

ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

Minutes of Regular Homeowners Association Meeting

Meeting Date: 1/20/2022

1. CALL TO ORDER

President Carol Laurence called the meeting to order at 7:01 PM for a virtual meeting held via Google Meet

2. ROLL CALL

A. Board Members present

Carol Laurence - President

Inka Bujalska – Vice President

Charles Chlipala - Secretary

Antonio Torres -Treasurer

Stephanie Yang – Board Member at Large

B. Others Present

Dave Kinard, President, Pasadena Condominium Management (PCM)

Liza Rivera Nicoletti, Property Manager, Pasadena Condominium Management (PCM)

Association Members/Residents Present: Chris Kapron, Jennifer Kelley, and Barbara Bales

3. Open Forum

Chris Kapron thanked Carol the Board President specifically for her service. Jennifer Kelley commented that she wants Carol to be the Board President again, she is sorry about Inka is not serving again, had concerns about the open walls that are the result of the drain repairs in the laundry room, and she had suggestions for replacing the gardener.

4. Approval of Minutes

The draft meeting minutes of the December 16th 2021 and January 6th 2022 meetings were circulated to the board for approval. There were minor corrections. Inka made a motion to approve the minutes, Carol seconded. The vote was Stephanie Yes, Inka Yes, Charles Yes, Carol Yes, Antonio Abstains to approve the minutes (Vote was 4-0 in favor).

5. Treasurer's Report

The December Financial Report was received. Total Assets in December were \$176,733.70, December's Total Income was \$29,469.22 and Total Expenses was \$25,679.92. There are a number of units in arrears. The total in arrears was \$8,909.11 while the amount in credit was \$5,889.00 for a net balance in arrears of \$3,020.11. In terms of annual budget for 2021, total income was \$374,419.35, total expenses were \$323,078.59 indicating a surplus of \$51,340.76, but the budget did not take the mid-year dues increase into account. According to PCM, these figures include data from TMEI that might be incorrect. PCM states that HOAs should avoid mid-year dues increases.

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6. Completed Projects/Manager's Report

PCM stated that the water heater replacement has been ordered, the tree trimming has been scheduled for next month, and the balcony/walkway inspection will begin next month.

7. Unfinished Business

- a. Balcony/Elevated Walkway Inspections: Board has hired So Cal Structural to do the inspections. They will begin next month. The current board members who are on the ballot for the next board want to meet with the Engineer on his first visit. The Email from the Engineer stated that he concerns whether two of the balconies are concrete or wood. Stephanie owns one of the two units, which she rents out. She was asked if she knew, and she does not recall whether they are concrete or not. The Engineer has proposed to start the inspections on the third floor. A concern was raised whether this would constitute a board meeting as a Quorum would be present. According to David of PCM, as long as the Board Members are not making decisions or asking questions, then it is not a Board meeting.
- b. Insurance Report Requirements (Stairwells): Charles did a template check on the windows, a screen over the windows could not open all the way as it is too wide and would run into the stairway railing. It would have to drop down. Inka had a contractor doing work on her unit who gave a bid for a custom drop-down railing, there might be a problem with permitting. PCM has never had an issue with any complex needing such a device. PCM thinks the Insurance Company needs to provide clarification. The Board tabled this item for the next Board.
- c. Hydro Jetting Pipes: PPS provided a bid for \$650 to hydro jet the northmost drain pipes in the north garage. Charles brought up an issue about hydro jetting that he investigated by asking a former board member and that it had been done in the past, but a prior management company (TMEI) requested a bid to hydro jet the lines from one of its favorite plumbers (EV Plumbing) who stated the lines were in too bad a shape to hydro jet, at which point the hydro jetting was discontinued in this building. Antonio made a motion to award the contract for hydro jetting the northmost drain line. Carol seconded. Discussion ensued. The vote was Stephanie Yes, Charles No, Antonio Yes, Inka Yes, and Carol Yes (Vote was 4 to 1 in favor).
- d. Board of Directors Building Walk Through: This will be tabled until the new board.
- e. Replacement of Boilers/Transfer of funds from Reserves to Operation Account: The Board at the December meeting had prioritized the insurance report requirements over replacement of boilers. Then one of the two tanks failed. The Boilers are now being replaced. The Reserves will have to be repaid.
- f. Review of Parking List: The revised parking list as of January 20, 2022 is as follows:
 1. Unit 103 as 11/1/21

8. New Business

- a. Gutter Replacement: Discussion about the condition of the Gutter and the rainfall projection for this year. Tabled until the new Board.

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- b. Pool Deck Repair after auto fill: Carol asked David about the pool deck repair leaks around the auto filler. David stated the contractor will get to it when he can schedule it. Carol states the pool deck needs to be sealed.
- c. Authorization of Emergency Special Assessment for Balcony Inspection and already identified balcony repairs: Carol brought up the issue that the inspection and the balcony repairs will be expensive. Charles made a motion to fund this work incrementally starting with the cost of the initial visual inspection (\$390 per unit) and then follow up with additional special assessments over the year. Antonio seconded. Discussion ensued. David of PCM brought up that they just completed work at a 39-unit complex and the cost per balcony was \$3,100. David brought up that passing a lot of smaller assessment one after another, collection becomes a problem as each special assessment allows a payment plan, which makes it complicated as there will be multiple special assessments with multiple payment plans. If the actual funds collected for the special assessment exceeds the actual cost of the work done for the special assessment, then the money is credited to each unit's account. David recommended keeping the number of assessments down to keep the accounting and collections simple. Carol brought up the issue that people they are concerned about their balconies. Charles withdrew his motion for a special assessment of \$390 per unit and restates it as \$2000 per unit. There was no second. Carol then made a motion for a special assessment of \$1000 per unit (\$75,000 total). Charles seconded the motion. Discussion ensued. Inka was concerned about over assessing. Stephanie brought up concerns about whether it should be all inclusive bid. David brought up the issue once the Engineer report is issued, it will become necessary to fund these repairs in a timely manner, as it will subject to real estate disclosures. Antonio was concerned that the amount of \$1000 was more than the cost of just the initial engineer's inspection. The Vote was Stephanie Yes, Charles Yes, Inka Yes, Antonio No, and Carol Yes. The Vote was 4 to 1 in favor of a Special Assessment of \$1000 for to fund the Balcony Inspection and Repairs.
- d. Resolution by Board to notify members by mail of the special assessment:
Liza of PCM will be prepare the letter to the Association members to notify them of this Special Assessment. David needs a copy of the Draft Minutes for this meeting to be sent out with this letter. The Draft Minutes need to go out with the February mailing. These minutes and the cover letter will constitute the Resolution by the Board to notify the member of the special assessment of \$1000 to fund the Balcony/Walkway Inspections and repairs that are required per Civil Code 5551.
- e. Separating Green Waste and food scraps into separate green container per new state law: Tabled until the New Board.
- f. Annual Report to Members: Charles wanted to know when the annual report for the association will go out in the mail. Liza stated they will be mailed next week. Charles also mentioned his mortgage lender wanted this insurance certificate. Liza stated just send the information to her and she will provide the certificate to the lender.
- g. Agenda for Election of Board of Directors/Organizational Meeting on February 24th: Carol wanted to add Bank Signatories to the Agenda. Charles is also going to send the Board Candidates a few items, including PDFs on Roberts Rules of Order, the Budget, The Reserve Study, and other items.

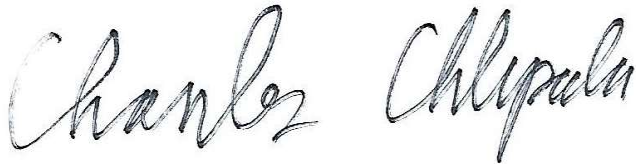
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- h. Review of Maintenance/Calendar Items for February, follow up on items not done: The Fire Inspection will not be done in February since it was done late last year. The trees will be trimmed. Garage Cleaning is being deferred due to budget constraints. PCM will take care of the Secretary of State forms.
- 9. **Next Meeting Date:** Next Board meeting is February 24th at 7 PM via Google Meet, the Annual meeting and Election of Board members.
- 10. **Executive Session:** The Board discussed complaints about people smoking, and cars leaking oil. Meeting adjourned at 8:22 PM.

These minutes were approved by the Board of Directors.



Charles Chlipala, Secretary