Navajo Flats is a collection of modern luxury rentals situated in the heart of West Sedona, AZ at the foot of Thunder Mountain and minutes away from trails as well as shopping and dining.

The Red Pebble Flat is a private ground level suite featuring one Queen Bedroom with a separate living room, sofa bed, bathroom, kitchenette, stacked washer/dryer, patio and frame tv.

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A modern bohemian flat, the Red Pebble's clean design and muted colors are soothing and energizing all at once. Designed by Patricia Jaliu of Mineral Forest, each piece has been hand selected for a most unique and memorable stay.

The flat is equipped with the following:

Bedroom

• Nectar mattress

• Caspar pillows & down comforters

• Blackout Curtains

• Split A/C in bedroom

• White noise machine to help with sound

Bathroom

• Coyuchi 100% Organic Cotton Towels

• Shampoo, Conditioner, Body wash, Hand Soap, and dish soap (all ethically sourced, Paraben and BPA free)

• Shower (no bathtub)

Coffee & tea

• Free Form Coffee from local Sedona Coffee roaster and shop

• Kusmi Tea

• Krups Coffee Machine (regular drip coffee)

• Pour Over Coffee Carafe

• Bodum Bistro Electric Coffee Grinder

• Gooseneck Electric Kettle

Kitchen

• Kitchen Aid Blender

Extra amenities:

• Small patio with outdoor chairs

• Picnic Basket

• Mexican Falsa Blankets to cuddle under Sedona's Dark Skies

• Samsung Frame TV: Smart TV with Streaming Services

• Tivoli Bluetooth Audio/Radio

• Pack and Play

Free parking

Free fast Wifi. WiFi speed is right around 100 bts. We have very stable internet (for the most part) and several guests have stayed and worked in the past with no issue. (Video conferencing, etc..)

Important notes:

* Of note, as this unit is part of a triplex and is ground level, there will be other neighboring guests including upstairs. As such, this property will not be perfectly suited for those seeking complete isolation and quietude. To help with this we have provided sound machines in the bedroom.
* Regarding the pull out bed: This is a reclining futon bed that is roughly the size of a twin bed. This is not a foam mattress or a pull out couch. We do provide an extra duvet and sheets for the pull out bed in the bedroom closet.

Why we LOVE our location:

- 2 minute drive to Local Juicery, Vino de Sedona and Famous Pizza & Beer

- Less than 10 minutes to Uptown Sedona

- Freedom to enjoy quick access to hiking trails at Thunder Canyon Trailhead and Andante Trailhead while avoiding the traffic common in Uptown Sedona.

- Perched just high enough on the hill that you’ll get to enjoy some nice red rock views!

- Only 15 minutes away from Arizona's best wineries in Cornville & Paige Springs (ask us for recommendations!)

For availability of all units in the Navajo Flats collection, please find links on the Profile page.

**3/26 Chat w/Patricia**

* Mayra : $90 for 1 bedroom / $160 for 3 bedroom
* Well & Good : $114 / $220
* What’s happening with QA walk through??
  + Here’s what’s currently going on: We’re doing our own QA checks and it’s necessary bc we’re finding several items
  + Can Tenley&Elijah be paid more for QA walkthroughs so that they can spend more time?
  + Mayra: Could she do QA walk-throughs?
* We’ve received 2x 3 star reviews, 1x 4 star review since starting
  + Long message from Soleri
  + Red Pebble has warning from Airbnb to be shut down if one more 3 star review
* AC/heat: turn system off.
* Patricia in Romania starting May 1, 2025
* One big issue: Spots on cushions, pillows, rugs. We need to steam clean.
* Call Airbnb about listing being on hold

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## **3/13 Chat w/Patricia**

* Juniper:
  + Need to replace drywall behind trash can
  + Need to watch floors, especially behind trash and under curtains
  + Empty vacuum
  + Under the bed: lots of dust bunnies
  + Open drawers: for hair, etc.
  + Watch baseboards
* Safari
  + Sinks!! Can we use stainless steel wipes? Need to avoid water marks and also dirty drain.
  + Dust on TV console
  + Laundry detergent completely empty
  + Watch the fingerprints on acrylic chairs
* Desert Deco
  + Stereo left on
  + Strip underneath cabinet hanging and hovering over coffee machine
  + Hardly no coffee left….
  + Glasses were disorganized
  + Sleep mist almost empty
  + Staging issues: Plant from guest bathroom should have been in master
  + Sheets had smudge and hair
  + Towel rack was very loose. Point out these sorts of things so that we can make sure it’s on our list.
  + Fingerprints on thermostat
  + Repair drywall behind trash can
  + No hand soap in kitchen…. Only a sponge and ivory dish soap.
  + No hand towels were in this unit….
  + In living room near entry way w/mini blinds behind sofa: Toenails and hair
* Really need to be careful to close all windows
* Are you able to see in Hospitable how long the guest is staying? Can take this into consideration.
* Get some cookies, write some notes for VIP guests
* WE NEED SYSTEM on our end to alert the team for longer stay guests (5+ nights) (Can we get a Hospitable notification?)
  + Maybe we treat 5+ days' stays as VIP guest?

## **2/19**

* Chat with W&G: Figure out game plan for when Tenley & Elijah take off for summer
* Prep for VIP guests: Show where the notecards are. Write example of guest note. Cookies!
* SHeets: Get rid of whats stained or torn. Label. Put in bins and put in closets
* Eventually: Let’s organize all storage closets
* Can we consolidate Goldie’s to upstairs units?? Then transition to W&G for downstairs.
* Work with W&G to negotiate amenity cost (what are they actually providing? Paper towels, tp, dish soap, sponges, detergent)
* Ask Elijah: what is handyman rate? Send Patricia invoice to reimburse.
* Door frames: No need to replace wood. Only scrape, sand and paint. Extra pain is in 142 storage closet. “Charcoal Grey”. Theres a big 5 gallon and gallon jug

## 

## **Urgent Maintenance**

**(add inote and share)**

* **Stopper behind trash cans**: Clean or repair drywall if needed, repaint behind trash can, and put up sticky tab (some areas need drywall repair, some don’t).
* **Desert Sunset**: Drywall on ceiling.
* **Soleri**: Glue strip of cabinet trim.
* **Replace all AC filters**: Before **March 1** (remain on 3-month cycle).
* **Wash mini-split AC filter**: Before **March 1** (remain on 3-month cycle).
* **Juniper**: Drywall repair on wall crack in living room, repair door stop on front door, drywall on wall to the right of bed
* **Tighten towel holders**: Some of the screws are totally stripped. We have replacement holders on the bottom shelf in the office with a yellow sticky note.
* **Long screw belongs in Soleri pink chair.** Screw in envelope on bottom shelf in office with yellow sticky note. Chair is lose… should be able to see where it goes

## **Notes for Tenery & Elijah**

* ***It’s going to get super busy.***
* Remember to organize drawers in 3 bedrooms especially. Placing items nicely.
* Send maintenance items above
* If a rug is dirty, **replace it or flip it over**.
* Stain spray is in the **office next to the washing machine**.
* **Soleri checkout on the 8th**: Deep clean required. Same for **Deco Guest** checkout.
* Look in every cabinet in office to familiarize yourself with what we have as restock

## **Guest Experience & VIPs**

* **Return Guest - Julie (Sedona Safari)**
  + Leave **Welcome Back card + cookies** (Sign it: Brindy & Patricia).
* **VIP Guests**
  + **March 23 - Sedona Safari**
  + Leave handwritten note & cookies from Local Juice.

## **Listing & Booking Adjustments**

* ***Revise Listing Descriptions***: Add details as needed.
* **NO 1-night stays.**
* **Pricing Structure:**
  + **Smaller units**: Book monthly stays during slow season.
  + **High season rates**:
    - **3-bedrooms**: $258 (weekdays) / $288 (weekends)
    - **1-bedroom**: $148 (weekdays) / $168 (weekends)
    - **Peak**: $175 (1-bedroom) / $325 (weekend)
  + **Mid-range**: $108 / $128
  + **Lowest rates**: $98 / $108 (1-bed), $178 / $188 (3-bed)
  + **Management Fees**:
    - $25 for 1-bedroom
    - $50 for 3-bedroom
  + **Cleaning Fees (W&G)**:
    - $110 for 1-bedroom
    - (Check remaining fee structure)
* **Per Patricia, Biggest Areas for Improvement:**
  + **Messaging to guests**: Still some confusion over which unit.
  + **Refine & Optimize Listing**

## **Ongoing Maintenance & Operations**

### **Cleaning & Housekeeping**

* **Patricia blocks nights** for longer stays to allow more cleaning time.
* **Deep Cleans**:
  + Clean **vacuum filters** (every 6 months).
  + Note **locations of live plants** & water them every **2-4 weeks**.
  + **Rug steam cleaner** is in the office; Patricia uses as needed.
  + **Laundry**:
    - W&G needs to **use their laundry soap** for office machines (rugs, etc.).

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### **General Maintenance**

* **Organize towels & linens** in the office into **separate storage closets** for each unit.
* **Replace RO water filters**: Every **other year** (Due next year).
* **Power wash balconies & clean thoroughly**: Was due **6 months ago** (Javier the window guy can do this).
* **Outdoor Furniture**: Create a system for **wiping down & maintaining**.
* **Refill water softeners with salt**: Every month or so (Inside utility closet, Matt should handle).

## **Communication & Admin**

### **Notes for Patricia**

* ***Messaging should be handled centrally*** to prevent duplicate messages & confusion.
* If something **important needs to be communicated**, send it in **WhatsApp**.
* ***Make WhatsApp owner group with Patricia.***
* **Outstanding Maintenance**:
  + Get **Patricia’s list** of pending maintenance.
  + **Matt** is Patricia’s **preferred handyman**.
  + Can also call **William** if needed.

## **Future Improvements & Projects**

* **Organize all restock** to make it easy for Patricia to track needs.
* **Organize maintenance items** (e.g., paint cans, tools, etc.).
* **No Smoking Policy Update**:
  + Listing should state **entire property is non-smoking**.
  + Includes **all types of smoking, even outdoors**.
  + **Note fire hazard**: No ashtrays provided.

**Direct Booking & VRBO:**

* + First step: Create **reservations.hospitable site** for **Navajo Flats**.
  + Need **logo & brand colors** from Patricia.
  + Work with Patricia’s designer to link her **website**.
  + Create an **Instagram account** for Navajo Flats.
  + Need a system to **collect guest emails**.
  + **VRBO Account**:
    - Should be created under **Patricia’s name**.
    - Need to check **TPT tax implications** (Will VRBO pay directly, or Hospitable?).

**Fold out couch bed:** There are sheets and a comforter available in the closet of each unit.