

# Valhalla Fifteen Association – Board of Directors

## Minutes

January 20, 2025 – 6:00PM – Unit 106

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

- **Welcome Directors and Guests:** Jill Bailey
- **Approval of Agenda:** Jill Bailey and Kay Aune proposed items for new business. No other requests for additions. Motion by Pam Burton and seconded by Christina Block to approve agenda. No discussion. Motion carried.
- **Approval of Minutes November 18, 2024:** Motion by Wayne Jaspersen to approve the minutes as written and seconded by Kay Aune. No discussion. Motion carried.
  
- **Officer and Committee Reports:**
  - President's Report: Jill Bailey – None; report under GM/Maintenance Update
  - Vice-President's Report: Christina Block – Thank you to Valhalla 15 residents for looking out for neighbors especially during winter weather.
  - Treasurer's Report: Wayne Jaspersen – Bank statement balances as of 12-31-24 include reserve accounts balance of \$198,000 and operating account balance of \$41,000 for a total of \$239,000. This does not include Building 15's portion of the VMA shared expenses operating account which should be \$25,000-\$51,000 at any given time based on existing guidelines.
  - Committee Reports
    - Master Board Representative: Jill Bailey
      - Master Board directed each association to create a separate reserve account for recreational area capital expenses. The separate reserve account will allow associations to more accurately budget for capital improvements to their buildings and manage their share of recreational area capital improvements.
      - Pleschcourt and Sarah (VMA) are in final preparations for transition from Buildium to Yardi in February 2025. Reporting and budgets for VMA and buildings are not yet available. The master board may need a special meeting to approve the VMA budget. Association annual meetings will begin in March 2025 at the earliest.
    - RAMB Committee Representative: David Aries (absent) – Jill Bailey noted there was no RAMB meeting in January. RAMB continues to review and prioritize VMA capital projects for 2025 including mandatory pool maintenance and repairs, parking lot seal coat, and reviewing current trash and recycling contract.
    - Welcoming Committee: Kay Aune/Jill Bailey  
New owner unit #300, Matt Kraus. Unit #411 may be coming up for sale. Directory distributed to board for review and edits.
  
- **GM/Maintenance Update:**
  - VMA Office Updates – Jill Bailey
    - Sarah Evers started in Sept 2024
    - Janell Schefers starting in January 2025
    - Both have accounting degrees and extensive accounting experience
  
- **Unfinished Business:**
  - Damage and/or move-in fee policy – Revised draft sent to board for review. Defer and include with full review and update of Building 15 Additional Resident Policies
  - Elevator Secure Entry Key – Follow up from 01-20-2025 meeting. Board approved proceeding with the fob reader option but requested additional information from Schumacher. Jill Bailey and Maintenance confirmed the fob reader option is available with estimated cost of equipment \$2200 plus Schumacher labor. For units requiring more than one fob, an additional fob may be purchased from the VMA office. The current security key system will remain in place and the transition to fob reader will proceed only when/if the key system fails.
  - Transformer Box – Continued discussion regarding making the transformer box look more attractive. Jill Bailey will find RPU information on restrictions and requirements for access. Incorporate plans into 2025 budget.

- Lawn Between Transformer Box and Entry – Pam Burton will contact Sargeant’s for a recommendation on low-maintenance/maintenance-free ground cover options. Incorporate plans into 2025 budget.
  - Painting Exterior of Building 15 – hold; get updated bids to review during 2025 budget process.
  - Future Capital Improvements and Reserve Study – hold; review during 2025 budget process.
  - Erosion Near Stairs to Rec Area – Common recreational area expense; under review by RAMB and master board during upcoming project prioritization and budget process.
- **New Business:**
    - Review Building 15 Additional Resident Policies – J.Bailey
      - J.Bailey provided copies of current Building 15 Additional Resident Policies. Please review and submit recommendations for revisions by the end of January for review at the February 2025 meeting. May send recommendations by email or leave in the basket on her door.
    - Inoperable Furnace in Garage – D.Aries
      - The furnace unit near the garage exit door was part of the original boiler system and is no longer operable or needed. The unit above the entrance was replaced, operable, and adequately serving current needs. A gas line (closed) to the inoperable unit remains. Previous estimates for removal of the inoperable unit were cost-prohibitive. No motion to remove or replace the inoperable unit.
    - Plan for Stair Maintenance and Repairs After Warranty Expires – J.Bailey
      - Flooring under warranty until April 2025
      - Multiple stair edge guards are either loose or fallen off completely causing a tripping hazard
      - Mohawk is sending a rep to review; likely to recommend replacing carpet on stairs with excess roll carpet stored in garage with no stair edge guards.
      - Carpet tiles in the elevator and front vestibule are lifting; previous Mohawk rep stated it is because of moisture. Will have rep review again when on site for the stair carpet review.
    - Plunkett’s – Pest Control
      - During the audit of all VMA finances in preparation for transition to Yardi, it was discovered that the contracts with Plunkett’s are auto-renewing without approval of associations and that Building 1 was charged for Building 15 and other buildings’ pest control services. Buildings must reimburse Building 1. Building currently using Plunkett’s must decide if they will continue with pest control services annually. Annual contract includes bait traps, spring invaders spray, and fall invaders spray for common areas. Additionally, if the building is under contract, a service call to an individual unit is discounted to \$35 (paid directly by owner). An individual service call without a building contract is \$349.
      - Motion by Pam Burton to continue with Plunkett’s pest control service contract and seconded by Carol Sabatke. No additional discussion. Motion carried.
    - 2025 Annual Meeting Planning
      - Kay Aune recommended beginning plans for 2025 annual meeting of owners to allow owners interested in serving on the board to submit their names.
- **Next Regular Board Meeting:** Monday, February 17, 2025, at 6:00PM, in Unit 106
- **Discussion from the Floor**
    - Jan Bailey requested the folding chair in the garage remain available by the service door for residents who cannot stand for long periods waiting for rides.
    - Christina Block has an indoor parking stall available for rent and will post on the bulletin board.
    - Bobbie Jean Williams recommended residents have their AC units on the roof checked for wasp nests.
    - Linda Castiglioni reminded group that portion of HOA fees collected as reserve funds must be placed in the reserve fund and used for reserve expenses only. Noted that the stair edge guards were intended only for the top stair rather than each individual stair.
- **Adjournment:** Meeting adjourned at 07:15PM

**Attendance:**

|    |                                 |   |  |
|----|---------------------------------|---|--|
| X  | Jill Bailey, President          | X | Jan Bailey – Unit 106  |
| X  | Christina Block, Vice-President | X | Bobbie Jeanne Williams – Unit 400                            |
| X  | Danette Anderson, Secretary     | X | Ruth Krueger – Unit 302                                      |
| X  | Wayne Jaspersen, Treasurer      | X | Lesley Schwarz – Unit 401                                    |
| EA | David Aries, Director           | X | Mary Lenzi – Unit 213  |
| X  | Pam Burton, Director            | X | Linda Castiglioni<br>Units 104, 206, 209, 211, 306, 307, 405 |
| 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

02-17-2025 – January 20, 2025 minutes approved by Valhalla Fifteen Association Board of Directors