

**MINUTES OF THE MONTHLY MEETING
 MASTER BOARD OF DIRECTORS
 VALHALLA MANAGEMENT ASSOCIATION
 OCTOBER 20, 2020**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held October 20, 2020 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	X	Assn 10-Elaine Wiegert	X	Director appointee- Jan Kauphusman
X	Assn 5-Dana Petron	X	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 September 15, 2020 meeting were presented. Motion was made by Jim Iverson and seconded by Jan Bailey to waive the reading of the minutes and to approve them. Motion carried.
- III. REPORTS OF OFFICERS: Mike Fenske indicated that Michael Chaffee will be representing Building 9 in place of Monika Anderson. Rick Miller has replaced Skye Davis as Building 7’s representative. Wayne Jasperson made a motion to accept these new directors to the Master Board. Lou Ohly seconded the motion. Motion carried.
- IV. STANDING COMMITTEE REPORTS:
- A. Finance Committee Report: Wayne Jasperson, Chair. Report attached. Motion was made by Jan Bailey and seconded by Brian Kroeger to approve the quarterly transfers. Motion carried.
 Ben Turnquist from Smith Schafer reviewed the outcome of the last audit. He explained the difference between an audit and review. He explained that a modified cash basis for accounting is allowed for an organization of our size. (Our attorney, Finn Jacobsen and Stacy Wilhelm will verify this with him.) It was suggested by Wayne Jasperson that the reserve worksheet be included in the audit report.
- B. Executive Committee Report: Mike Fenske, Chair.
 Finn Jacobsen from Smith Jadin Johnson reviewed the updating of the governing documents. A new law was passed in August stating that after 60 days if no response is received from the homeowner, it counts as a “yes” vote to accept the updates. A motion was made by Jim Iverson and seconded by Lou Ohly to move forward with the updating of the governing documents. Rick Miller was the only dissenting vote. Motion carried.

Hearing for building 8 violations 3.1 and 3.10: Renter has been leaving garbage in the hallway. Also, he has a sticker on the unit door that he has been asked to remove but refuses to do so. The executive committee recommends a fine of \$50 for this first-time violation. Jan Bailey made a motion to accept the committee's recommendation. Michael Chaffee seconded the motion. Motion carried.

Hearing for building 11 violation 1.2: It has been verified that there is a dog in the unit which is not a service or companion animal. The executive committee recommends a fine of \$50 for this first-time violation. Wayne Jasperson made a motion to accept the executive committee's recommendation. Jim Iverson seconded the motion. Motion carried.

Request to waive late fee in building 8: Late fees were waived in the past and the executive committee sees no reason to waive the fees again. Brian Kroeger made a motion to accept the executive committee's recommendation to deny the request of removing the \$70 in late fees. Jan Bailey seconded the motion. Motion carried.

C. RAMB Committee Report: Lou Ohly, Chair. Report attached. The committee recommends accepting the 2021 amended grounds contract. Jan Bailey made a motion to approve the 2021 modified grounds contract. Brian Kroeger seconded the motion. Motion carried.

- V. MANAGERS REPORT: Stacy Wilhelm, Manager. Report attached.
- VI. MAINTENANCE DEPARTMENT REPORT: Dan Bredesen, Maintenance Supervisor. Report attached. Both new employees have completed the 90-day probation period.
- VII. UNFINISHED BUSINESS: None.
- VIII. NEW BUSINESS: None.
- IX. ADJOURNMENT: A motion was made by Jim Iverson and seconded by Rick Miller to adjourn the meeting. Motion carried. Meeting was adjourned at 8:13 pm.

Respectfully submitted,

Jan Kauphusman

GM Report

October 2020

Benefits Change

As an employer, Valhalla Management, does not offer its employees' health insurance. However, we do offer Life and Short-Term Disability Insurance. These benefits have been provided through *USABLE Life* since 2015. Management had requested these benefits be reviewed by WA Group's employee benefit specialist. Through her review she was able to find other providers to compare our current coverage. After reviewing, Management will be enrolling with *Principal* on January 1st, 2021, providing the same coverage at a cheaper rate.

Orientations & Moving

With a number of buildings having their common areas recently repainted, the office has been heavily enforcing the Move-In/Move-Out policy, which not only requires a Valhalla Orientation, but also requires a 3-day notice prior to the move. This gives Management the opportunity to inspect the common areas before the move to ensure no damage has occurred. Any repairs needed are then billed back to the unit.

Parking Lot Reports

Buildings 1, 3, 4, & 5 have seen a lot of reports of theft and vehicles being broken into. I would like to thank all the residents that have made police reports, as there isn't much management can do if that step isn't taken. Please remember to lock your vehicles and hide your personal belongings.

Reserve Parking

Another friendly reminder, Reserve Parking payments are due by November 1st. If you do not provide payment to keep your reserve parking space, maintenance will remove the tag, and the space is no longer reserved for you. Additionally, feel free to ask after November 1st regarding available reserve parking openings. You never know, a better spot may be available.

Respectfully,

Stacy Wilhelm



Due to the high volume of car break in please always remember to lock your cars.

Maintenance report October 2020

- The outdoor pool has been closed and winterized. We will be covering it soon.
- Thatcher made the needed plaster repairs to the outdoor pool.
- All boilers are up and running.
- Maintenance will be cleaning leaves from the lot over the next couple of weeks.
- Maintenance will also be preparing the snow equipment for winter.
- In the month of September, we had 194 work orders created and 191 work orders completed.
- The lot has been patched.
- Sidewalk salt has been ordered and delivered.

Submitted by Dan Bredesen