

**MINUTES OF THE MONTHLY MEETING
 MASTER BOARD OF DIRECTORS
 VALHALLA MANAGEMENT ASSOCIATION
 October 16, 2018**

I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held October 16, 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 – Delores Robertson	X	Assn 9 – Mike Chaffee	X	Stacy Hrtanek General Manager - Valhalla
X	Assn 2- Mike Fenske VP	X	Assn 10- Elaine Wiegert	X	Dan Bredesen Supervisor Maintenance - Valhalla
X	Assn 3 – Kathy Schwartz for Brian Kroeger	X	Assn 11- Linda Castiglioni, Secretary		
X	Assn 4 – Mike Laude absent; sub Judy Ohly	X	Assn 12 – Bob Retzlaff		
X	Assn 5 – Dana Petron	X	Assn 12 – Jim Iverson		
X	Assn 6 – Louis Ohly	X	Assn 15 – Jill Bailey sub for David Aries absent		
X	Assn 7 – Skye Davis	X	Assn 15 –Wayne Jaspersen		
X	Assn 8 – Jan Kauphusman sub for Jacob Petersen absent	X	Judy Ohly – Director Treasurer		

II. READING OF MINUTES: Minutes from the September 18, 2018 meeting were presented. A motion was made and seconded to waive the reading and to approve the minutes. Discussion followed regarding price decrease for cable TV. Staff will verify price number and correct minutes, as needed. No further discussion. Motion carried. Addendum: Cable price in previous minutes is correct. No changes to September 2018 minutes.

III. TREASURER’S REPORT: Stacy Hrtanek reported. September 2018 Delinquency Report – No delinquencies > \$500 for entire complex.

IV. STANDING COMMITTEE REPORTS

A. Finance Committee: Judy Ohly Treasurer-. Minutes of September 27, 2018 attached. 2019 Budgets are being finalized.

B. Building and Grounds Committee: Minutes of September 20, 2018 attached. For 2019 services, committee recommends new contractor (Mc Outdoor) for mowing, fertilizing, and spring/fall clean up. Courneya Horticulture will be the contractor for the tree and shrub portion of the grounds contract. Overall grounds budget will decrease \$9K/year.

Committee recommends a policy change prohibiting clothes washing machines within individual units in buildings 1-11. A motion was made and seconded to approve the policy change and 09/27/2018 minutes. Discussion followed. Motion carried.

C. Pool and Rec Building Committee: Kathy Schwartz, Chair. Indoor pool is now open 24 hours/7days.

D. Executive Committee: Brian Kroeger – President- Minutes from September 20, 2018 attached. A motion was made and seconded to approve minutes as written.

New Violation hearings – noise disturbance, threatening behaviors and police called. Recommend maximum fine of \$500. A motion was made and seconded to approve recommended fine. Discussion followed. Motion carried.

Second violation – smoking from September 2018 meeting. Unit owner presented case to Executive Committee on October 16, 2018. Executive committee recommends fine is upheld from previous month’s approval.

Third violation - Unregistered cat from September 2018 meeting. Executive Committee recommends fine is upheld from previous month’s approval. Documentation for cat was received post violation hearing & fine from September 20, 2018 Master Board Meeting.

A motion was made and seconded to uphold decisions for violation hearings on September 18, 2018 Master Board meeting. Motion carried.

E. Wage & Benefits Committee: Bob Retzlaff reporting. September 26, 2018 Minutes attached. A motion was made and seconded to approve as written. Discussion followed regarding adding health insurance benefits for full-time staff. Estimated \$48K/annual for first year. Motion rescinded.

A motion was made and seconded to approve “only a budget number of \$48K” for potential health insurance benefits for full-time employees. Motion does not include moving forward with the implementation health insurance benefits for staff. More information regarding potential actual health insurance plan and actual dollars allocated to individual staff will be researched and presented to the board at a later date. Motion carried to approve “budget number only of \$48K for 2019”; with 14 members approving; 3 members against.

Note: Master Board will discuss in November 2018 meeting if health insurance benefits would be offered to current and future full-time employees. Research and further study on the selection of potential health insurance benefits and how individual staff benefits would be distributed is pending.

F. Long-Range Planning Committee: Judy Ohly. No meeting.

V. MANAGER’S REPORT: Stacy Hrtanek- See attached report dated October 11, 2018

VI. MAINTENANCE REPORT: Dan Bredesen- See attached report dated October 2018.

VII. UNFINISHED BUSINESS: None

VIII. NEW BUSINESS: None.

IX. ANNOUNCEMENTS: None

X. OPEN COMMENT TIME: None.

XI. ADJOURNMENT: A motion was made and seconded to adjourn the meeting. No further discussion. Motion carried. The meeting was adjourned at 8:01 p.m.

Respectfully submitted by Linda Castiglioni, Secretary

These minutes are the unofficial minutes of the October 16, 2018 Board of Directors meeting. The minutes have not been approved and are subject to be amended at the next Board meeting. These minutes are for information only.

General Manager's Report

October 11, 2018

Budgeting- Draft budget for 2019 is almost completed. Once the drafts are ready, the finance committee will be asked to review the drafts before they are turned over to the associations.

Owners can expect a copy of the 2019 budget in their annual packet, which the office will mail out in November. The packet will also include the most recent financial statements, reserve requirements, notice of annual meetings, project updates from 2018, and a copy of the Master Board Approved Budgetary items. This document is used to keep track the approved complex improvements, and the association's financial responsibility.

Continuing Education- Dan and I recently attended our board approved education classes provided by the Minnesota Multi Housing Association. These multicourse seminars offered topics specific to both of our positions. Maintenance courses were offered for plumbing and appliances, smells management, and leadership and staffing. The managerial courses I elected to attend geared towards market trends, anticipated state and federal regulation changes, and staffing. I would like to thank the Master Board for giving us this opportunity to grow within our positions and providing us with new tools and ideas to aid in our Valhalla community.

Respectfully Stacy Hrtanek

Maintenance report October 2018

- Pool is closed and covered.
- Boilers are running.
- The new snow sweeper has been ordered.
- We are looking for a new snow removal company to help with snow removal. 4 seasons is no longer able to help us.
- While at the seminar the we attended on October 9th I was able to listen to Janel Anderson speak about leadership skills. I enjoyed her lecture and feel that her insight will help me be better in my position. I wanted to thank you all for allowing us to attend the seminar.

Submitted by Dan Bredesen