Master Board of Directors Meeting
Valhalla Management Association
Minutes
October 20, 2026 – 7:00PM – Valhalla Party Room

1. **Call to Order and Roll Call**: The Master Board of Directors meeting on October 20, 2026, was called to order at 7:00PM by President Kate DeVries.

Attending = X Absent = A

X	Assn 1-Kate DeVries	A	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-Christian Miksanek	X	Appointed-Jim Iverson
A	Assn 4-Dubravka Stupar	A	Assn 10-Siena Damayanti	X	Appointed-Michael Chaffee
A	Assn 5-Dave Kinneberg	X	Assn 11-Linda Castiglioni	X	Jill Bailey-General Manager
A	Assn 6-Kathryn St. Claire	X	Assn 12-Tim Rasmussen		

2. **Reading of Minutes**
   a. Motion by Jim Iversion and seconded by Kathy Schwartz to waive the reading and approve the September 15, 2026, Master Board meeting minutes as written. Motion carried with all present in favor.

3. **Reports of Officers**
   a. President – Kate DeVries
      1) Welcome to new and returning Directors; looking forward to working as a team to achieve compliance with the Minnesota HOA-related laws (SF1750) that go into effect January 1, 2027.
      2) Master Board meetings through December 2026 will focus on SF1750 compliance requirements.
   b. Vice President – Dave Kinneberg (written remarks submitted)
      1) Chaired the first Landlord Ad Hoc Committee and it went well; anticipate positive impact for Valhalla landlords and tenants.
      2) Fully support upcoming Valhalla Management Association (VMA) operational changes.
   c. Treasurer – Michael Chaffee
      1) Will schedule a Finance Committee meeting to investigate options, advantages, and disadvantages of outsourcing financial management.
      2) Beginning November 2026, on or before the 10th of each month, five (5) association financial reports will be provided in addition to the current check register and bank statements.
         1) Operating account summary monthly and year-to-date
         2) Unpaid HOA dues summary monthly and year-to-date
         3) Expense summary monthly and year-to-date
         4) Assessments collected summary monthly and year-to-date
         5) Reserve account summary monthly and year-to-date

4. **Standing Committee Reports**
   a. Executive Committee – Chair, Kate DeVries
      i. Discussed SF1750 and options for Master Board meeting compliance.
         1) Goal to create a template and/or procedures that building associations may adapt for their individual needs.
      ii. Reviewed SF1750 compliance checklist provided by HOA Leadership Network.
   b. RAMB – Chair, Kate DeVries
      1) 10-08-26 meeting included a demonstration and review of the 2025 VMA Reserve Study with representative from Reserve Advisors.

2) RAMB will use the VMA Reserve Study and develop a project plan for 2027 and 2028.
3) Goal to create five (5)- and ten (10)-year project plans based on VMA Reserve Study.
4) Next RAMB meeting will be on Wednesday, November 11, 2026, at 6:00PM to accommodate attendance at the next HOA Leadership Network meeting on Thursday, November 12, 2026.

c. Finance Committee – Chair, Michael Chaffee
   1) Next meeting pending.

5. Ad Hoc Committee Reports

a. Resident Policies Ad Hoc Committee – Danette Anderson
Draft combined resident policies distributed to Master Board of Directors for a two-week comment period. Please use the SurveyMonkey link provided to submit comments. The committee will review comments, edit policies as needed, and submit for legal review. The updated resident policies must be adopted at a meeting of members.

b. Long-Range Strategic Planning Ad Hoc Committee – Michael Chaffee
Developed five preliminary areas of focus and currently drafting vision, mission, and core values. Next steps include identifying stakeholder groups, seeking stakeholder feedback, and gathering additional information.

c. Pool Area Ad Hoc Committee – Kate DeVries
Completed a SWOT analysis and began gathering data. Next steps include reviewing historical data and statistics and determining additional information and expertise needed.

d. Landlord Ad Hoc Committee – Dave Kinneberg (written remarks submitted)
First meeting focused on brainstorming and organizing with the goal of providing resources and recommendations to help landlords succeed in the Valhalla community.

e. Request from Brian Kroeger to provide a list of ad hoc committees, ad hoc committee members, and information on how Directors and owners can provide information and feedback.

6. General Manager Report – Jill Bailey

a. VMA Maintenance scope of work includes assistance with soliciting project bids and completing project inspections; service included in VMA shared expenses. It is unnecessary to hire outside maintenance vendors to solicit bids and complete inspections if they are not a licensed building inspector.

b. Garage Project: Reviewing final punch list items and verifying all work is complete before final payment is issued.

c. Beginning November 1, 2026, the VMA Office will be accessed by appointment only. Rationale for the operational change include:
   1) Accuracy. The GM, office, and maintenance staff support 13 associations and 382 units. Responsibilities include but are not limited to detailed financial transactions and reporting, CIC real estate documents, meeting support, owner and tenant services, and maintenance coordination. Frequent unscheduled visits and calls interrupt concentration, increase risk of mistakes, and delay other work.
   2) Staffing and preparation. An appointment system helps ensure the appropriate person is available, allows staff to prepare for visits, and reduces unplanned demands on a small team.
   3) Consistent, trackable service. Established channels help the office document and prioritize requests. Routine maintenance should go through the online portal; maintenance emergencies should use the designated emergency number; payments can be placed in the monitored exterior drop box or made online; and complaints or concerns should be submitted in writing through the established process.
   4) Sustainable operations. The longstanding walk-in practice no longer fits the workload and staffing model. An appointment system helps staff meet expectations consistently and balance resident service with the detailed work required to operate the association effectively.

5) Employee safety. The office has experienced intimidating behavior, verbal attacks, and vandalism. These situations justify reviewing access procedures and taking reasonable preventive steps. Appointment scheduling is one administrative control to improve employee safety.
6) Discussion included Master Board acknowledgement that this is a significant change in longstanding practice, understanding the rationale for the change, and support for proceeding.
    1) The Master Board directed the VMA Office to communicate the change clearly to owners and include supporting rationale.
    2) The Master Board expects the VMA Office to assure there are options in place for residents who do not have a cellphone (required to establish Buildium resident portal access) or email and to monitor the changes to prevent decrease in accessibility of VMA Office services.
    3) The General Manager will report back to the Master Board regarding the impact of the appointment-only system in 90 days.

d. Generated additional discussion of ongoing safety concerns at Valhalla and making it a safer place for everyone. Discussion included:
    1) See something, say something. Please call or message the VMA Office if you experience or witness unsafe situations.
    2) Improving and maintaining the physical environment of the complex can influence community pride and reduce tolerance for unsafe situations.
    3) If uncomfortable calling the police (when appropriate) in unsafe situations, please call the VMA Office or Jill Bailey to call police on your behalf.

7. Unfinished Business

a. None

8. New Business

a. SF1750 Compliance Checklist
    i. Reviewed the checklist provided by the HOA Leadership Network. Required documents and policies for compliance include:
        1) Rule adoption procedures – Need to draft; incorporate current governing documents and SF1750 requirements
        2) Enforcement policy, fine schedule, and list of remedies – In progress; incorporated into combined resident policies draft
        3) Collection policy – Need to draft; incorporate current governing documents and SF1750 requirements
        4) Grievance, owner inquiry, and legal referral policy – In progress; incorporated into combined resident policies draft
        5) Architectural review procedure and application – Cross check with existing policy/procedures in governing documents
        6) Conflict of interest and competitive bidding procedures – Need to draft
        7) Revised violation, fine, and hearing resolution letters – Need to draft
        8) Revised annual and resale disclosure packets (CIC) – In progress in VMA Office
b. Clarification of SF1750 Bidding Requirements and Conflict of Interest Disclosure Compliance
    i. Projects over $50K require attempt to obtain at least three (3) bids.
    ii. Includes only construction or remodeling projects; does not include services such as landscaping, lawncare, insurance, etc.).

iii. If board members, property managers, or their families are associated with vendor bids submitted, they must recuse themselves from discussion and voting on the bid and disclose conflict of interest in the meeting minutes.

9. Owner Speaker Request

a. None submitted for 10-20-26 Master Board Meeting.

10. Adjournment: Motion: M.Chaffee 2nd: T.Rasmussen Meeting Adjourned: 8:06PM

Announcements

- RAMB Meeting ..... November 11, 2026, at 6:00PM
- Master Board Meeting ..... November 17, 2026, at 7:00PM

Respectfully Submitted,
Danette Anderson, Secretary

11-17-26 - October 20, 2026, minutes approved by Valhalla Master Board of Directors