

# **ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION**

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

## **Minutes of Regular Homeowners Association Meeting**

**Meeting Date: 7/7/2022**

### **1. CALL TO ORDER**

President Carol Laurence called the meeting to order at 6:34 PM for a virtual meeting held via Zoom

### **2. ROLL CALL**

#### **A. Board Members present**

Carol Laurence - President

Arthur Filgueiras – Vice President

Charles Chlipala - Secretary

Antonio Torres -Treasurer

Tony Moore – 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: Les Hammer, Lisa Jeffery, Jennifer Kelley, Inka Bujalska, Amy Hung, Barbara Bales, David Nicholson. and Katie from 313

### **3. Open Forum**

Les Hammer asked for two items to be put on the agenda. Less commented that the Board needs to go back into in person or a hybrid meeting format as there have been continuous technical difficulties each meeting for various people. He also asked that board meeting minutes be mailed with the monthly statements to avoid homeowners not being aware of issues. Jennifer Kelley asked that the letter be sent informing them of the \$224.65 Special Assessment and the trash can in the North Garage is missing. Inka was curious about the homeowner fees increase.

### **4. Approval of Minutes**

The draft meeting minutes of the May 26<sup>th</sup> 2022 meeting was circulated to the board for approval. Antonio made a motion to approve the minutes, Arthur seconded. The vote was Tony Yes, Arthur Yes, Charles Yes, Carol Yes, Antonio Yes to approve the minutes (Vote was 5-0 in favor).

### **5. Reports**

A. Committee Report: The Architectural/Gardening Committee Chair Inka met with Arthur and discussed options for replanting the building entranceway. But because of the weather and the season, it was not advisable to do it now based on consultation with gardeners. The Architectural

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Committee is setting up a meeting at the end of the month to discuss further steps to address the stairwells, among other issues.

- B. Financial Report: Regarding the May Financial Report, Total Assets were \$271,416.62, the Total Income was \$29,401.14 of which \$29,250.00 were HOA Fees. The Total Operating costs were a credit of \$433.24 due to a gas company credit received for the installing the tankless water heater. Total Fixed Operating costs were \$4,661.46, the Total Repair costs were \$1,712.00, the Total Insurance Costs were \$1,644.90, Total Reserve Repair/Replacement funding was \$18,000.00, giving monthly Total Expenses of \$25,586.12. The Current Liabilities were \$28,096.83. which makes the Total Equity was \$243,319.79. For June, the monthly report has not been prepared, but the bank account statements have been received. The checking account closing balance was \$85,238.21 versus its opening balance of \$109,220.19. The Saving accounts closing balance was \$132,278.39 and virtually unchanged except for interest. The Total combined banking assets at the end of June is \$217,516.60.

Regarding the Special Assessment of \$75,000 for the Balcony Inspection and Repairs, so far \$47,040 has been collected, expenses to date are \$1321.26 (legal consultation and copies of building plans). 15 units are on a payment plan, 18 units have not made any payment on the Special Assessment. There is an issue that the Balcony Special Assessment is being comingled with the regular money and this money cannot be used for any other use. The money for the special assessment is currently stored in the checking account. The Board Secretary and the Treasurer are in favor of creating a separate account to segregate the money, and the Board President will help get this established.

- C. Delinquent Accounts: There are numerous delinquent units, but the list of delinquent units include those on a payment plan for the special assessment, units that have not paid the special assessment at all, and units that are behind in regular assessments.
- D. Manager Report: The plumbing repairs to #21 stack were completed, the stairway railing mesh was completed, the trash chute cleaning was completed, request for drying vent cleaning was put in and the property manager needs to follow up on whether it has been done. The back flow repair completion has been delayed. Termite Inspection done on Unit 210 done and termite treatment is needed. Accounting review is in process, and Property Manager to follow up on it.

## 6. Unfinished Business

- a. Balcony/Elevated Walkway Inspections: The Attorney has completed his review of the draft contract and request for legal opinion and he stated that SB 326 inspections of the balconies and walkway at 125 N Allen are warranted. The revised SoCal Structural contract has been signed.

Balcony Inspections will be scheduled for the following Wednesdays in October 2022 from 4 PM to 7 PM: October 5<sup>th</sup>, October 12<sup>th</sup>, October 19<sup>th</sup>, and October 26<sup>th</sup>.

### b. North and South Stairwells:

1. Carpeting. Last Board and Architectural Committee had a selected replacement carpeting for the stairway. There was discussion about this. The total cost of installing the stairway railing mesh is \$27,500.
2. Windows in stairwell: There was a discussion of what to do about the windows

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3. Bottom step in north stairwell. The Board has a consensus to get three bids to fixing the bottom step. It can be whatever the contractor proposes. It may be concrete or wood. Obtaining bids may cost \$50 each.

c. Deck repair/sealing

The Property Manager was asked to get three contractors to bid on painting the area around the auto filler and sealing the entire pool deck. David of PCM stated that currently taking 4 to 6 weeks to even get bids, so the work is 4 to 5 months out. Charles made a motion to have Martin Avina to provide a bid to patch the area around the auto filler and if its cost is less than \$1000, to go ahead with the work. The vote was Tony Yes, Arthur Yes, Charles Yes, Carol Yes, Antonio Yes to approve the motion s (Vote was 5-0 in favor).

d. Town Hall

Tony and Arthur are handling this item

e. Pool Furniture

Tony will put the remaining feet protector on the patio furniture

f. Hydro jetting Drain Lines

The Board will conduct walk though of the building to determine which drain lines still need to be done and which should be done next and bring it up at the next meeting.

g. Review of Parking List: The revised parking list as of July 7, 2022 is as follows:

1. Unit 103 as 11/1/21

h. Special Assessment of 5% of budget

Carol made a motion to have a letter sent out that the Special Assessment of 5% of the total budgeted ( $\$336,968 \times 0.05 = \$16,848.40$ ).  $\$16,848.40 / 75 \text{ units} = \$224.65$  per unit) would .be due on September 1<sup>st</sup>. Arthur seconded. Discussion ensued. Charles made a motion to amend Carol's original motion to delay the Special Assessment due date until October 1st, Arthur seconded. inspection, Antonio brought up the issue of the association members objections. The Vote on the amended motion to implement the 5% of budget Special Assessment on October 1<sup>st</sup> was Arthur Yes, Carol Yes, Tony Yes, Antonio Yes, Charles Yes (Vote was 5 to 0 in favor)

i. Boiler Room Doors

Discussion of this issue was tabled.

## **7. New Business**

a. Maintenance

1. Building Walk Though: PCM stated that the Board can do a walk through and anything noted can just be noted in the next month's minutes
2. Security Camera: Arthur brought the issue of transients in the building, mail theft and made a motion to get three bids for a security camera. Carol seconded. Discussion ensued. Wi Fi would have to be installed in the building. David of PCM brought up that a 72 unit building that PCM manages had security cameras installed and it cost over \$100,000 to install and annual

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maintenance and upkeep costs are also significant. Arthur had numerous locations where he would like to install cameras.

3. Storm drain Maintenance: Carol bought up the maintenance calendar has storm drain maintenance.
4. Sky Light cover replacement Two skylights are patched with tape and one leaking skylight patched with caulk. The damaged skylights have to be either replaced or repaired.
5. Pool Deck Drain Covers: Three Deck Drain Covers needed to be replaced. PCM stated that the plumbers who are going to repair the back flow can buy them at the plumbing supply house and replace them.
6. Ceiling Tile Replacement: There are 3 ceiling tiles in the 1<sup>st</sup> floor Sauna Room that need to be replaced. Antonio to help Carol measure the tiles
7. Thank you to Janitor: Charles to get a card to thank from the Board to the Janitor
8. Clear Rain Gutters: PCM stated that it should be done in September or October.
- b. List of approved plumbers for building.  
Tabled
- c. Set Election Date/hire election Company/Election by Exclamation  
Election date is set for Thursday February 23, 2023. Carol made a motion to hire Majority Rules for the running election rules, Arthur seconded. The vote was Tony Yes, Arthur Yes, Charles Yes, Carol Yes, Antonio Yes to approve the motion. (Vote was 5-0 in favor).
- d. List of major projects costing over \$10,000: The Board President states that a new state law requires listing major expenditure over \$10,000. The following expenditures costing over a \$10,000 have been discussed this past calendar year at Board meetings and are proposed or planned. This list does not include those that have been completed
  1. Stairways:
    - A. Replace Carpeting,
    - B. Replace windows,
    - C. Paint stairwell and paint stairway railing, installation of emergency egress lighting, asbestos testing,
  2. Boiler Room Doors
  3. Balcony Repairs
  4. Security Camera Installation
  5. Replacement of Roof Gutters
  6. Replace shingles on peaked roofs over cantilevered balconies in front of building
  7. Sealing of Pool Area Deck
  8. Sealing of North Courtyard
  9. Foundation Repair/Study
  10. Correction of North Stairway entrance flooding during rain.
  11. Rewrite of CCRs, Bylaws and Rules

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- e. Vendor Contracts: Antonio asked that PCM forward copies of all vendor contracts to every Board member.
  - f. HOA to be provided copies of all construction permits by Individual Units  
The Property Manager asked that owners provide the following for any contractor doing work in their unit: Copies of Contractor License and Insurance, whether if Permits are required, and if Permits are required, a copy of the permit, and the date and time the construction will happen. Other buildings that PCM manages have forms of various sorts that they use. PCM was asked to develop a letter/form.
- 8. Next Meeting Date:** Next Board meeting is Thursday August 11<sup>th</sup>, 2022 at 6:30PM via ZOOM
- 9. Executive Session:** The Board discussed ongoing plumbing problems in one stack. Antonio was tasked with dealing with reaching out with the owner in the next week. Also discussed were Windows AC Units, smoking in units, and Vehicle Oil Leaks (hearings for two of the units with leaking vehicles to be setup), renewal of attorney agreement was discussed, but the renewal has not sent yet. There was a discussion about the Balcony Inspection, whether to have subcontract the inspection to different inspector, but instead the inspections will be delayed until October (see dates above under Agenda Item 6. A.). There was also discussion about the difference between Construction and Maintenance. There was discussion about the railing mesh in the middle stairway and its cost. For owners that want to receive copies of the meeting agenda and/or minutes, please contact PCM directly to request a form to be added to the contact list. The Meeting adjourned at 8:42 PM.

These minutes were approved by the Board of Directors.



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Charles Chlipala, Secretary