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Aztec HOA Board Meeting Minutes 3/5/15

Aztec Condominium Homeowners Association <aztechoa@gmail.com>

Thu, Mar 5, 2015 at 7:55 PM

To: Mike Wilson <mike@integrityplanner.com>, "Jenkins, Lon / Maxfield, Richard" <maxfieldrm@gmail.com>, Tammy Montoya <tammymontoya.aztec@gmail.com>

Cc: Aztec Hoa <aztechoa@gmail.com>

Board members,

Tonight's meeting minutes are below, for your approval. Next meeting is scheduled for April 8.

Thanks,
Lesley

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

Guests: None

Completed since last HOA board meeting:

- Minutes from last board meeting approved and posted on website.
- February 2015 newsletter distributed to residents and remote owners:
 - Announced new security key fee schedule
- New security cameras installed in elevators.
- 2014 HOA income tax prepared by Roy Rasmussen, CPA 2/20/15
 - 2014 Depreciation journal entries provided to HOA of Utah for entry
 - Final 2014 Financial reports received
- Worker's Compensation Fund audit completed by HOA - refund was issued and received by HOA. Moving forward, worker's compensation will be negotiated through HOA of Utah payroll systems and L&B Payroll; no longer managed by Aztec HOA office.
- 2015 Fire Sprinklers System Owner's Assessment Payment Agreements - all returned.
- 303 - Converted to leased unit
- Pool chaise lounges purchased and installed to match existing furniture.

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. Suggest scheduling in late spring early summer; need 8 weeks for completion. Should have updated for annual meeting.
- 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 under contract.
 - Invoice from 1999 increases "basis" on property when paying capital gains tax next year.
 - Closing by 3/13 - Suggest closing agents coming to Aztec one evening; to be coordinated with

Crystal.

- Power Of Attorney forms for those out of town next week - Lesley?
- **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.
 - Contracts signed with Delta and FPS for work to begin. First payments made to Delta & FPS
 - Waiting for engineering drawings from Delta & FPS
 - Drawings submitted to Mel Workman for approval through Travelers Insurance
 - Drawings submitted to SLC Fire Department for approval by contractors
 - Surface mount fire extinguisher to replace those currently in cabinet, mounted on wall in hallways somewhere, due to use of extinguisher cabinet for controls and valves of sprinkler system on floors.
 - To ensure security in units when installing smoke detectors inside units, installation will be scheduled by floors, with time blocks available for residents to be home. If resident is unavailable, volunteer from Board will be present.
 - **(Included with Fire Sprinkler System Program, 1st Quarter of 2015)** B1 garage sprinkler heads will be replaced during the installation of fire suppression in the common areas as part of a "package" deal.
 - Sprinkler heads in dead trash chute will also be replaced, as required by Salt Lake City Fire Inspector.
 - Storage units on B1 will also receive new heads. Accessibility will be required.
 - Main lobby level and elevator lobby: Wallpaper removal, two-tone painting, and removal of old mailboxes - Plan to complete with sprinkler system work
 - Mail room painting - Plan to complete with sprinkler system work.
 - Discuss schedule of work.
 - Request use of 1103 double parking spots for Delta set up for program. (Lori will coordinate)
 - Coordination with community for:
 - Installation of smoke alarms inside each unit - access and security
 - Replacement of sprinkler heads in B1 storage units - access and security
 - Replacement of sprinkler heads in B1 Parking - movement of cars
- Pool Security camera replacement: Lesley and Mike B. coordinating with Paul.
- Website maintenance: Suggest Paul and other board members learn.
- 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 - Approved maintenance pending Work Orders:
 - 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.
 - Resealing cracks in floor of B2.

New Business:

Reports - Discussion:

- December 2014 HOA of Utah & CPA Adjustments sign off by all trustees present at meeting.
- January 2015 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.
- Updated resident phone list distributed to all Trustees present at meeting.

Unit Updates:

- 305 - Under Contract; currently a leased unit
- 402 - On market for sale
- 803 - Late fee issue; Lesley will send followup
- 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:

- 2015 Fire Sprinkler Assessment Collections - Suggest verification of deposits over next couple of months. (Board will request assistance from Linda Beynon)
- Fire Sprinkler Payment Agreements - still working on Christensen Electric schedule; Trustees signed off on schedule.
- Occupants of HOA-owned Unit 107 gave notice on 3/3/15 to exit property at end of March. Board Volunteer to oversee transition:
 - Coordinated inspection for repairs / touch up painting. Carpet patch is required to repair burn in carpet.
 - Use Tyler for general cleaning and carpet cleaning of unit.
 - Suggest using "Partners in Medicine" for filling vacancy.
- Insurance valuation for 2015 coverage:
 - Board received document from ICW Network and discussed current valuation.
- 2/19/15 building fire alarm activated by 504/505 cooking smoke
 - Review of fire alarm panel with Trustees - protocol for emergencies.
 - Documents from FPS on protocol for avoiding a building-wide fire alarm
- Emergency procedures in event of disaster:
 - Location of water and gas shut offs for building?
 - Trustees will ask Paul to provide Board training on emergency procedures, then draft a protocol to be posted in fire cabinet.
- HOA of Utah - Converting to new accounting system, but Aztec will not change systems at this time.
- Board volunteer to learn Quickbooks access; Mike volunteered.
- HOA fee schedule should be posted in mail room; Mike will coordinate.
- Review of 2014 HOA income taxes and rental property income. Aztec HOA functions presently taxed as non-profit - exempt of taxes.
- Property tax allocation distribution from vacant lot and fence line. With sale of vacant lot, allocation will no longer be distributed to Aztec owners.
- Approval of new brackets to hold fire extinguishers in hallways; will be exposed and not in cabinets.
- 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, approximately \$100. Verify that this has been increased regularly in the past...?

Next Meeting: Wednesday, April 8, 2015 at 6:15 pm
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