

VALHALLA ASSOCIATION 15 - BOARD OF DIRECTORS
MINUTES – September 19, 2022 – 6 PM Valhalla Party Room

Welcome Directors & Guests: Christina Block, President. Meeting called to order at 6 PM.

Approval of Agenda: Christina Block, President. Additions; Door Magnets and AED machine. A motion was made and seconded to approve the agenda with additions. Motion carried.

Officer's Reports:

- **Secretary's Report:** Approval of Minutes Board of Directors August 15, 2022 & Special Emergency Meeting August 29, 2022 - Linda Castiglioni.
 - A motion was made and seconded to accept the August 15, 2022; minutes as presented by the secretary. No discussion. Motion carried.
 - A motion was made and seconded to accept the August 29, 2022; Special Emergency Meeting Minutes as presented by the secretary. Discussion followed. Motion NOT carried. *Yea:* Kevin Castiglioni, Deb Dahley, Jill Bailey, Linda Castiglioni. *Nay:* Christina Block, Kay Aune, Ed Prosser, Carol Sabatke, Karla Dison, Pam Burton.
 - A motion was made and seconded to table the approval of the August 29, 2022, minutes and allow the board an opportunity to review the minutes before the October 2022 meeting. Discussion followed. Motion carried. *Yea:* Christina Block, Kay Aune, Ed Prosser, Carol Sabatke, Karla Dison, Pam Burton. *Nay:* Jill Bailey, Linda Castiglioni, Kevin Castiglioni, Deb Dahley
 - August 29, 2022; Special Emergency Meeting Minutes as presented by the secretary will be presented for approval in October 2022's Board of Director's Meeting.

Hereafter, the Board of Director's meeting minutes will be sent to the Board of Directors for their review and the Board will have 48 hours to make suggestions to the Secretary.

- A motion was made and seconded to publish the minutes after 48 hours after the Secretary sends them to the Board of Directors. No discussion. Motion carried.

President's Report: Christina Block.

President will not attend the October 2022 board meeting. Jill Bailey Vice President will lead the meeting in October 2022. Per Christina Block, "The biggest asset we have is the members of the board and what they bring to the board."

Treasurer's Report: Christina Block, ad interim Treasurer. Wayne Jasperson will return in October 2022.

- Total Current Cash Balance – All Accounts = **\$311,000**
 - Reserve account = \$138,800 (capital projects)
 - Operating account = \$118,700
 - Share of Merchants/General Account = \$53,500
 - Known Pending Reserve "capital" expenses = (\$164,000): Interior Project and Tree Removal
- Unit 200 past due account \$ 4,515.39; late fees \$35/mo will be assessed as appropriate. In collections. No contact with owner since April 2022.
- Unit 300 past due account \$5,616.49; late fees \$35/mo will be assessed as appropriate. In collections. Owner deceased.

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- Second Special Assessment installment payment is due September 30, 2022
- Third Special Assessment installment payment is due December 30, 2022

Vice President's Report: Jill Bailey

What should be included in the HOA meeting minutes?

- Association name and meeting type (monthly, annual, special, etc.)
- Meeting location, date, and time
- Time the meeting was called to order and adjourned.
- Present and absent board members and their office positions.
- Approval of prior minutes.
- Officer and committee member reports.

Minutes are **an official recording of the proceedings of a Board Meeting or Annual General Meeting, or any other meeting and the business transacted at the Meeting.** During meetings for the HOA, the minutes are **a record of all actions taken during the proceedings between members.** This is a requirement with any homeowners' association, and it is important to be sure all pertinent details are included and accounted for.

What should not be included in meeting minutes? Personal observations or judgmental comments should not be included in meeting minutes. All statements should be as neutral as possible. Avoid writing down everything everyone said. Minutes should be concise and summarize the major points of what happened at the meeting

Fiduciary Responsibility. Fiduciary responsibility means the board will have an ethical and moral obligation to make decisions for the benefit of everyone in the community, not just for a single owner.

What is a Board? HOA's are required to have a board which is authorized to act on a community's behalf. Boards help create and enforce community guidelines and maintain shared spaces. Boards are made up of volunteers from the community who are elected to the position by other members of the association. An established HOA functions as a voluntary association of homeowners working together to protect their property values and to improve the community.

What is the role of a volunteer? A volunteer is someone who contributes their time, skills and experience to an organization or group and gives their time for free. In return a volunteer may gain work experience, broaden their own skills, develop new interests, and become more involved with the community.

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- Jill Bailey contacted a local water intrusion inspector. They are available in October 2022. No further action.

Master Board Representative's Report: Pam Burton, Master Board Representative.

- Outdoor Pool is open on a day-to-day basis.
- Insurance Agent presented to the Master Board in August 2022.

Building & Grounds Report: Karla Dison, Chair.

Effective August 30, 2022, Karla Dison was added to the Building & Grounds Committee and named the NEW CHAIR of this committee, per President Christina Block's email dated August 30, 2022, to the Board of Directors.

- Minutes from Building & Grounds meeting on September 8, 2022. Published
- **Highlights of Building & Grounds:**
 - Tree Removal tentative dates. Week of September 19th and/or week of September 26th. Communication to the building will be sent out by the Project Manager – Jill Bailey. The exterior parking lot will be cleared of vehicles for safety reasons during tree removal. Jill Bailey
 - New Corner Protectors – installation of Elevator Door Jambs completed by Valhalla Maintenance. Linda Castiglioni
 - Interior Project: Flooring & Baseboards – Corridors, Lobby, Stairwells, etc. Color samples were brought to the meeting for all to review. Four colors picked by the committee, plus one additional "blue" sample color. Flooring samples for the corridors were ordered. No ETA for samples arrival. Linda Castiglioni
 - Water Inspections on APT 215 window. Ben Gatzke Construction (Owner 201) – will be doing a water intrusion inspection on and around APT 215 window with Valhalla Maintenance. Water inspections will be completed, as needed. Christina Block
 - Ben Gatzke Construction (Owner 201) has already inspected the inside of APT 215's window and it was reported by Owner 215, "*he (Ben Gatzke) believes the window can be fixed to stop the leaking.*" Carol Sabatke
 - Transformer Painting. Completed. Jill Bailey
 - Communication boards. Cork strips will be installed in trash chute rooms on each floor, as time allows. Other communication boards are pending. Jill Bailey
 - Flagpole re-installed. Valhalla Maintenance completed. Dan Bredesen
 - Beautiful NEW United States flag donated by Mike Huberty APT 115 on behalf of his father Private Donald Huberty who served in the US Military Army. Donald Huberty was awarded the Marksman's Award. This new flag was presented to Mr. Mike Huberty (APT 115) by the United States government upon the passing of his father Private Donald Huberty. Please thank Mike Huberty (APT 115) for this beautiful donation to our building. A motion was made and seconded to install this donated flag at the September 19, 2022, Board of Directors' meeting. Motion carried. Linda Castiglioni

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• **Notification Items:**

- RAMB Committee – RAMB Committee – September 2022; Highlights from RAMB Committee.
 - Parking Lot Signs • Signage was discussed, as well as a potential re-design of the Valhalla logo. It was decided that more discussion was needed on the logo, however there was people wanting to order the no trespassing signs without updating or including the logo.
 - Reserve Study • Reserve studies are to be done once every three years according to MCIOA. There were two proposals submitted, one costing \$44,600 for the complex, and one costing \$18,750 for the complex. Motion was made by Connie McKenzie, seconded by Connie Sawatzky recommending going with Reserve Advisors at \$18,750. 2023
 - Lawn Care • We have received a proposal for our current contractor Stealth Mowed for 2023. It is about \$10,000 higher. The committee was happy with the lawn mowing, but indicated that weeding and bush trimming could use more work. • Jill Bailey (Building 15) stated she is working on gathering additional bids for lawn care for 2023. Plan to present at October’s meeting for approval of contractor for 2023.
 - Concrete Stairs from Building 15 to rest of Valhalla complex. Valhalla Maintenance and Valhalla Management will be researching options with contractors and bring to the Committee.

Caretaker’s Report: Deb Dahley/Dan Bredesen. No report

Welcoming Committee: Kay Aune/Jill Bailey

- Welcome to the building!
 - Rebekah & Scott Goodno; Jack 3 year old – APT 104

Other Unfinished Business:

- Fence Encroachment. Chris Robson waiting for a response from Valhalla’s attorney.

Old Business

New Business:

- Halloween – Treat or Tricking. Pam Burton. A motion was made and seconded to discontinue Trick & Treating for 2022 in the building. Motion carried. Nay: Christina Block
- New maintenance employee: Chat Payne Maintenance “CJ”.
- Door Magnets standardization for apartment doors. Referred to Building & Grounds Committee for October 6, 2022.
- AED – referred to Building & Grounds Committee for October 6, 2022.

See Something...Say Something – Directors & Guests

- **Open Comment/Feedback:** Guests & Directors
 - Owner presented they are having a “Welcome to the floor gathering on 4th floor.”

A motion was made and seconded to adjourn the meeting at 7:18 PM. Motion carried.

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	X = Present		V = Present Video		A = Absent		
X	Kay Aune, Apt 308	X	Deb Dahley				
X	Jill Bailey, Vice President, Apt 102	X	Karla Dison, Apt 203, Building & Grounds - Chair	X	Guest: Danette Anderson, APT 111	X	Guest: Kerry Castiglioni, APT 104, 105, 206, 209, 211, 306, 307, 405
X	Christina Block, President, Apt 400	A	Wayne Jaspersen, Treasurer (on leave of absence), Apt 415	X	Guest: Bobbie Jean Williams, APT 400	X	Guest: Cynda Tischer APT 407
X	Pam Burton, Master Board Representative, Apt 404	X	Ed Prosser, Apt 405				Guest:
X	Kevin Castiglioni	X	Carol Sabatke, Apt 215		Guest:		Guest:
X	Linda Castiglioni, Secretary;		Guest:	X	Chris Robson General Manager Valhalla Assoc	X	Dan Bredesen Supervisor Maintenance Valhalla Assoc

Respectfully submitted: Linda Castiglioni, Secretary