Master Board of Directors Meeting
Valhalla Management Association
Minutes
May 19, 2026 – 7:00PM – Valhalla Party Room

1. **Call to Order and Roll Call**: The Master Board of Directors meeting on May 19, 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
X	Assn 5-David Kinneberg	A	Assn 11-Brian Snow	X	Michael Chaffee - Nominee
X	Assn 6-Kathryn St. Claire	X	Assn 12-Paul Schultz		

2. **Reading of Minutes**
   a. Motion by Jim Iverson and seconded by Brian Kroeger to waive the reading and approve the April 28, 2026, Master Board meeting minutes as written. Motion carried with all present in favor.

3. **Approval of Nominated Master Board Member**
   a. Motion by Kurt Beaver and seconded by Linda Castiglioni to approve Michael Chaffee (Buildings 1,5,9,10) as appointed Director for the remainder of the open term. Motion carried with all present in favor.

4. **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)

5. **Standing Committee Reports**
   a. Executive Committee – Chair, Kate DeVries
      i. Discussed 2026 priority common area capital improvement projects and funding (see RAMB report/recommendations).
   b. RAMB – Chair, Kate DeVries
      i. RAMB met on May 14, 2026; see RAMB minutes for additional details.
         a) Fobs for garage enclosures are an individual building decision and expense if they want to proceed.
         b) Priority safety and structural issue: Rec Building back wall bowing. Reserve Advisors recommended inspection and recommendations by a reputable foundation repair contractor. VMA solicited bids. Groundworks submitted a bid for $23,387.54 to anchor and stabilize the building wall to prevent future water intrusion and prevent further wall bowing. Other companies declined due to scope and expertise needed for project. RAMB recommended presenting Groundworks bid to Master Board to complete work in summer 2026 to mitigate risk to structural integrity of the Rec Building. Discussion included confirmation that Groundworks has a structural engineer on staff that must sign off on the project and the City engineer must sign off on the project for permits; did satisfactory work on the retaining wall for Building 8; and verification that a warranty is written into the contract. **Motion by Linda Castiglioni and seconded by Brian Kroeger to proceed with Groundworks bid for Rec Building wall repair in 2026 and include expense in a 2026 common area improvement assessment. No further discussion; motion carried with all present in favor.**

c) Priority safety and structural issue: Rec Building roof. Reserve Advisors recommended inspection and recommendations by a reputable roofing contractor. Roof is poor condition, does not have proper ventilation, and has mold. Hammerside Exteriors completed an on-site inspection with recommendations for repair bid at $48,996. Chandler and Merit did not submit bids before requested deadline. RAMB recommended presenting Hammerside Exterior bid to Master Board to complete work in summer 2026 to mitigate risk to structural integrity of the Rec Building. Discussion included owner tolerance for assessments balanced with need to maintain safety of common areas and consideration of air quality testing. Master Board requested additional bids for review at next Master Board meeting before proceeding.

d) Priority safety and structural issue: Rec Area cement work. Concrete crumbling and heaving in several areas near the Rec Area creating a tripping hazard and affecting pool gate operation. Bid from Clark Concrete for $2300 for repairs. **Motion by Brian Kroeger and seconded by Muthuvel Jayachandran to proceed with Clark Concrete bid for Rec Area cement repairs in 2026 and include expense in a 2026 common area improvement assessment. No further discussion; motion carried with all present in favor.**

c. Finance Committee – Chair, Muthuvel Jayachandran
   i. Finance Committee met on May 13, 2026; see Finance Committee minutes for additional details.
      a) GM will work on getting building Board of Directors access to Buildium reports.
      b) Liquidation of unneeded maintenance inventory (unit supplies/parts) estimated at $2199.69 and recommended for the Miscellaneous budget line item and use toward 50th anniversary celebration. Finance Committee will discuss unsold inventory at next meeting.

6. General Manager Report – Jill Bailey

a. Jill Bailey will attend the informational meeting on May 20, 2026, at 5:30PM at Elton Hills Elementary School regarding proposed improvements to Elton Hills Drive from Broadway to Highway 52. Dave Kinneberg encouraged all owners to attend this important meeting to voice their concerns and to contact ward representative Dan Doering.
b. VMA Office will be closed on Memorial Day.
c. Outdoor pool is nearly ready for opening; will determine open date when Maintenance confirms all equipment is functioning properly.
d. Jill Bailey attending pool certification class to assist/back-up Maintenance as needed.
e. Additional 2026 common area capital improvements
   i. Additional reserve study recommendations for 2026:
      a) Party Room and Fitness Area Remodel. Reserve study recommended interior improvements at $22,664. Discussion included acknowledgement that these areas need upgrade; however, they are cosmetic and there are more urgent safety and structural issues to be addressed first.
      b) Indoor Pool Resurfacing. Reserve study recommended indoor pool resurfacing in 2026. Discussion included acknowledged need; however, is not urgent and other safety and structural issues must take priority.
   ii. John Deere Gator; consider purchase up to $15,000. Save wear and tear on trucks; use year-round, access grounds more easily than trucks. Discussion included agreement that it could be useful but need more details. Dave Kinneberg volunteered to meet with Maintenance to determine needs and specifications.

Motion by Linda Castiglioni and seconded by Michael Chaffee to begin soliciting bids for 2027 common area capital improvement projects recommended on reserve study (Rec Building windows and doors) and defer Party Room/Fitness Area remodel, indoor pool resurfacing, and consideration of Gator purchase to 2027. Discussion noted this approach allows buildings to plan 2027 budgets accordingly. **Motion carried with Paul Schultz (1) voting no and all others present (14) in favor.**

f. VMA 50th anniversary celebration
   i. Discussed options and timeline for celebration

Motion by Linda Castiglioni and seconded by Kate DeVries to proceed with a cake and punch open house with excess funds returned to building rec reserve accounts. Discussion included need and opportunities to build community; desire for bigger celebration. **Motion carried with Kathy Schwartz, Muthuvel Jayachandran, Paul Schultz, and Jim Iverson (4) voting no and all others present (11) in favor.**

7. Unfinished Business

a. None

8. New Business

a. None

9. Open Forum – Owner Speaker Request

a. None.

10. Adjournment: Motion: J.Iverson 2nd: B.Kroeger Meeting Adjourned: 8:35PM

Respectfully Submitted,
Danette Anderson, Secretary

07-21-26 - May 19, 2026, minutes approved by Valhalla Master Board of Directors