

**MINUTES OF THE MONTHLY MEETING  
 MASTER BOARD OF DIRECTORS  
 VALHALLA MANAGEMENT ASSOCIATION  
 May 21, 2019**

I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held May 21, 2019 at the Valhalla Recreation Center. President Mike Fenske called the meeting to order at 7:00 p.m. The following Directors were Present as indicated below:

Attending =		X			
X	Assn 1 – Delores Robertson	X	Assn 9 –Michael Chaffee	X	Stacy Wilhelm, General Manager - Valhalla
X	Assn 2- Mike Fenske	X	Assn 10- Elaine Wiegert	X	Dan Bredesen- Maintenance Supervisor- Valhalla
X	Assn 3 - Brian Kroeger	X	Assn 11- Linda Castiglioni	X	Director appointee- Jan Kauphusman
X	Assn 4 – Dubravka Stupar	X	Assn 12 – Bob Retzlaff		
X	Assn 5 –Dana Petron	X	Director appointee- Jim Iverson		
X	Assn 6 – Louis Ohly	X	Assn 15 –Jan Bailey		
	Assn 7 – Skye Davis	X	Director appointee- Wayne Jasperson		
	Assn 8 – Jacob Petersen				

II. READING OF MINUTES: Minutes from the April 16, 2019 meeting were presented. Minutes were corrected to show Jim Iverson as Director Appointee. Motion was made by Brian Kroeger and seconded by Jim Iverson to approve the minutes. Motion carried. David Aries has resigned, and Wayne Jasperson will be the Director Appointee to replace him. A motion was made by Mike Chaffee and seconded by Lou Ohly to approve the appointment. Motion carried.

III. REPORTS OF OFFICERS: No reports.

IV. STANDING COMMITTEE REPORTS

- A. Finance Committee: Jacob Petersen, Chair. Report is attached and presented by Jan Kauphusman in Jacob’s absence. Wayne Jasperson, Jan Kauphusman, and Stacy Wilhelm will be meeting with representatives of Bremer Bank on May 22<sup>nd</sup> to discuss investment opportunities.
- B. Executive Committee: Mike Fenske, Chair. There were three violation hearings. An owner in building two has continued to violate section 3.10 of the policies. There were six additional violations since the last meeting. The executive committee recommended that per the policy guidelines an additional \$250 for each violation would be assessed resulting in a total of \$15000. Motion was made by Mike Chaffee and seconded by Brian Kroeger to assess the fines. Motion carried.

The second violation was for a landlord violation of policy 11.2 in buildings seven and five for failing to sign the acknowledgement of new compliance rules. The executive committee recommended a fine of \$50 be assessed. Motion was made by Mike Chaffee and seconded by Lou Ohly to assess the fine. Motion carried.

Third item was a request to waive the late fee for an owner in building five who was delinquent on garage payment due to serious illness. Payment has since been made and the

executive committee recommended that the late fee of \$30 be waived. Motion was made by Lou Ohly and seconded by Jim Iverson to waive the fee. Motion carried.

An owner in building three reported that another resident in her building was roasting coffee beans on his deck which resulted in an unpleasant odor. An open fire was not being used so there was no violation of policy. No action will be taken.

- C. Recreational Area Management Board : Mike Chaffee, Chair. Report attached. A motion was made by Lou Ohly and seconded by Delores Robertson to remove reference to pool supervisors in the existing policy. Motion carried.

A motion was made by Brian Kroeger and seconded by Jim Iverson to approve the recommendations of the Parking Lot Committee. Motion carried.

A motion was made by Linda Castiglioni and seconded by Brian Kroeger to approve the gate proposals by American Fence. Motion carried.

- D. Human Resources: Mike Chaffee, Chair. No meeting was held. The contract for the General Manager is currently being drafted by the lawyer.

- V. MANAGER'S REPORT: Stacy Wilhelm, General Manager. Report attached.

- VI. MAINTENANCE DEPARTMENT REPORT: Dan Bredesen, Supervisor -Report attached.

- VII. UNFINISHED BUSINESS: None to report

- VIII. NEW BUSINESS: An owner in building #15 reported that another resident in her building mentioned that negative comments about Valhalla were being written on the website. No verification of this could be obtained so additional information will be needed in order to address concern.

An owner in building #5 reported that Spectrum was digging around building #5 and had not informed the office. Spectrum has been contacted. They were upgrading the line for HD and will not be billing Valhalla for the upgrade.

- IX. ANNOUNCEMENTS: A notice has been designed to inform pool users that video surveillance is in place and provides information to contact the office or police if violations of policy occur.

- X. OPEN COMMENT TIME: Owner from building 11 brought up a concern regarding water running into her garage. The wrong garage may have been listed when her request was sent to maintenance so the correct garage will be inspected to see if the rubber gasket needs to be replaced. The plan by maintenance is to inspect each garage as time permits. Another concern is a dead plant near her building which needs to be removed. The Recreational Area Management Board is taking care of landscaping design and has this issue on their agenda. Her third concern was how to call a special meeting. She was informed that the office should be called and they would help her notify the other owners of her building in order to call a special meeting.

- XI. ADJOURNMENT: A motion was made by Brian Kroeger and seconded by Mike Chaffee to adjourn the meeting. Motion carried. The meeting was adjourned at 7:57pm.

Jan Kauphusman

## *General Manager's Report*

*May 2019*

### *Website Update*

Valhalla's website has been recently updated. Thank you for your patience as we continue to re-format the new site. We hope to make it easy for our residents and new comers to find the information they are seeking and put our best face forward.

### *Building Inspections*

Yearly building inspections are being scheduled for buildings 1-11. During these inspections' maintenance will be evaluating the "limited common element" within units. These "elements" are the responsibility of the association and include windows, balconies/patios, and plumbing. Following the inspections, the building's directors will receive a report if any need to be replaced and start the discussion regarding budgeting for these improvements.

Buildings 12 and 15 will not be inspected.

### *Boiler Rebates*

Boiler tune-ups were completed on the buildings that have updated their boilers. Minnesota Energy has a rebate program that if done yearly a portion of the expense is covered. The cost of the tune-ups was \$ 420.95 per building. We have received rebate checks were for \$423.

Respectfully,

Stacy Hrtanek

## **Maintenance report May 2019**

- Maintenance has started cleaning the lot and will be getting ready to patch when the weather allows.
- We have started getting ready to open the pool.
- Construction of the pool shed has started.
- Boilers will be turned off when the weather permits.

Submitted by Dan Bredesen