

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

Welcome Directors & Guests: Christina Block, President. Meeting called to order at 5:54 PM.

Approval of Agenda: Christina Block, President. A motion was made and seconded to approve with additions noted.

Officer's Reports:

- **Secretary's Report:** Approval of Minutes July 18, 2022 - Linda Castiglioni. A motion was made and seconded to approve minutes as written. Motion carried.
- **President's Report:** Christina Block
 - Being a Valhalla Board Member. Reviewed packet.
 - Christina thanked Kerry Castiglioni for volunteering 100 hours of his time to install the apartment numbers for building 15! This project was completed "On-Time" and with quality work. This project Added Value (\$8,000) for ALL Owners benefit.
 - Optional personal meetings not attended by all board members. Many discussions occurred.
- **Treasurer's Report:** Christina Block, ad interim Treasurer. Year to date the building is under budget overall.
 - Unit 200 past due account \$3,967.34; late fees \$35/mo will be assessed as appropriate
 - Unit 300 past due account \$5,068.44; late fees \$35/mo will be assessed as appropriate
 - Total cash = \$397,528; as of 8/13/2022
 - Reserve monies for Capital Projects only = \$138,750 (Interior Project will be paid out of Reserve/Capital Funds.)
 - Operating monies for Daily Operations = \$116,365
 - Special Assessments for Capital Projects - Owners who are delinquent with paying the installments will be assessed Late fees \$35/mo.
 - Units 200 and 300 were sent to collections effective August 11, 2022.
 - **Second Special Assessment installment payment is due September 30, 2022.**
 - **Correction: Third Special Assessment** installment payment is due **DECMEBER 30, 2022**; NOT December 3, 2022, as previous communications stated.
- **Vice President's Report:** Jill Bailey. What does the word **Fiduciary** mean as it relates to our board?
 - Directors have **fiduciary duties** of **loyalty and care to Valhalla Association 15** and its' Owners.
 - **Duty of loyalty.** Board Directors must put the interests of the **Valhalla Association 15** and its' Owners over their own personal interests in making decisions for the **Valhalla Association 15** and its' Owners with evaluating opportunities.
 - What is the fiduciary duty of the board of directors? What does fiduciary mean? Fiduciary duty requires board members to **stay objective, unselfish, responsible, honest, trustworthy, and efficient.** Board members, as stewards of public trust, must always act for the good of the organization, rather than for the benefit of themselves.
 - What are the 5 fiduciary duties? Specifically, fiduciary duties may include the duties of **care, confidentiality, loyalty, obedience, and accounting.**

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

- Valhalla Association 15 New Governing Documents status. The Valhalla Association 15's New Governing Documents will be implemented as written and approved by the Owners and 1st Mortgage Companies of Valhalla Association 15. This includes filing the New Governing Documents with the State of Minnesota and Olmsted County in Rochester MN.
- Valhalla Management Association (VMA) Governing Documents will be re-written to work with the approved and state filed Building Governing Documents.

Building & Grounds Report: Linda Castiglioni, Chair

- Building & Grounds requests. All requests must be submitted to a member of the committee prior to the meeting. Guests are welcome to attend and may speak at the Open Comment Section.
- Minutes from Building & Grounds meeting on August 8, 2022. Published
- Highlights of Building & Grounds Meeting:
 - Prioritization of Projects.
 - For **2022-2023** the focus will be to **complete the interior project**. All other projects will be paused until further notice. The interior project has been on pause for 4+ years (2018-2021) because of other competing building projects that were a higher priority to the Owners.
 - ***Proposal.** Shopping Carts provided by building 15. Jill Bailey
 - Grocery carts are provided by the building as a *courtesy* measure and there are NO implied guarantees a grocery cart will be available for owners/residents' use, at all times.
 - Owners/Residents are asked to return grocery carts to the designated garage area immediately after use. There are frequent sightings of grocery carts left in the building's hallways. If you see a grocery cart, please return it to the designated garage area.
 - Previous company the building purchased "gently used" grocery carts from do not have any available to purchase, at this time. New grocery carts are \$175 to \$225 each.
 - Two flatbed carts are provided as a courtesy and available by the red shelving unit in the garage.
 - Recommendation is for the building to continue to provide the existing 6 grocery carts as a *courtesy* measure and with NO implied guarantees a grocery cart will be available for owners/residents' use, at all times.
 - Recommendation is for Owners/residents to purchase their own grocery cart(s) if they want a grocery cart to be always available for their own use; and to store it inside their units or secure it in their individual assigned garage parking stall.

A motion was made and seconded to accept Building & Grounds recommendation to provide the existing 6 grocery carts as a courtesy measure and with NO implied guarantees a grocery cart will be available for owners/residents' use, at all times. Discussion followed. Motion carried.

A motion was made and seconded to accept Building & Grounds recommendation is for Owners/residents to purchase their own grocery cart(s) if they want a grocery cart to be always

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available for their own use; and to store it inside their units or secure it in their individual assigned garage parking stall. Discussion followed. Motions carried.

- ***Proposal.** Delete ARTICLE XII Storage Room Policy. Building 15. Policy no longer needed. Storage Rooms are now storing Building 15's materials and supplies. Middle parking stalls are eligible for "lottery" drawing for extra wall storage in garage. Linda Castiglioni
 - Approved by committee. To be brought to next board meeting for approval.

A motion was made and seconded to Delete ARTICLE XII Storage Room Policy. Building 15. Policy no longer needed. Storage Rooms are now storing Building 15's materials and supplies. Middle parking stalls are eligible for "lottery" drawing for extra wall storage in garage. Discussion followed. Motion carried.

- ***Proposal.** Extra parking stalls in garage. Reserve the two extra parking stalls for materials staging for Interior Building Project for remainder of 2022 and all of 2023. Delete "lottery" for Residents to rent stalls from building for remainder of 2022 and all of 2023.
 - Approved by committee. To be brought to next board meeting for approval.

A motion was made and seconded to Reserve the two extra parking stalls for materials staging for Interior Building Project for remainder of 2022 and all of 2023. Delete "lottery" for Residents to rent stalls from building for remainder of 2022 and all of 2023. Discussion followed. Motion carried.

- **Multiple Carpet samples** (50+) have arrived directly from carpet manufacturers (Mohawk, Shaw, Patcraft, Tarkett, etc from Dalton GA. Discussions about potential carpet solutions will continue directly with carpet manufacturers.
 - Carpet samples are from the **"Hospitality"** category which are used in multi-residential housing, hotels, etc. The "Hospitality" category of carpet is made for high traffic and high abuse environments. Multiple previous discussions with Rochester local carpet companies did not result in "Hospitality" carpet category potential solutions and resulted in low-grade carpet proposals that would not hold up for Building 15's intended uses.
 - **Quality of carpet** is determined by a combination of **four criteria**:
 - **Twist**: >4 is considered good quality
 - **Density**: >3,000; top quality is >7,000
 - **Face Weight**: number of ounces of fiber in a square yard of carpet. Carpet with average length fibers should have a face weight of at least 36 ounces to be considered high quality.
 - **Fiber**: Nylon is the highest quality synthetic fiber and is often the basic component in brand name or patented fibers. It fares well in high traffic areas, can be treated to resist stains and is easy to clean.
 - There are different types of carpet depending upon the application; *Corridor, Lobbies and "walk-off"*, etc. The team is exploring all these options, picking the best grade for the intended

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use, picking the pattern and potential colors. As the research develops, more information will be shared. Town Hall Meetings will be scheduled before a final selection is chosen.

- **Maintenance** is a critical element for the life of the carpet. Daily vacuuming and spot cleaning are critical to the life of the carpet. Using the recommended vacuum cleaners and carpet cleaning techniques, solution (hot water) and machine is critical.
- ***Flagpole replacement.** To be added to planning session agenda. Kerry Castiglioni has completed some research in July and August 2022. Multiple discussions with owner of Herold Flags (Contractor) in Rochester MN have been ongoing. Toured area of previous flagpole on building 15's grounds with Contractor. Contractor recommends reusing existing flagpole, cut-off broken edge and re-install in existing flagpole vault. Requested a quote from contractor; 5 times. No quote received by Contractor as of August 8, 2022. Kerry Castiglioni will be out of town for the next 1-2 months.
 - **Requesting** a volunteer to followup with contractor, obtain quote and bring to committee in September 2022.

A motion was made to restore the flagpole on the premises. Discussion followed. Motion carried.
Yea: Christina Block, Ed Prosser, Kay Aune, Carol Sabakte, Deb Dahley, Karla Dison, Pam Burton,
Nay: Jill Bailey; Kevin Castiglioni, Linda Castiglioni

New Project Manager: Karla Dison. Karla Dison will work with Valhalla Maintenance to research what it would take to restore the flagpole. Cut existing pole, replace the sleeve, and Valhalla Maintenance will re-install.

- ***Tree Removals** around Building 15's grounds. Safety measure. Jill Bailey
- Presented maps and bids for removing marked trees; and trimming of branches and bushes on building 15's property. Discussed building owners' fiduciary duties and mitigating risks to ensure the physical safety of others and the safety of the building's infrastructure. The proposal is to have **ALL** trees removed that were identified (tagged) by both Meier Tree Service and Olson Tree Service. In addition, the proposal is to trim branches on designated trees and bushes. Approved by committee. No grass seeding will be performed until all tree removals, tree branches and bushes trimming are complete. See Building & Grounds Committee minutes dated July 2022 and August 2022.

*A motion was made and seconded to accept the Building & Grounds committee recommendations to remove all designated tagged trees, trim branches, and bushes as proposed rate of \$12,948.06.
Discussion followed. Motion carried.*

- **Notification Items:** Please see Building & Grounds Minutes for all items and status of projects.
 - **New Apt Door Numbers status** – Project completed on-time. Kerry Castiglioni, Volunteer

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- **New Apt Door Handles, Locks, and weather-stripping status** – Project completed on-time. Valhalla Maintenance
- **New Corner Protectors status - Elevators** – Project completed is on-time. Installations “as time allows.” Valhalla Maintenance. Addendum: Corner protectors installed in August 2022 following meeting.
- Potential exterior building seal coating project. This requires extensive research and study for potential multiple solutions. This project will be fully researched, and recommendations made after the interior project is completed in 2023. There is some limited research occurring now and “as time allows”. Tours of Rochester community exterior painting projects have been completed in July and August 2022. “Mr. Pizza” on west circle drive; and “Hampton Inn & Suites” on Hwy 52N. Both are concrete structures, are using different paint brands (Sherwin Williams/MasterProtect) and types (grades) of “sealer paint”. In addition, there are different painting companies (crews) completing these projects. Hampton Inn project is going on now – August 2022 and the painting crew is spraying the paint onto the building.
 - **Recommend** others take a drive by and look at the paint colors (two different tones of Gray). Hampton Inn is changing the exterior color from “brown/tan” to “light gray/darker accent gray”.

A motion was made and seconded to move forward with a different project manager and Valhalla Maintenance Staff to research the potential seal coating. Project will be presented to Building & Grounds Committee. Discussion followed. Motion carried. Christina Block appointed herself as Project Manager.

Yea: Christina Block, Kay Aune, Ed Prosser, Carol Sabakte, Karla Dison, Pam Burton, Deb Dahley
Nay: Jill Baily, Kevin Castiglioni, Linda Castiglioni

- **RAMB Committee** – RAMB Committee – No meeting in August 2022
 - National Night Out – Tuesday August 2, 2022, 5 PM to 8 PM. Party Room gathering. Pizza and desserts were provided by Valhalla HOA. Excellent turn-out!
 - Signs for Parking Lot. RAMB committee is asking for Building 15’s recommendations for consistent signage throughout the Valhalla Condominium Community. Jill Bailey is researching this for Building 15 and Valhalla complex.

Caretaker’s Report: Deb Dahley/Dan Bredesen

- Garage drains have been cleaned out. Routine maintenance.
- Flammable waste tank in garage has been pumped out. Routine maintenance.

Welcoming Committee: Kay Aune/Jill Bailey

- Welcome to the building! No new residents.

Other Unfinished Business:

- Fence Encroachment. Not discussed. Attorney sent letter to homeowners. Homeowners hired an attorney and surveyed their land. Survey stakes demonstrate homeowners’ fence and retaining wall are on Valhalla

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Association 15’s property. Waiting to hear from Valhalla’s attorney and homeowners’ proposal to correct this encroachment. Pending – Chris Robson.

Old Business

- Party Room audio equipment. Ed Prosser reported he submitted a recommendation to Chris Robson will research potential speaker equipment. This is a Valhalla complex issue.
- Concrete Stairs from Building 15 to rest of complex – Not discussed. Refer to RAMB for review. This is a Valhalla complex issue.

See Something...Say Something – Directors & Guests

- **Open Comment/Feedback:** Guests & Directors
 - Unit 200 – Postmaster communication. Postmaster will implement their policies.
 - Replanting of trees. Refer to Building & Grounds Committee for research.
 - Mary Lenz thanked the Building & Grounds Committee for all their volunteer hours with the extensive building projects. Jill Bailey, Pam Burton, Kevin Castiglioni, Linda Castiglioni. Lastly, Mary Lenz thanked Kerry Castiglioni for his work with installing the apartment numbers for all owners in building 15.

Meeting adjourned at 7:54 PM

	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	X	Guest: Danette Anderson, Apt 111		Guest:
X	Christina Block, President, Apt 400	A	Wayne Jaspersen, Treasurer (on leave of absence), Apt 415	X	Guest: Cynda Tischer, Apt 407		Guest:
X	Pam Burton, Master Board Representative, Apt 404	X	Ed Prosser, Apt 405				Guest:
X	Kevin Castiglioni	X	Carol Sabatke, Apt 215	X	Guest: Mary Lenz, Apt 213		Guest:
X	Linda Castiglioni, Secretary; Building & Grounds - Chair	X	Guest: Kerry Castiglioni, Apt 104, 105, 206, 209, 211, 306, 307, 405	A	Chris Robson General Manager Valhalla Assoc	A	Dan Bredesen Supervisor Maintenance Valhalla Assoc

Respectfully submitted: Linda Castiglioni, Secretary

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