

**MINUTES OF THE MONTHLY MEETING
MASTER BOARD OF DIRECTORS
VALHALLA MANAGEMENT ASSOCIATION
July 17, 2018**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held July 17, 2018 at the Valhalla Recreation Center. President Brian Kroeger called the meeting to order at 7:00 p.m. The following Directors were Present as indicated below:

Attending =		X			
X	Assn 1 – Kate DeVries sub for Delores Robertson	X	Assn 9 – Mike Chaffee	X	Stacy Hrtanek General Manager - Valhalla
X	Assn 2- Brian Kroeger sub for Mike Fenske VP	X	Assn 10- Elaine Wiegert	X	Dan Bredesen Supervisor Maintenance - Valhalla
X	Assn 3 – Brian Kroeger Pres	X	Assn 11- Linda Castiglioni, Secretary		
X	Assn 4 – J. Ohly for Mike Laude	X	Assn 12 – Bob Retzlaff		
X	Assn 5 – Mike Chafee sub for Dana Petron	X	Assn 12 – Jim Iverson		
X	Assn 6 – Louis Ohly	X	Assn 15 – L. Castiglioni sub for David Aries,		
X	Assn 7 – Skye Davis	X	Assn 15 –L. Castiglioni sub for Wayne Jaspersen		
X	Assn 8 – Jan Kauphusman for Jacob Petersen	X	Judy Ohly – Director Treasurer		

- II. READING OF MINUTES: Minutes from the June 19, 2018 meeting were presented. A motion was made and seconded to waive the reading and to approve the minutes. No further discussion. Motion carried.
- III. TREASURER’S REPORT: Stacy Hrtanek reported. July 2018 Delinquency Report – attached.
- IV. STANDING COMMITTEE REPORTS
- A. Finance Committee: Judy Ohly Treasurer- Reserves = \$979K; General Checking \$475K; after Chandler Garage Roof paid in full.
 - B. Building and Grounds Committee: Mike Fenske- No Meeting
 - C. Pool and Rec Building Committee: Kathy Schwartz, Chair- Meeting scheduled July 25, 2018 at 4:30 PM to discuss National Night Out on Tuesday August 7, 2018. Committee is seeking donations of gift baskets for the raffle. Please bring donations to Valhalla office.
 - D. Executive Committee: Brian Kroeger – President- Minutes from June 19, 2018 meeting is attached. July 17th violation hearing for signage posting violation. Recommend \$50 fine. A motion was made and seconded to approve \$50 fine. Motion carried.
 - E. Wage & Benefits Committee: Bob Retzlaff. No Meeting
 - F. Landlord Policy Ad hoc Committee: Mike Chaffee. No Meeting
 - G. Long-Range Planning Committee: Judy Ohly- Minutes from the July 12, 2018 meeting – attached. Committee recommends hiring a civil engineer company to design and develop a plan for a complex wide water run-off and drainage system. A motion was made and seconded to approve hiring civil engineer company to design a water run-off and drainage

system and create bid specifications. Once this plan has been approved, Valhalla will use this to seek Request for Bids to construct of new water drainage system.

- V. MANAGER'S REPORT: Stacy Hrtanek- See attached report dated July 11, 2018
- VI. MAINTENANCE REPORT: Dan Bredesen- See attached report dated July 11, 2018.
- VII. UNFINISHED BUSINESS: Charter survey results pending. Next month may have results of survey.
- VIII. NEW BUSINESS: Brian Kroeger - Discussion to extend Recreation Building open hours to 24 hours. Current hours are 4 am to 12 midnight. This 24 hour idea will be sent to the Pool and recreation committee to review and bring back to Master Board in August 2018. In addition, Pool and Recreation committee will discuss food and beverages in pool area and bring recommendations to August 2018 Master Board meeting.
- IX. ANNOUNCEMENTS: Friday night cook-outs will continue through July! Bring your meat for grilling, beverage, and a dish to pass! In the case where the Party Room is booked, the cook-out will be held on the garage roof over the Maintenance Shop.
- X. OPEN COMMENT TIME: One owner expressed concerns with 24 hour access to Recreation Building and food in the pool and deck areas. Another owner expressed concerns regarding maintenance needs. This owner will meet with Valhalla Office staff to request maintenance needs.
- XI. ADJOURNMENT: A motion was made and seconded to adjourn the meeting. No further discussion. Motion carried. The meeting was adjourned at 7:36 p.m.

Respectfully submitted by Linda Castiglioni, Secretary

General Manager's Report

July 11th, 2018

Staffing

The maintenance department is now fully staffed. Dan Bredesen, our Maintenance Supervisor, will lead Dustin Hekel, Jim Piens, and Devin Googins. Please welcome these new faces to our community.

Titles and Job descriptions can be found on our website. Photos will be coming soon.

Carpet Cleaning

Service King has been awarded our complex's carpet cleaning bid for Buildings 1-12. Service King has done excellent work both in the past and the 2 buildings they have been completed this year. Service King is scheduling the buildings week by week. Please keep an eye out for your buildings scheduled cleaning date.

Building Inspections

Building inspections are well underway, with Buildings 1, 2, 3, 8, 9, & 11 completed. Management has received many questions regarding these inspections, as they have not been done in the past. Going forward residents can expect to have a yearly inspection of the "limited common elements" within their unit. These "elements" are the responsibility of the association and include windows, balconies/patios, and plumbing.

Following the inspection, the building's Board meets with Management to go over the result of the inspection. This is also when the Association can review their proposed Preventive Maintenance Schedule that will be built into their Building Upkeep account within their budget.

Submitted by Stacy Hrtanek

Maintenance Report

July 11, 2018

- The lift portion of the lighting project was completed.
- Weeding was completed around the building by Courneya Horticulture.
 - Management removed the weeds from the parking lot.
- 2 new maintenance employees have started and 1 will start this month.
- Garage roofs replacement project is complete.
- Maintenance vehicles in need of repair
 - Ranger 4 new tires
 - Cost estimated at \$600
 - Plow truck front end and 4-wheel drive work
 - Cost to be determined.

Respectfully submitted by Dan Bredesen