

**Master Board of Directors Special Meeting**  
**Valhalla Management Association**  
**Minutes**  
**September 24, 2025 – 6:00PM – Valhalla Party Room**

- I. Call to Order and Roll Call:** The special meeting for the Master Board of Directors and building Presidents on September 24, 2025, was called to order at 6:00 PM by President Kate DeVries.

Attending = X

X	Assn 1-Kate DeVries	X	Assn 7-Muthuvel Jayachandran	X	Assn 15-Jill Bailey
X	Assn 2-Brian Kroeger	X	Assn 8-Jan Kauphusman	X	Appointed-Danette Anderson
	Assn 3-Kathy Schwartz	X	Assn 9-Kurt Beaver	X	Jill Bailey-General Manager
X	Assn 4-Dubravka Stupar	X	Assn 10-Linda Castiglioni	X	Jason Dietz-Maintenance Supervisor
X	Assn 5-David Kinneberg		Assn 11-Brian Snow		Pres Assn 9&19-Michael Chaffee
X	Assn 6-Derick Behrends	X	Assn 12-Jim Iverson		

**II. Garage Project – Phase II**

- a. Special meeting to discuss next steps for 2026 garage repair project.
  - i. Master Board previously agreed to proceed with stucco repair, paint, and replacing trim with PVC trim (no residing).
  - ii. Jason Dietz presented a set of bids for the stucco repair and paint and a set of bids for the trim work as there were no bids from a contractor for the entire project.
  - iii. Discussion: Unable to compare the bids one-to-one and select a contractor due to incomplete bid information, bids written in varying formats, and discrepancy on how contractors calculated garage stalls. However, bids provided enough information to begin drafting 2026 budgets using the highest and most complete bids.
  - iv. **Motion by Linda Castiglioni and seconded by Brian Kroeger to use the WeatherShield trim proposal and the Second Nature stucco repair and paint proposal (adding \$500 for painting garbage enclosure) to draft each building's 2026 budget.** Discussion noted each building will have a different budget based on number of garage stalls and specific repairs needed. There will be an opportunity to modify budgets at a later date if updated bids have significant variances. **Motion carried with none opposed.**
- b. Scope of Work.
  - i. Discussed importance of submitting a written scope of work to contractors when soliciting project bids to assure all contractors provide complete, detailed, requested information in writing and obtaining at least three (3) bids for comparison. The written bids based on scope of work are then used to write contracts. Linda Castiglioni will provide an example and template for scope of work.
  - ii. Recommendation: Jason Dietz to provide a written scope of work and request updated bids from contractors. Scope of work should include:
    1. Confirm sequence of work: remove trim, stucco repair, paint, replace trim
    2. Accurate map of garages to include number of garage stalls per building
    3. Numbers and measurements provided by VMA Maintenance and describe as "all existing" instead of "linear feet;" contractors may independently verify numbers and measurements
    4. Specify "standard color" versus "custom color" for painting
    5. Garage enclosure painting
    6. Specify removal, disposal, and replacement of weatherstripping
    7. Clause outlining how unexpected findings will be handled

**Master Board of Directors Special Meeting  
Valhalla Management Association  
Minutes  
September 24, 2025 – 6:00PM – Valhalla Party Room**

8. State expectations for inspection and approval of finished work prior to sign-off and final payment (Maintenance Supervisor/General Manager, building president, Master Board?)
9. Name a project manager in charge of supervising project
10. State warranty expectations
- iii. Recommendation: When all updated bids are received, collate into a bid tabulation “bid tab” document to evaluate bids in direct comparison.
- iv. Recommendation: Obtain information and pricing on replacing current garage numbers with new modern numbers.

**III. Adjournment:** Meeting Adjourned 6:55PM

Respectfully Submitted,  
Danette Anderson, Secretary

10-21-2025 – September 24, 2025, minutes approved by Valhalla Master Board of Directors