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Aztec HOA Board Meeting Minutes 12/9/16

Aztec Condominium Homeowners Association <aztechoa@gmail.com>

Wed, Dec 9, 2015 at 7:31 PM

To: "Jenkins, Lon / Maxfield, Richard" <maxfieldrm@gmail.com>, Mike Wilson <mike@integrityplanner.com>, Lori Gay <lgay@comcast.net>, Jim Craghead <jwcraghead@msn.com>, Lesley Chesson <Lesley.chesson@gmail.com>
Cc: Aztec Hoa <aztechoa@gmail.com>

Hi everyone,

Below are tonight's meeting minutes, for your approval.

Cheers,
Lesley

Attending: Jim Craghead, Lesley Chesson, Lori Gay, and Rick Maxfield (Mike Wilson by phone)

Guests: none

Completed since last HOA board meeting:

- Minutes from November board meeting approved and posted on website.
- Salt Lake City has approved 12 year phased installation program of building wide fire suppression system.
- Special election held for 5th trustee - Jim Craghead, owner 806, elected.
- HOA fee increase effective 12/1/15.
- Monthly reserve transfer increased with 12/1/15 HOA fee increase.

Pending:

- Reserve Analysis Completed 7/2015. (Update required in 2017). Need increased revenue for maintenance and reserve funding.
- FHA Approval Approved status renewed. (Expires 06/04/2017)
- Annual Audit: Deferred by vote at annual meeting 10/21/15; 95% of ownership voted not to spend \$\$ for audit this year.
- Capital Gains Tax: Due first quarter of 2016, from sale of vacant lot March 2015.
- Comcast subsidy: Comcast Contract Expires 12/17/2018 (must submit request in writing to NOT renew by October 2018)
 - Present Board wants to terminate HOA 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. Aztec MUST submit request in writing to NOT renew contract; request due October 2018.
- Google Fiber installation: Coordination for wiring the building free of charge as 3rd option for Internet and/or TV service (e.g., Centurylink, Comcast, and possibly Google Fiber). Information presented at annual meeting for a vote and was approved at 2015 annual meeting by show of hands. Will require installation in every unit.
- Fire Suppression Sprinkler System - Installation Pending:
 - Engineering drawings from Delta & FPS have been approved by SLC with 12 year schedule for building wide installation
 - Travelers Insurance has approved original drawings as submitted in spring 2015.
 - System will include:
 - 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.
 - Documents from FPS needed on protocol for avoiding a building-wide fire alarm once fire alarms are inside units.

- B1 garage sprinkler heads will be replaced.
- Sprinkler heads in dead trash chute will be replaced, as required by Salt Lake City Fire Inspector.
- Storage units on B1 will 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.
- Once fire sprinkler program is approved by city - HOA will need to:
 - coordinate 2nd review with Travelers agent.
 - coordinate construction schedule of common area system.
 - distribute formal letter to owners of fire sprinkler program and pending liability on property until completed.
 - post schedule of construction without costing information on website.
- Re-keying of building - was approved at annual meeting.
 - Timing tentatively scheduled for January 25-29, mid-week days.
 - Conversion strategy - Suggest people who paid increased key deposits since last increase should have \$\$ refunded - according to amount paid. All other keys, \$10 each on refund.
 - Paperwork process - need to create a form per unit for recovering keys and issuing new keys, totaling net amount to be paid.
- Emergency procedures in event of disaster: Mike will coordinate:
 - Location of water/ gas/ electrical shut offs for building.
 - Trustees will ask Paul to provide board training on emergency procedures, then draft a protocol to be posted in fire alarm cabinet.
- Building valuation report for insurance purposes.
- Sliding door system replacement program: Board is investigating standardized system for replacing large balcony glass doors - Rick will coordinate.
 - Have met with rep from Beehive Glass on replacement program. Waiting for feedback.
- Salt Lake City storm sewer vault is changing - presently in the center of 10th East island at the intersection of 500 South. City is reviewing two possible sites, one on corner of 10th East and 500 South lower section, and the other in UDOT parking lot to the north of Aztec. Rick spoke with SLC engineer, advocated for location that is not in the parking lot. Final location has not yet been determined by the City.
- 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?
- Maintenance - Approved maintenance pending Work Orders:
 - Repair work for lobby level walkway to north parking lot / railing footing:
 - Discuss complication with railing in this area while restoration work is being completed.
 - Resealing cracks in floor of B2.

New Business:

Reports - Discussion and sign off by trustees:

- HOA of Utah financial reports for November 2015 - Signed by all Board members present.
- Waiting to lease documentation - Two pages signed by all Board members present.
- Garage parking waiting list - Signed by all Board members present.
- Work Order book - No new work orders to sign.
- Updated resident phone list distributed to Trustees.

Unit Updates:

- 106 - New owner; need to coordinate meeting with board.
- 108 - New roommate of family member; need to coordinate meeting with board.
- 605 - New lessees; need to coordinate meeting with board.
- 902 - For sale.
- 1104 - New roommate of owner; need to coordinate meeting with board.

Administrative Issues:

- On 11/25/15, SLC approved 12-year program for fire sprinkler installation.
 - Announcement to community via written document.
 - Schedule when to begin.

- Building Manager will be on vacation next week.
 - Assistant Building Manager will cover snow removal duties from 12/12-12/20.
 - Rick will process transmittal for Wednesday.
- Suggest Holiday Bonus for:
 - Building manager
 - Assistant manager
 - Garbage truck guy
 - HOA of Utah rep
- Trustee signature card sign off for Zion's bank.
- HOA owned rental unit leasee issues.
- Date for ASSA key change - January 25-29.
- Google Fiber contract referred to Attorney for review.
- Trustees need to meet with new lessees listed above. Minimum two board volunteers (Mike and Lori) will coordinate meet-and-greet on a non-Wednesday evening (possibly weekend).
- HOA of Utah employee shift to increase from 25 hours rather than 30 hours? Investigate in more detail next year.
- Suggest new camera system "Admin" and user login info typed and put in safe for access to system in event of emergency. Paul is working on instruction sheet as well.
- Need more bike storage again; Mike will coordinate. Offer \$10 Starbucks gift card for residents who are willing to donate bike to Bike Collective?
- Trustees to review B1 single fixture conversion from fluorescent to LED and decide on potential conversion of stairway lights.
- Next Meeting: Wednesday 1/13/16 at 6:15 pm, Aztec office

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