



aztechoa <aztechoa@gmail.com>

Aztec HOA Board Meeting Minutes 1/7/15

Aztec Condominium Homeowners Association <aztechoa@gmail.com>

Thu, Jan 8, 2015 at 7:20 AM

To: Aztec Hoa <aztechoa@gmail.com>

Trustees,

The meeting minutes from tonight, for your approval.

Thanks,
Lesley

Attending: Lesley Chesson, Lori Gay, Rick Maxfield, Mike Wilson, and Tammy Montoya

Guests: 108 New remote owners and son occupant
601 New lessees

Completed since last HOA board meeting:

- Minutes from last board meeting approved and posted on website.
- Unit 605 added to "waiting to lease" list.
- Unit 607 abandoned car removed from north lot.
- Unit 705 emotional support animal paperwork processed.
- Unit 707 added to "waiting to lease" list.
- Roof antenna has been secured with 8 guy wires.
- Insurance Letter updated to include language regarding earthquake insurance.

Pending:

- Reserve Analysis presented @ annual meeting 10/22/14 (Update required in 2015) - need increased revenue for maintenance and reserve funding.
 - Needs to now be updated.
- FHA Approval (Expires 06/11/2015) - renewal takes several months to complete and process.
- Annual Audit: Deferred by vote at annual meeting 10/22/14; 89% of owners voted not to spend \$\$ for audit this year.
- Comcast subsidy: Comcast Contract Expires 12/17/2018
 - Present Board wants to terminate HOA provided Comcast subsidy. Comcast won't let Aztec out of existing contract. This Board suggests periodic attempts to terminate Comcast agreement. If unable to terminate, Board suggests not renewing contract on expiration date.
- Vacant Lot: Sale approved by 86% of Unit owners 6/2014.
 - Currently for sale....no active offer currently being considered.
 - Discussion on next step. Trustees agreed to \$5000 price drop now to change position in MLS listing.
- Fire Suppression Sprinkler System: Travelers Insurance Inspection - Sprinkler Common Areas: Received letter 6/24/14 "recommending" automatic sprinkler protection extended through common areas. Insurance Agent, Mel Workman, has verified sprinkler protection will be a condition for renewal of insurance.
 - Replied to Travelers Insurance Inspection report and working to compile estimates on fire suppression system.
 - Rick Maxfield and Paul Peterson met with Wayne Leydsman, SLC Fire Department Inspector, and reviewed proposal for fire suppression system. Discovered fire hoses must be left in place and

- proposal must be modified as a result.
 - Still compiling estimates (Rick).
 - Estimate from Delta Fire System includes replacement of all sprinkler heads on B1 parking level, which need replacement; see pending maintenance due 12/31/14.
 - Suggest paying for system with a combination of reserves and assessment equivalent to an additional 4 months of HOA fees, providing owners several options of paying for assessment over time from January 1 to June 30, 2015.
 - Suggest Newsletter outlining program/ assessment / options to pay; newsletter will include letter from Traveler's Insurance and potentially Salt Lake Fire Department.
 - Letter from SLCFD Inspector received.
- Payroll processing to HOA of Utah for Paul Peterson modified.
 - Final Payroll from HOA office prepared in December. HOA of Utah now handling payroll for building manager
 - HOA office Desktop Quickbooks will need to be cancelled when transition is completed.
 - Roy Rassmussen CPA will need to visit for final quarterly tax
 - Worker's comp payments transferred to HOA of Utah as of January 2015; individual workers compensation payment canceled.
- Website maintenance: Suggest Paul and other board members learn. Linda will assist in instruction manual.
- 50th year anniversary of grand opening of Aztec will take place 1/15/16. Potential celebration with press?
- Coordinate a meeting with Otis Elevator and Aztec insurance agent to discuss a flat fee for elevator transport of large items. This would be an alternative to roof crane. Rick will coordinate this meeting.
- Maintenance:
 - (Due by December 31, 2014) B1 sprinkler system - Delta Fire Systems estimate for testing or replacing sprinkler heads, which must be done because of age of system. If sprinkler heads are replaced, no testing required for another 50 years. Garage sprinklers can be replaced during the installation of fire suppression in the common areas as part of a "package" deal.
 - Repair work for lobby level walkway to north parking lot / railing footing: Board has one bid in hand and will try to get at least one additional bid.
 - Discuss complication with railing in this area while restoration work is being completed.
 - Approved maintenance pending Work Orders:
 - Mail room painting.
 - Main lobby level and elevator lobby: Wallpaper removal, two-tone painting, and removal of old mailboxes.
 - Resealing cracks in floor of B2.

New Business:

Reports - Discussion:

- November 2014 HOA of Utah financial reports, signed off by all Trustees present at meeting.
- Waiting to lease documentation - Two pages signed off by all Trustees present at meeting.
- Garage parking waiting list - Signed off by all Trustees present at meeting.
- Work Order book - Signed off by two Trustees.
- Gift certificate log - Signed off by two Trustees.
- Updated resident phone list distributed to all Trustees present at meeting.

Unit Updates:

- 303 - May no longer be on market for sale?
- 305 - About to go on market; currently a leased unit
- 806 - Family unit converting to owner occupant - Need to meet with board (Lori will coordinate)
- 1103 - New owner occupants - Need to meet with board (Lori will coordinate)

Administrative Issues:

- HOA of Utah deposited operating funds directly into savings account. Board had to authorize transfer from savings back to checking account, which has happened in both November and December 2014.
- HOA of Utah employee

- Republic Services trash collection contract signed.
- 103 - Leasing issue?
- 608 - Leasing issue? Mike will followup with owner.
- 603 - December HOA fee unpaid.
- 707 - Response on pets sent via email by Board, noting no pets are allowed in building as per CC&Rs and By-laws.
- Security camera issues: Suggested replacement of computer and software with Q-see system (DVR). Lesley and Mike B compiled a quote to replace current software and 2 elevator cameras; equipment ordered 1/6/15. Installation planned for mid-January.
- Fire extinguisher access should be advertised - Notices placed in elevator and by fire hose boxes on each floor. Notice also placed in newsletter about fire extinguisher locations. (Lori to coordinate, with Paul).
- Elevator notices will now be coordinated by Lori.
- Unit 803 late fee issue. HOA sent letter this month and will followup in mid-January 2015 (Lesley).
- Otis, new account representative seeks meeting with Board of Trustees. Tammy followed up to determine if a 15-minute meeting with representative is useful. Prospectus will be sent for the purchase of a new elevator for the Board's archives. Followup on rate increase that took effect January 1, 2015.

Next Meeting: Wednesday, February 4, 2015 at 6:15 pm

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