

ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

Minutes of Regular Homeowners Association Meeting

Meeting Date: 9/29/2022

1. CALL TO ORDER

President Carol Laurence called the meeting to order at 6:31 PM for a virtual meeting held via Zoom

2. ROLL CALL

A. Board Members present

Carol Laurence - 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, Barbara Bales, Regina Kapron, Eric Mellem, Aleksan Giragosian, Katie Hickey, and Olga Schiefer.

3. Open Forum

Four Association member spoke out against the proposed 20% HOA dues increase. Lisa Jeffery praised the board for allowing an installment payment plan on the second special assessment. and wants the information on the who is doing this inspection. Katie Hickey also questioned the discussion about additional Emergency Special Assessments for the Balcony Repairs and making changes to the Association’s Rules and Regulations without proper notices and input. Eric Mellem also complained about misrepresentation regarding the levels of reserve and why the insurance got canceled. David of PCM will send the Insurance Risk/Loss Report to Eric Mellem and Board members Charles and Antonio. Les Hammer wants to keep the Earthquake Insurance.

4. Approval of Minutes

The draft meeting minutes of the August 11th was circulated to the board members for approval. Charles made a motion, Carol seconded to approve the August 11th meeting minutes. The vote was Tony Yes, Charles Yes, Carol Yes, Antonio Yes to approve the minutes (Vote was 4-0 in favor).

5. Reports

A. Committee Report: The Architectural/Gardening Committee has no report for this month.

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- B. Financial Report: Regarding the August Financial Report, Total Assets were \$266,946.85. The Total Income was \$30,697.10 of which \$29,250.00 were HOA Fees. The Total Operating costs were \$7,415.34, the Total Fixed Operating costs were \$4,776.46, the Total Repair costs were \$1,816.91, the Total Insurance Costs were \$1,644.90, Total Reserve Repair/Replacement funding was \$12,323.32, giving monthly Total Expenses of \$28,176.93. The Current Liabilities were \$15,251.74, which makes the Total Equity was \$251,695.11. Regarding the Special Assessment of \$75,000 for the Balcony Inspection and Repairs, so far \$57,617.8 has been collected and a separate checking account has been established for the Special Assessment.
- C. Delinquent Accounts: There is 1 delinquent account now in Collections and there are 3 delinquent accounts that are close to being sent to collections.
- D. Manager Report: The CPA Review has been completed; the dryer vents were cleaned; the south garage code was changed; deposit was made on new stairway carpet; bids were obtained for window guards, security cameras, stair replacement, and pipe replacement; obtained a proposal for roof maintenance; replaced light fixtures and exhaust fans in the sauna room, and there were also minor drywall and plumbing leaks repairs.

6. Unfinished Business

- a. Balcony/Elevated Walkway Inspections: Carol made a motion to replace a railing on the 1st floor that rust was noticed on, Charles seconded. Discussion ensued. Consensus is to have the condition of the railing checked out first. Charles made a motion to create an ad-hoc committee to review the balcony inspection reports, Antonio seconded. Discussion ensued. Vote was Charles Yes, Antonio Yes, Carol No, Tony abstains – motion failed.
- b. Deck repair/sealing
Discussion of sealing the pool deck, IMS toured the building and, in their opinion, deck sealing can wait. Charles made a motion to postpone sealing the pool deck for another year, Tony seconded. More discussion ensued. A vote began. Based on objections to voting yes, the motion was amended by Charles to postpone sealing the deck for another year unless issues with the pool deck are observed, Antonio seconded. The Vote on the amended motion was Carol No, Charles Yes, Antonio Yes, Tony Yes – motion passes 3-1.
- c. Town Hall
Tony and Arthur are handling this item. It will be a meet and greet and discussion of issues, and it will be in the near future. Reimbursement discussion was tabled.
- d. Hydro jetting or replacing Drain Lines
Carol made a motion to approve IMS bid to replace the pipes in the south garage, Tony seconded. Discussion ensued. Vote was Tony Yes, Carol Yes, Charles Yes, Antonio Yes (4-0 in favor) to approve IMS bid to replace the pipes in the south garage.
- e. Maintenance
 - sky lights-one bid received, another pending for replacements, not received at time of meeting. Postponed until next month
 - Pool Chair Covers- all installed.

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- Elevator Call Button/ Lock Box – Buttons in the elevator will be replaced on the next visit
- AC 1st floor Common Room- TABLED
- Roof and Gutter Proposals- Charles made a motion to approve the proposal, Carol seconded. Vote was Carol Yes, Charles Yes, Antonio Ye, and Tony Yes (4-0 in favor). Cost of bid was \$2600
- f. HOA to be provided copies of all permits by individual units
Charles brought up the issue of adding soundproofing the floors to this proposed form. Discussion ensued. Consensus was to include this in the form. PCM will find specific Pasadena code sections and include it in the draft form
- g. Security Cameras
Tabled
- h. Proposed increase in monthly dues of 20%
Postponed
- i. Ethic Policy by Board Members
Every board member signed it.
- j. Review of Parking List: The revised parking list as of September 29, 2022 is as follows:
 1. Unit 103 as 11/1/21

7. New Business

- a. Window and Slider Door proposed replacement at Unit 319
Discussion was opened for Aleksan Giragosian to discuss retrofit versus new construction for windows. The cost differential is substantial Discussion ensued. Aleksan also brought up that he could get insurance for a retrofit window installation. More discussion ensued. Carol made a motion to allow installation of retrofit windows with insurance, Charles seconded. More discussion ensued. Aleksan will follow up with more information in writing.
- b. Acquiring Internet
Tabled
- c. Hiring Architect for emergency exit plan signage
Tabled
- d. Budget
Tabled
- e. Tree Trimming
PCM will look up the optimum time to trim the trees. Carol made a motion to trim the trees at the optimum time of the year, Charles seconded. The vote on the motion was Tony Yes, Carol Yes, Charles Yes, and Antonio Yes (4-0 in favor).
- f. Earthquake Insurance
Carol made a motion to renew the insurance. PCM does not have any earthquake insurance certificate. PCM will check into this.
- g. Front Door Code Change
PCM recommends removing the front door code for security concerns. Discussion ensued. Carol made a motion to have PCM change the front door code, and Tony seconded. The vote was Tony Yes, Carol Yes, Charles Yes, Antonio Yes to have PCM change the front door code (4-0).

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h. Cars leaking oil

Cars leaking oil need to be fixed and oil pans have purchased in the interim.

i. Labeling Pipes in Garage

Pipes labels that have faded may need to be replaced.

j. Real Estate signs must be placed on the metal frame

Consensus is to ignore this item for now.

k. Insurance Underwriting Concerns

PCM says drop this agenda item.

l. Trash Pickup Problems after Monday Holidays

Board discussed the issue of mixed trash pickups after Monday Holidays

m. Amazon Key

Tabled

8. **Next Meeting Date:** Next Board meeting is Monday October 24th, 2022 at 6:30PM outside by the pool

9. **Executive Sessions**

During the executive session discussed those who had not yet paid the special assessment and issues regarding how they are handled. There was a discussion about a homeowner who put into writing the financial burden regarding paying for the Special Assessments and has cut back on their payment. A decision was made on how to address this with a revised payment plan. There was a discussion of complaints of aggressive dogs. The Board is going to ask the complainants to bring this issue up with Animal Control. There was a discussion of people parking in the wrong areas and wrong spots. Enforcement of Pasadena's no smoking disclosure form was discussed. The Meeting adjourned at 8:23 PM.

These minutes were approved by the Board of Directors.



Charles Chlipala, Secretary