

**MINUTES OF THE MONTHLY MEETING  
 MASTER BOARD OF DIRECTORS  
 VALHALLA MANAGEMENT ASSOCIATION  
 May 15, 2018**

- I. ROLL CALL & CALL TO ORDER: The meeting of the Master Board of Directors was held May 15, 2018, at the Valhalla Recreation Center. President Brian Kroeger called the meeting to order at 7:01 p.m. The following Directors were Present as indicated below:

<b>Name &amp; Assn</b>	<b>Present/Absent/ Sub</b>	<b>Name &amp; Assn</b>	<b>Present/Absent/ Sub</b>
Delores Robertson, Assn 1	Absent – Kate DeVries sub	Mike Chaffee, Assn 9	Present
Mike Fenske, Assn. 2 Vice President	Present	Elaine Wiegert, Assn 10	Present
Brian Kroeger, Assn 3 President	Present	Linda Castiglioni, Assn 11 - Secretary	Present
Mike Laude, Assn 4	Absent – Judy Ohly sub	Bob Retzlaff, Assn 12	Present
Dana Petron, Assn 5	Absent – Mike Chafee sub	Jim Iverson, Assn 12	Present
Lou Ohly, Assn 6	Present	David Aries, Assn 15	Present – Linda Castiglioni sub
Skye Davis, Assn 7	Present	Wayne Jasperson, Assn 15	Absent – Linda Castiglioni sub
Jacob Petersen, Assn 8	Absent Jan Kauphusman sub	Stacy Hrtanek, General Manager Dan Bredesen Supervisor Judy Ohly, Treasurer	Present  Present  Present

- II. READING OF MINUTES: Minutes from the April 17, 2018 meeting were presented with changes to add Judy Ohly Treasurer to all minutes in 2018, and make other corrections to April 2018 minutes. A motion was made and seconded to waive the reading and to approve the minutes with changes. No further discussion. Motion carried.
- III. TREASURER’S REPORT: Stacy Hrtanek reported. May 2018 Delinquency Report – attached. There are three (3) delinquent accounts. Late fees are being applied to accounts, as applicable. Approximately \$1965 is delinquent for the overall complex. Outstanding total amounts significantly reduced from April 2018 report.
- IV. STANDING COMMITTEE REPORTS
- A. Finance Committee. Judy Ohly Treasurer reporting. No meeting since last Master Board meeting. Treasurer is reviewing a report showing all checks issued and distribution amongst the appropriate building HOAs.

- B. Building and Grounds Committee. Mike Fenske reporting. No meeting. Manager and Supervisor conducted a walkthrough of the complex with Civil Engineers in preparation of parking lot project. Project planning being done now for possible start of project in 2020.
- C. Pool and Recreation Building Committee. Pool will be opening May 26<sup>th</sup>. Coming soon there will be an Ice cream truck in the afternoons for residents, owners and guests. Listen for the music! Every Friday in June at 3 PM, gathering around Party Room. Look for announcements on-line.
- D. Executive Committee. Brian Kroeger – President. Minutes from April 17, 2018 meeting attached. Derick Behrends presented his case regarding fine imposed for not having rental certificate on file at the Valhalla office. Refer case back to the Executive committee for discussion in June 2018.
- E. Wage & Benefits Committee. Bob Retzlaff. Meeting on May 10, 2018. Executive Committee made salary adjustment recommendations to the Wage & Benefit Committee for the General Manager and Maintenance Supervisor. The Wage & Benefits Committee discussed and approved salary adjustments as recommended. In addition, Committee approved hiring the fourth maintenance staff. A motion was made and seconded to approve recommendations of May 10, 2018 meeting. No discussion. Motion carried.
- F. Landlord Policy Ad hoc Committee: Mike Chaffee reported. Meeting on April 26, 2018 minutes attached. Landlord Policy, Landlord Orientation, New Resident Orientation, Resident Complaint Procedure and Move-In/Move-Out Policy. A motion was made and seconded to approve the recommendations as stated. Discussion followed. Motion carried.
- G. Long-Range Planning Committee: No meeting.
- V. MANAGER'S REPORT: Stacy Hrtanek reported. See attached Manager's Report dated May 9, 2018 regarding Preventative Maintenance Schedules and Communication Changes.
- VI. MAINTENANCE DEPARTMENT REPORT: Dan Bredesen report dated May 10, 2018. Outdoor pool drain will be replaced May 16<sup>th</sup>, grounds spring cleanup, boilers, street sweeping. Bid from Rochester Sweeping Service for sweeping parking area, parking lot striping, pothole fill, etc for \$8706. A motion was made and seconded to approve expenditure for parking lot. Exterior lights on buildings with LED lights to be completed June 18<sup>th</sup>.
- 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 7:39 p.m.

*Respectfully submitted, Linda Castiglioni, Secretary*

# General Managers Report

May 9, 2018

## Preventative Maintenance Schedules

As of January 1, 2019, each Association is required by Minnesota State to have a formal approved Preventative Maintenance Schedule. This schedule must include detail on tasks to be completed, frequency, and a budget to support these tasks. This will be added to each building's "Building Upkeep" account. To help planning and budgeting, Valhalla Management will be scheduling unit inspections. The goal is to evaluate the balconies and windows for each unit to determine the long-range financial need for these common elements. Please keep an eye out for our buildings inspection date.

## Commination Changes

Valhalla Management has recently changed their email accounts. Please see below for the email accounts and staff associated with them.

*Stacy Hrtanek, General Manager* ..... [gm@valhallacondos.com](mailto:gm@valhallacondos.com)

*Dan Bredesen, Interim Maintenance Supervisor* ..... [maintsup@valhallacondos.com](mailto:maintsup@valhallacondos.com)

*Jeff Nelson/Matt Craft, Maintenance Employees*..... [maint@valhallacondos.com](mailto:maint@valhallacondos.com)

*Sam Giefer, Administrative Assistant, Accounts Payable* ..... [admin@valhallacondos.com](mailto:admin@valhallacondos.com)

*Halle Scott, Administrative Assistant, Accounts Receivable* ..... [support@valhallacondos.com](mailto:support@valhallacondos.com)

This break down along with photos, and job descriptions will be posted to our website soon.

Respectfully submitted by Stacy Hrtanek

# *Maintenance Report*

May 10, 2018

- The outdoor pool drain is schedule to be replaced on May 16<sup>th</sup>.
- Courneya Horticulture has started spring clean up and the first mowing of the season.
- All boilers are shut down for the season.
- Street sweeping will be completed in May or early June.
  - Carpet cleaning to follow.

Respectfully submitted by Dan Bredesen