

**MINUTES OF THE MONTHLY MEETING
 MASTER BOARD OF DIRECTORS
 VALHALLA MANAGEMENT ASSOCIATION
 FEBRUARY 16, 2021**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held February 16, 2021 as a Zoom meeting due to the COVID-19 pandemic. Mike Fenske called the meeting to order at 7:00 pm. The following Directors were Present as indicated below:

Attending =		X			
X	Assn 1-Kate DeVries	X	Assn 7-Rick Miller	X	Assn 15-Jan Bailey
X	Assn 2-Mike Fenske		Assn 8-Susanne Ziebarth	X	Stacy Wilhelm-General Manager - Valhalla
X	Assn 3-Brian Kroeger	X	Assn 9-Michael Chaffee	X	Dan Bredesen-Maintenance Supervisor - Valhalla
X	Assn 4-Dubravka Stupar		Assn 10-Elaine Wiegert	X	Director appointee- Jan Kauphusman
	Assn 5-Dana Petron		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 19, 2021 meeting were presented. Motion was made by Brian Kroeger and seconded by Jan Bailey to waive the reading of the minutes and to approve them. Motion carried.
- III. REPORTS OF OFFICERS: No reports.
- IV. STANDING COMMITTEE REPORTS:
- A. Finance Committee Report: Wayne Jasperson, Chair. Report attached. Kathy Schwartz and Jim Iverson are new members on the committee. Motion was made by Lou Ohly and seconded by Brian Kroeger to approve the minutes of the finance committee. Motion carried.
- B. Executive Committee Report: Mike Fenske, Chair.

Smoking violation in building 10: This is the fourth violation. The Executive Committee recommends a fine of \$500. Wayne Jasperson made a motion to accept the Executive Committee's recommendation. Lou Ohly seconded the motion. Motion carried.

Speeding violation in building 1: Renter has been observed driving well over the speed limit which is a violation of the Additional Residents Policies 1.10. "As a safety measure, use the driveway nearest to your building for entrance and exit. The speed limit on the premises is 10 miles per hour." The Executive Committee recommends a fine of \$50 assessed to the owner. Wayne Jasperson made a motion to accept the Executive Committee's recommendation. Jan Bailey seconded the motion. Motion carried.

Executive Committee also discussed maintenance staffing. There are currently three staff members who have been able to keep up with demand along with help from snow shoveling

assistants whose contract will expire the end of March. Money will be left in the budget for a fourth maintenance person if it becomes necessary to hire one. If not needed the extra money will go in reserves.

- C. RAMB Committee Report: Lou Ohly, Chair. Report attached. No meeting.

- V. MANAGERS REPORT: Stacy Wilhelm, Manager. Report attached. Final governing documents have been received from the lawyer and once new board members are elected, those documents will be reviewed.

- VI. MAINTENANCE DEPARTMENT REPORT: Dan Bredesen, Maintenance Supervisor. Report attached. Building lights will be replaced as part of the parking lot project.

- VII. UNFINISHED BUSINESS: None.

- VIII. NEW BUSINESS: None.

- IX. ADJOURNMENT: A motion was made by Lou Ohly and seconded by Jan Bailey to adjourn the meeting. Motion carried. Meeting was adjourned at 7:19 pm.

Respectfully submitted,

Jan Kauphusman

GM Report

February 2021

Board Elections

The office has sent out annual mailing packets to 12 associations, and elections are underway. Once the elections are completed, the board will schedule their first meeting. During this time, the board will choose officer positions for President, Secretary, and Treasurer. The board also decides who their Master Board and Recreational Area Management Board (RAMB) representatives are.

Governing Documents Update

Valhalla's attorney, Finn Jacobsen, has completed the requested revisions to the draft governing documents. After the boards have been formed, they will be asked to give their final approval. Any additional changes requested to be made will have an additional charge.

Finn and his assistant will mail out the documents to the owners. The documents will have a cover letter, touching on some of the updated documents' high points, and a consent form for the owners to sign agreeing to the changes. Once the mailings are sent, the clock starts. Any unit that does not respond to the paperwork within 60 days will automatically consent per the new law passed by the Governor in 2020.

Management will also schedule a zoom meeting following the mailing to owners with Finn. This Q&A will give the owners a chance to ask their questions directly to the attorney.

Software Research

Valhalla has a subscription with Propteryware software for our account and maintenance needs, as many of you know. This current software does not support accrual accounting, as required by MN Statute. Propertyware only has the option for cash accounting. The office has been meeting with various HOA software companies. After researching, Management will bring their findings to the Executive Committee for further view.

Respectfully,

Stacy Wilhelm

Maintenance report February 2021

- In the month of January we had 138 workorders created and 143 closed.
- We have had another change in maintenance staff. Zack is no longer with Valhalla.
- We have hired 3 shoveling assistants to help offset not having a 4th maintenance worker.
- FYI, we made a lightbulb purchase for just shy of \$1000. The last time we made this purchase was just over 2 years ago. I expect we should get closer to 3 years with the new stock. This is a shared cost for buildings 1-11.

Submitted by Dan Bredesen