Master Board of Directors Meeting
Valhalla Management Association
Minutes
July 21, 2026 – 7:00PM – Valhalla Party Room

1. **Call to Order and Roll Call**: The Master Board of Directors meeting on July 21, 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-Siena Damayanti	X	Appointed-Michael Chaffee
X	Assn 5-David Kinneberg	X	Assn 11-Linda Castiglioni	X	Jill Bailey-General Manager
X	Assn 6-Kathryn St. Claire	X	Assn 12-Tim Rasmussen		

2. **Reading of Minutes**
   a. Motion by Brian Kroeger and seconded by Muthuvel Jayachandran to waive the reading and approve the May 19, 2026, Master Board meeting minutes as written. Motion carried with all present in favor.

3. **Reports of Officers**
   a. President – Kate DeVries
      i. Welcome new Master Board representatives, Siena Damayanti (Association 10) and Tim Rasmussen (Association 12)
   b. Vice President – Kurt Beaver – No Report
   c. Treasurer – Muthuvel Jayachandran – No Report

4. **Standing Committee Reports**
   a. Executive Committee – Chair, Kate DeVries
      i. Recommend that each building president be issued a key to the boiler room for emergency access to the water shut-off.
         a) Expectation remains that VMA Maintenance will respond to water emergencies; however, this provides a safeguard in the event that VMA Maintenance is delayed.
         b) Boiler room/water shut-off access is for emergencies and not to be used for other purposes.
         c) If a building president does not live on site or is uncomfortable being a key-holder, please delegate to a trusted individual who lives on site. If the key-holder will be away for an extended time, please delegate to another individual during absence.
         d) VMA Maintenance will instruct key-holder on water shut-off procedure and post water shut-off instructions in the boiler room.
      b. President is appointing an ad hoc advisory committee to address long range strategic planning. The committee includes a variety of board members and owners, including both live-in owners and landlords. Anticipate the committee to begin meeting in August.
      c. President is appointing an ad hoc advisory committee to address pool area planning. The committee includes a variety of board members and owners, including both live-in owners and landlords. Anticipate the committee to begin meeting in August.
   d. RAMB – Chair, Kate DeVries – No Report
   e. Finance Committee – Chair, Muthuvel Jayachandran
      i. President is restructuring Finance Committee.
         a) Finance Committee to report back to Master Board after next meeting.
         b) 2026 VMA Budget to Actual will be reviewed at next Finance Committee meeting.

5. **General Manager Report** – Jill Bailey
   a. Garage Project – Goal of completion by August 14, 2026 (weather-dependent).
      i. WeatherShield working through punch list and finishing paint.
      ii. Residents can park in garages nights and weekends; VMA will send notification when project is complete and daytime garage parking available.
      iii. When project is complete, garage committee will meet about garage openers or programmable fobs for accessing garages.
   b. Rochester City Council approved Elton Hills Drive reconstruction to include three lanes (1 lane in each direction with 1 middle turn lane), parking on both sides, and no dedicated bike lane. Construction due to start May 2027.
   c. Neighborhood Night Out is Tuesday, August 4, 2026. Please watch for more information.

6. **Unfinished Business**
   a. None

7. **New Business**
   a. Michael Chaffee reviewed and provided written information (see attached):
      i. Clarification of Director, Officer, General Manager roles.
      ii. Review of Master Board governance structure.
      iii. Proposed best practices to improve efficiency and decision-making.
      iv. Action Item: Master Board please read information for further discussion/decisions at an upcoming meeting.

8. **Master Board Discussion**
   a. Inquiry regarding General Manager contract.
   b. Inquiry regarding role of VMA Maintenance in securing bids.
      i. VMA Maintenance can assist with bids; however, the building President and board are ultimately responsible for projects in their building.
      ii. Suggestion that preventive maintenance list for each building include a notation on which items VMA Maintenance can complete and which require other vendors.
   c. Items that VMA Maintenance can address is noted on the Valhalla website.
   d. Recommendation that buildings share information on preferred vendors, contractors, and resources and share in the portal.
   e. Recommendation that representatives report semiannually or quarterly on projects done in their building as an opportunity to share ideas, information, and build community.

9. **Adjournment:** Motion: M.Jayachandran 2nd: J.Iverson Meeting Adjourned: 8:09PM

Respectfully Submitted,
Danette Anderson, Secretary

09-15-26 – July 21, 2026, minutes approved by Valhalla Master Board of Directors