

Valhalla Fifteen Association – Board of Directors

Minutes

May 20, 2024 – 6:00PM – Unit 106

Call to Order: President Jill Bailey called the meeting to order at 06:00PM.

- **Welcome:** Welcome Board of Directors and guests. Thank you, Jan Bailey (Unit 106), for hosting the meeting.
- **Approval of Agenda:** Request for additions to agenda by Kevin Castiglioni: Valhalla 15 budget, Valhalla 15 board of directors meeting on Valhalla website, and vacuum breakers for handheld shower heads. Motion by Pam Burton and seconded by Wayne Jasperson to approve agenda with additions. No discussion. Motion carried.
- **Approval of Minutes April 15, 2024:** Distributed to the board for review on 04-21-24. Corrections received are reflected in the version of minutes sent with the 05-20-24 meeting agenda. Motion by Kay Aune to approve the minutes as written and seconded by David Aries. No Discussion. Motion carried.
- **Officer and Committee Reports:**
 - President's Report: Jill Bailey
 - Jill Bailey accepted the position of General Manager of Valhalla Condos and will continue to serve as President of the Valhalla Fifteen Association. There are no conflicts identified in the governing documents to serving in both roles. Thank you for support while learning to navigate the responsibilities of both roles.
 - Vice-President's Report: None
 - Treasurer's Report: Wayne Jasperson
 - Financial reports currently inaccessible due to VMA personnel transitions and the transition to new financial management software in progress. Did not request bank statements to avoid burden to VMA personnel. Anticipate access to financial reports by next meeting.
 - Committee Reports
 - Master Board Representative: Jill Bailey
Next meeting Tuesday, May 22, 2024. Xiona Crosby started in VMA office five days ago to replace Shelby. Nate has joined the maintenance crew and has been on the job for approximately two weeks.
 - The walls in the indoor pool area are repainted. The indoor pool is currently closed in preparation for the outdoor pool opening; minor repairs and cleaning to indoor pool while emptied. All residents will be notified when both pools are reopened.
 - RAMB Committee Representative: David Aries
No report.
 - Welcoming Committee: Kay Aune/Jill Bailey
Three units for sale in Building 15 (104, 305, 405) and two units unoccupied but sale on hold (200, 300). Christina and Matt Block purchased unit 406.
- **Maintenance Update:** Jill Bailey
 - Interior Project Update: Touch-up painting continuing; painters will be working in stairwells. Next steps will be to install corner guards when painting is completed. Furniture is ordered and delivery will be scheduled once all painting and corner guard installation is completed.
 - Trash/Recycling Hauler Change: Waste Management purchased Hometown Haulers (our current trash/recycling company). VMA is reviewing the contract but anticipates keeping Waste Management for one year and then re-evaluating service. Waste Management will be changing out the recycling containers and the cardboard container for two dumpsters. Recycling (including cardboard) may be placed in both dumpsters. No plastic bags in recycling containers as it clogs the recycling processing equipment. If residents bring recycling to dumpsters in a plastic bag, they must empty the recycling into the dumpsters and dispose of the plastic bag in the round trash can.
 - Upcoming projects: Preparations are underway for scheduling garage drain cleaning and garage sweeping. Residents will be notified when scheduled.

- **Unfinished Business:**

- Building 15 Parking Lot – Seal Coat and Striping
 - Maintenance secured a bid for \$15,950 from Rochester Sweeping Service including preparing outside parking lot for seal coating, repairs to north side of driveway, and restriping lot and painting door card reader. No additional bids secured from other vendors due to previous poor service or lack of response to request. Rochester Sweeping Service has done previous projects at Valhalla with satisfactory service and results.
 - David Aries proposed adjusting the parking stall striping to angle parking to encourage better traffic flow and safety. Angle parking will encourage cars parking outside to turn right immediately from the driveway and circle around to exit the driveway; this will minimize the blind spot when turning left from the outside lot to enter the driveway.
 - Outside parking lot currently has three designated handicap parking spaces with accessibility lanes and meets Americans with Disabilities Act (ADA) requirements for number and size of handicap parking spaces in a lot with 26-50 spaces.
 - Discussed painting and striping elements needed including angled parking spaces (white), handicap spaces with accessibility lanes (white), directional arrows (white), no parking grid by patio and shed (yellow), double stripe down driveway (yellow), and stop block at end of driveway (yellow).
 - Motion by Kay Aune to accept the Rochester Sweeping Service bid with adjustments as needed for additional striping and painting and proceed with project. Amendment proposed by Danette Anderson to waive requirement to obtain additional bids to expedite project. Amendment to motion accepted by Kay Aune. Motion seconded by Wayne Jasperson. No further discussion. Motion carried with Kevin Castiglioni abstaining.
 - We will provide a diagram with painting and striping changes and secure a place on the vendor calendar.
- Lawn Repair Between Transformer and Entry
 - Area reviewed and determined that sod is the best solution for lawn repair between the front entry and transformer due to slope and full sun. Two bids secured: Custom Retaining Wall provided the most comprehensive proposal at \$2,260; MC Outdoor proposal \$1,350 but the proposal did not include detail. The vendor will recommend the appropriate type of grass to assure it will hold.
 - Motion by Wayne Jasperson and seconded by Pam Burton to accept the Custom Retaining Wall bid with contingency for adjustment if needed for the appropriate type of grass and proceed with project. No further discussion. Motion carried with Kevin Castiglioni voting no.
- Intercom System – hold; review after installation in Building #1 or #11
- Painting Exterior of Building 15 – hold; review after other priority projects

- **New Business:**

- Renewal for Lions Club Flags on the Boulevard – David Aries

Lions Club contacted David Aries to verify Valhalla Fifteen Association support for the Flags on the Boulevard for \$44/year. Motion by Kay Aune and seconded by Wayne Jasperson to approve support for Flags on the Boulevard with automatic renewal each year. Discussion included importance of supporting neighborhood and community involvement. Motion carried.
- Flag Replacement – Danette Anderson

A group of owners request board approval to donate a flag to replace the current faded and tattered flag. Motion by Danette Anderson and seconded by Pam Burton to accept donation of a new flag of appropriate size and all-weather fabric. Motion carried.
- Building & Grounds Committee – Kay Aune

Motion by Kay Aune to re-establish Building & Grounds Committee for Building 15. Motion died with no second.
- Prioritization and Budgeting for Upcoming Capital Improvements – Kay Aune

Kay Aune recommended reviewing the Building 15 budget in 5-year increments to assure the building is prepared financially

- for large upcoming projects; for example, obtaining a roof inspection and estimate for replacement so that we can prepare and budget appropriately. The group will obtain copies of the most recent reserve study to assure all current directors have detailed information on recommended upcoming improvement projects.
- Valhalla Fifteen Association Budget – Kevin Castiglioni
Reviewed bank statements for operating and reserve accounts. Operating account balance on 05-17-24 is \$43,668. Reserve account balances as of 04-30-24 are \$72,986 and \$96,178. Concerns that funds designated as reserves in the 2024 budget and excess operating funds are not being transferred to reserve accounts as required by Minnesota statutes. Noted that one reserve account is earning less interest than the other reserve account. Board discussed, as noted during Treasurer report, VMA is in personnel and financial software transitions. Jill Bailey, in role of GM, will assure that transfers and any adjustments required are made but requested patience as VMA personnel are trained to use the new financial software.
- Valhalla Fifteen Meeting Location on Valhalla Website – Kevin Castiglioni
Noted that Valhalla Fifteen Association Board of Director meeting locations are incorrect on Valhalla Condos website. Jill Bailey will update as soon as new personnel can access the website.
- Vacuum Breakers for Hand-held Shower Heads – Kevin Castiglioni
Kevin and Linda Castiglioni alerted owners that a Rochester ordinance requires that hand-held shower heads used in a bathtub must have a vacuum breaker attached. The vacuum breaker prevents bath water from entering the drinking water supply if the shower head is immersed. Newer hand-held shower heads may come with the vacuum breaker included, but most do not. A vacuum breaker is approximately \$20 and easily connected to the shower head hose. Rochester is enforcing the requirement in rental certificate inspections.
- Flower Wall Planting – Jill Bailey
Flowers wall planting is scheduled for Saturday, June 1, at 9am (weather permitting). The building will purchase flowers but volunteers needed for planting.
- **Next Regular Board Meeting:** Monday, June 17, 2024, at 6:00PM, in Unit 106.
- **Discussion from the Floor:**
 - Question regarding disposal of the current flag. Flag will be deposited in a receptacle at Herold Flags. Follow-up: Inquiry at Herold Flags how flags deposited in the receptacle are handled. The American Legion in Eyota collects the flags and hosts a flag retirement ceremony yearly on Flag Day, June 14.
 - Question regarding smoking outside. Smoking must be at least 100 feet from the building; please use the snuffer by the shed at the back of the parking lot to prevent smoke from entering unit windows.
- **Adjournment:** Meeting adjourned at 07:30PM

Attendance:

X	Jill Bailey, President	X	Jan Bailey – Unit 106
EA	Christina Block, Vice-President	X	Linda Castiglioni, Units 104, 206, 209, 211, 306, 307, 405
X	Danette Anderson, Secretary	X	Bobbie Jeanne Williams – Unit 400
X	Wayne Jasperson, Treasurer	X	Darlene Hanson – Unit 401
X	David Aries, Director	X	Cynda Tischer – Unit 407
X	Pam Burton, Director		
X	Carol Sabatke, Director		
X	Kevin Castiglioni, Director		
X	Kay Aune, Director		

X = Directors and Guests Present EA = Directors Absent (Excused) UA = Directors Absent (Unexcused)

Respectfully submitted,
Danette Anderson, Secretary

06-17-24 – Minutes approved by Valhalla Fifteen Association Board of Directors