

**Master Board of Directors Meeting
Valhalla Management Association
Minutes
April 28, 2026 – 7:00PM – Valhalla Party Room**

- 1. Call to Order and Roll Call:** The Master Board of Directors meeting on April 28, 2026, was called to order at 7:00PM by President Kate DeVries.

Attending = X Absent = A

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
X	Assn 3-Kathy Schwartz	X	Assn 9-Kurt Beaver	X	Appointed-Jim Iverson
X	Assn 4-Dubravka Stupar	X	Assn 10-Linda Castiglioni	X	Jill Bailey-General Manager
A	Assn 5-David Kinneberg	X	Assn 11-Brian Snow		
X	Assn 6-Derick Behrends	X	Assn 12-Paul Schultz		

2. Reading of Minutes

- a. Motion by Muthuvel Jayachandran and seconded by Brian Kroeger to waive the reading and approve the March 17, 2026, Master Board meeting minutes as written. Motion carried with all in favor.
- b. Motion by Muthuvel Jayachandran and seconded by Kurt Beaver to waive the reading and approve the March 31, 2026, Master Board budget meeting minutes as written. Motion carried with all in favor.

3. Reports of Officers

- a. President – Kate DeVries – No Report
- b. Vice President – Kurt Beaver – No Report
- c. Treasurer – Muthuvel Jayachandran – No Report (see Finance Committee Report)

4. Standing Committee Reports

- a. Executive Committee – Chair, Kate DeVries
 - i. Discussed financial and operational recommendations for the upcoming outdoor pool season; details outlined in General Manager report.
- b. RAMB – Chair, Kate DeVries
 - i. RAMB met on April 9, 2026; see RAMB minutes for additional details.
 - a) Recommendation to proceed with parking lot sweeping by VMA Maintenance. **Motion by Brian Kroeger and seconded by Danette Anderson for VMA Maintenance to rent sweeping equipment at \$250/day to sweep all outside parking lots.** Discussion included notation that 2025 sweeping was included with parking lot resurfacing project. No additional discussion. **Motion carried with all present in favor and none opposed.**
 - b) Common Area Tree Budget and Committee. Master Board approved \$5000 for tree replacement. Please email GM Jill Bailey to volunteer for tree committee; need not be a director or RAMB member.
 - c) Spectrum has wireless cable/streaming technology available included with current contract and will replace cable box technology by end of 2027.
 - d) Radon mitigation system; recommendation to invite Athelon Radon Services for an informational meeting.
 - e) 2026 Common Area Projects; recommendation to engage Reserve Study Advisors to address structural issues in indoor pool area and maintenance garage. 2026 common area projects to prioritize structural and safety issues.
- c. Finance Committee – Chair, Muthuvel Jayachandran

- i. Finance Committee met on April 8, 2026; see Finance Committee minutes for additional details.
 - a) Buildium report access tutorial provided by Derick Behrends.
 - b) Building Presidents and Treasurers validating report functionality for 90 days; access then provided to board directors and owners.
 - c) Maintenance inventory liquidation; work group assigned to review and recommend liquidation of \$4237 of product purchased for use in owner units but no longer needed by VMA Maintenance.

Discussion included verification that monthly bank statements and shared expense grids will be uploaded to Buildium and request for review of VMA budget year-to-date at next Finance Committee meeting.

5. General Manager Report – Jill Bailey

- a. Exterior Garage Project – Status Update
 - i. Project started on Elton Hills Drive side and will then move to Viking Drive side
 - ii. Includes removing trim and garage doors, power wash, stucco repairs, and paint
 - iii. Push pads removed; will need to use keys or garage door openers
 - iv. Owners will be notified when vehicles must be moved
 - v. Getting a rendering from vendor to visualize colors and end resultDiscussion included verification that garbage enclosures will be done after garages completed. Suggestion for locking garbage enclosures and adding a key fob reader referred to RAMB.
- b. Reminder that board meetings must be open to owners to observe proceedings (MN515B.3-103g). Closed meetings may be held only for
 - i. Personnel matters involving direct employee/vendor of the building
 - ii. Pending litigation or legal proceedings
 - iii. Protection of victim privacy or investigation of criminal activityWill follow up on open meeting requirements for committees or work groups.

6. Unfinished Business

- a. None

7. New Business

- a. Reserve Study Correction Requests for Individual Buildings and VMA
 - i. Building 6 completed and two additional buildings submitted.
 - ii. VMA reserve study is not yet complete; pending inspection and recommendations for the back wall of the rec building and the maintenance garage.
 - iii. June 1, 2026, is deadline for corrections to reserve studies with no additional charges.
- b. Identifying Emergencies for VMA Maintenance - Paul Schultz
 - i. Request to clarify types of emergency calls VMA Maintenance can respond to; verified as water leaks, drain back-ups, no heat, power outage, no heat (Buildings 1-10), and no hot water (Buildings 1-10).
 - ii. J.Bailey confirmed new signs will be posted in buildings and on website and updates sent to owners.
- c. VMA Response to MN HOA/CIC Ombudsperson – Paul Schultz
 - i. Reports that MN HOA/CIC Ombudsperson attempts to contact VMA did not receive a response. J. Bailey confirmed VMA has no record of telephone, email, or U.S. mail contact from Ombudsperson. Discussion included information that Ombudsperson role has transitioned from Mr. Joe LeBlanc to Mr. Dan Bryson. Ombudsperson website currently states

that requests for assistance may be delayed and requests for mediation are not being accepted at this time. J.Bailey will attempt to contact Ombudsperson before next meeting.

- d. Process for Creating Committees, Work Groups, Ad Hoc Groups – Paul Schultz
 - i. Inquiring about differences between committees, work groups, ad hoc groups and how to better incorporate building and owner representation on committees.
 - ii. RAMB is the only committee specifically assigned in VMA Bylaws [Article IV, Section 3 (p)]. All other Master Board committees are appointed by the President. The President may take recommendations from the Master Board regarding individuals appointed to a committee and its purpose.

Clarification following Master Board meeting: President's responsibility for committees specified in VMA Bylaws Article V, Section 4.
- e. Definition of Resident vs. Non-resident Owner – Derick Behrends
 - i. Declarations and bylaws do not specifically define resident owner vs. non-resident owner as stated in the garage lease creating challenges with unit owners seeking garages. Discussed options for verifying owner residence. Recommend referral to governing documents ad hoc committee to incorporate into resident policies and J.Bailey will review the garage lease.
- f. Pet Policy Proposal – Derick Behrends
 - i. Review of proposal from a unit owner for a policy change to allow pets. Discussion included current policy and compliance challenges, advantages and disadvantages of allowing pets, and financial implications. Change of current policy not supported.
- g. Outdoor Pool – Jill Bailey
 - i. Reviewed statistics and trends related to outdoor pool usage in 2025 season. Fob reports showed 26 units (7% of all units) used pool. Three (3) buildings had no owners use the outdoor pool. Pool was mainly used Friday-Sunday with limited use Monday-Thursday.
 - ii. Costs to operate pool for a 3-month season total \$40K. Does not include unexpected equipment failures, increased utility costs, pool supervisor, updated signage required, or additional chemicals if necessary due to weather-related changes.
 - iii. Discussed potential repairs that may be needed upon opening including sand filters, progression of cracks in the pool bottom, and tile repair.
 - iv. Pool will open June 1 through Labor Day because the \$40K is already included in the VMA budget passed in April 2026 and in recognition of Valhalla's 50th anniversary. If there are unexpected repairs needed upon opening or during the pool season, an emergency Master Board meeting will be called to determine how to proceed with unbudgeted expenses.

8. Open Forum – Owner Speaker Request

- a. None.

9. Adjournment: Motion: B.Kroeger 2nd: M.Jayachandran Meeting Adjourned: 8:25PM

Respectfully Submitted,
Danette Anderson, Secretary

Unofficial minutes of the April 28, 2026, Valhalla Master Board of Directors meeting