

Aztec HOA August 10, 2022 Meeting Minutes

Attendees: Jim, Mike, and Jinkee

No Guests

1. June and July Meeting minutes still need approval
2. Modified construction rules
 - * Add fine amounts and new fine schedule
 - * Increase construction deposit from \$250 to \$500
 - * Make changing plumbing valve mandatory
 - * General contractor to contact and notify all sub contractors
 - * Signing of paperwork considered first warning
3. Purchase signs for no construction materials in dumpster
4. Unit 107 remodel and repairs
 - * repaint laundry room
 - * new stove
 - * flooring replacement
 - * full cleaning before new tenants move in
 - * \$1850 new rent
5. Sprinkler referral contract - have lawyers draw up new contract
6. Update fine schedule 1st: \$250 2nd: \$500 3rd+: \$750
7. Table lock for pool bathroom for now
8. Auto and pet list and phone vendor list, organize office computer, update building email list
9. Meeting times: Should we change - Wait for new board members to decide
10. Resetting garage door. Do simple write up to show how to reset
11. Carpet repairs are approved
12. To Do List for Cris:
 - * Detail work and finish on stairwells
 - * Painting north stairwell and garage stairwells
 - * remove wallpaper on some floors
 - * remove dead bushes and trees
 - * work on vendor list
 - * write up instructions on how to use cameras
 - * write up instructions on how to reboot garage
 - * emergency how-to notebook for the building
 - * update emergency list for people who need help in an emergency i.e. Linda Reeder in 805
 - * remove rust from north side of building
 - * update to do list for cleaners

- * replace light bulbs
- * organize office computer and clean up office computer
- * update phone list