), Ralph Hettig (#21), James Stringer (#25), Dustin Hookum (#13), and Jason Scrimshaw (#36) in attendance.

Proxies received for the following owner units: Jennifer Wood (#12); Joanna Coon (#16), Mozmmeel Gazi, Director (#23), Mathew Carpenter (#24), Amir Taherkhanchi (#26), Mari Jimenez (#27), Nancy Fernrick/Michael Fatis (#32), Mei Yang/Husheng Ding (#37).

II. Proof of Notice of Meeting sent out to Owners of Building 11.

III. Approval of 2017 Annual Meeting Minutes.

Chris Robson made a motion to accept the 12/07/2017 Meeting Minutes as is and 2nd motion made by Ralph Hettig. Motion carried to accept 12/07/2017 Meeting Minutes as is; except for Page 9 with name Linda changed to Chris.

IV. Report of Officers:

A. President's Report: Linda Castiglioni reporting. During the past year, the board has been doing their homework on several overdue projects for Building 11. Exterior work, windows, patio doors, interior common areas, common entrance doors, etc. Building 11 is long overdue for maintenance and general upkeep of many areas on the exterior and interior of the building. During 2017, the board has reviewed several bids from contractors on proposals for this exterior and interior work for Building 11. Some of these proposals were quite high priced and when the board asked for clarification of the bids from the contractors, most could not explain the detailed work that was included in their bid proposals. The board made the decision to pass on these bid proposals. The board is now in the process of fine tuning the scope of work for the required work and will be requesting new bids from contractors during the first & second quarter of 2019. The scope of work will be detailed and bidders will be required to specify what is included and excluded from their bids.

The last payment for the three year special assessment for Building 11 has been paid. The monies in the reserve account will be used to cover capital projects being worked on for the exterior and interior building, including but not limited to, exterior caulking, stucco repairs, painting interior common areas (hallways, stairwells, laundry areas including storage closets, etc), replacing flooring in common areas (hallways, stairways, laundry areas including storage closets, etc.), possible staining woodwork, replacing some units patio doors and some units window replacements. There are other capital projects that will be covered under New Business.

- B. Treasurer's Report:** Thomas Moon – Treasurer moved out of Building 11 during this past year. Valhalla General Manager – Stacy Hrtanek gave the Treasurer's Report. See attached 2018 Treasurer's Report. Total Building Reserves account as of November 30, 2018 = \$216,665 with an increase of \$8,863 over 11 months in 2018. Stacy Hrtanek reported the costs of the plumbing back flow preventer = \$1,150 and water heater relief valves = \$542 were replaced for Building 11 during this past year. Other Valhalla Complex wide expenses (\$ amounts for Building 11 only noted): Parking lot sweeping, stripping and fill potholes: \$682; Main drain replaced in outdoor pool: \$135; Replaced garage stall roofs: \$16,508 (reserve account); New snow sweeper: \$214 (reserve account).

There are no delinquencies for the three year special assessment and only a couple of late fees related to late payments for monthly association dues and other fees. The 2018 financial statement was reviewed. Discussion followed noting Valhalla Complex Master Board Approved Budgetary items including; Reserve studies, audit, outdoor pool, parking lot project, sidewalk repair project

- C. 2019 Budget Reviewed:** See the attachment reports for Building 11 Budget for 2019 for further details. Stacy Hrtanek and Board Members provided answers to questions asked by those in attendance. Linda Castiglioni explained reasons for the monthly association dues increase. Dan Bredesen – Maintenance Supervisor said new roof racks for the AC units have been bought and will replace the current roof racks used for AC Units on top of the roof. The new roof racks will be placed on the roof to meet current building code requirements. Dan Bredesen indicated he was working with an electrician to fix the exterior lights on Building 11. See attachment for Building 11 Preventive Maintenance Schedule.

James Stringer(#25) made a motion to accept the 2019 Budget for Building 11 and it was 2nd motion by Ralph Hettig (#21). No further discussion. Motion carried.

- D. Secretary:** No report.

- V. Reports of Committees –** There were no other committees for Building 11 during 2018.

- VI. Report of Manager – See General Manager Report Annual 2018 Report attached for more details.** Changes in Resident Policy Updates for Building 11 were reviewed. Please review policy for details. Stacy Hrtanek, Dan Bredesen and Building 11 Board Members provided answers to questions asked by those in attendance. Building 11 has 10 Units with Owner occupancy and 14 Units that are rented out.

Charter (current cable TV) will be implementing internet services for all units throughout Valhalla complex effective January 2, 2019. Charter will provide a modem at no additional cost to individual units. Owners and tenants should check their February billing statements for internet credits. Cable TV (expanded basic cable) and Internet are now paid through the Valhalla monthly dues. Individual owners will no longer have a separate bill for Internet services.

Please see Notice of Change for Cable & Internet Bulk Contract for Valhalla Report attachment for more details.

VII. Unfinished Business: See notes above for the ongoing projects stated in the President's report for exterior and interior projects etc. being worked on. **See Attachments reports for Resident Policies and Additional Resident Policies.**

VIII. New Business

- A. Resident Policy Updates: late fee changes, lockboxes, rental restrictions, remodeling, move-In/move-out. Please refer to on-line policies. www.valhallacondos.com
- B. Fire Code Update: Building 11 is not in compliance with current fire codes (2018) because it was built in 1978-79. City of Rochester Fire Marshall inspected Building 11 during the latter half of 2018 and verbally conveyed some of these potential deficiencies to the current codes. Valhalla is expecting a written report of these items that will require action. As of the date of this meeting, Valhalla management has not received the official written report from the Fire Marshall. It is estimated to bring building 11 up to current code requirements = approximately \$50,000. Once this report is received, it will be brought to Building 11 board meetings for discussion and planning.
- C. Repairing the exterior of Building 11: See President's Report. The stucco repair work will be rebid during the 1st and 2nd quarters of 2019.
- D. Enclosed Patios: **See attachment for the new policy implemented for Enclosed Patios.** Building 11 has eight units with enclosed balconies of various degrees. Most of these balcony enclosures were not properly constructed, nor did they obtain building permits from the City of Rochester Building & Safety Department; therefore, they were never inspected by the City of Rochester. Most of these improperly constructed enclosed balconies have caused damage to other owner's units and the exterior of the building 11. Building 11 was built with wood decks on the floors of the balconies (2nd & 3rd levels) which allow water to flow down to the next wood deck floor balcony. Building 11 was not constructed for enclosed balconies. These wood deck floors are the ceiling for the units below them (1st & 2nd levels).

The new policy states all open balconies must remain open. Any owner with an enclosed balcony who would like to their balcony opened, the HOA would pay to restore the owner's balcony to the original open state. Please contact Valhalla office if you'd like your balcony enclosure removed and it restored to the original state.

The 2019 Board Members will be working with a structural engineer to determine the next steps for owner's units with enclosed patios and what would it take to bring them up to the current building & safety codes and be properly sealed to prevent damages to other units and the overall building 11. This is a fact finding exercise. No other decisions have been made.

IX. Nominations of New Directors: Jason Scrimshaw, Mark Wodrich and Pam Dowd have been nominated for Board Directors for a term of 3 years.

X. Election of New Directors: James Springer made a motion to accept the new directors as nominated and a 2nd motion by Chris Robson. Motion carried.

XI. Adjournment: James Springer made a motion to end the meeting and a 2nd motion by Jason Scrimshaw. Motion carried. **Meeting adjourned at 7:20 p.m.**

Minutes respectfully submitted: Pamela Dowd, Secretary

2019 Directors Meeting following Annual Meeting:

Meeting called to order at 7:26 PM. Linda Castiglioni, Pamela Dowd, Mark Wodrich, Chris Robson, Jason Scrimshaw – all present. Mozammel Gazi (Absent)

Meeting was to elect officers for 2019 board and approve Caretaker bonus.

Officers for 2019 are the following:

Linda Castiglioni, President

Chris Robson, Vice President

Jason Scrimshaw, Treasurer

Pamela Dowd, Secretary

2019 Board Meetings are scheduled (subject to change). The Building 11 Board Members will have the meetings set up in the Recreation Building Party Room with a start time of 6 p.m. The meeting will be scheduled for March 20th, June 19th, September 18th and November 13th.

Board will decide later on 2019 Annual Meeting date in December 2019.

The board approved Building 11's Caretaker a \$150 bonus for 2018.

Jason Scrimshaw made a motion to end the meeting and a 2nd motion by Chris Robson. Motion carried. Meeting adjourned at 7:35 p.m.

Minutes respectfully submitted: Pamela Dowd, Secretary