

ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

Minutes of Regular Homeowners Association Meeting

Meeting Date: 10/24/2022

1. CALL TO ORDER

President Carol Laurence called the meeting to order at 6:37 PM for a hybrid meeting held in the Pool area but with two board members present virtually via phone

2. ROLL CALL

A. Board Members present

Carol Laurence – President

Arthur Filgueiras – Vice President (Virtual)

Charles Chlipala - Secretary

Antonio Torres -Treasurer

Tony Moore – Board Member at Large (Virtual)

B. Others Present

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

Association Members/Residents Present (Unit Number in parathesis): Velisa Jeffery (322), Amy Hung (307), Eric Melleem (223), Katie Hickey (313), David Nicholson (221), Inka Bujalska (206), Les Hammer (104), Michael Royal (309), and Aleksan Giragosian (319). Communicated in writing to the Board; Carmen Reyes (212)

3. Open Forum

Two Association member spoke out against the proposed 20% HOA dues increase. Three Association members raised questions about the Earthquake Insurance. One of those also brought up the issue of light fixtures in the hallway. Finally, an Association Member asked about the status of the seismic retrofit exemption (completed last year).

The Board President also read an email from an Association Member strongly opposing to the proposed 20% HOA dues, and objecting to the second Special Assessment and asking that Special Assessments be levied on the owners renting out their units because of the problems that tenants cause.

4. Approval of Minutes

The draft meeting minutes of the September 29th meeting was circulated to the board members for approval. Charles made a motion, Carol seconded to approve the September meeting minutes. The vote was 5-0 in favor.

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5. Reports

- A. Committee Report: The Architectural/Gardening Committee has no report for this month.
- B. Financial Report: Regarding the September Financial Report, Total Assets were \$284,127.97. The Total Income was \$29,354.07 of which \$29,250.00 were HOA Fees. The Total Operating costs were \$2,658.86, the Total Fixed Operating costs were \$4,095.51, the Total Repair costs were \$2,555.00, the Total Insurance Costs were \$1,644.90, Total Reserve Repair/Replacement funding was \$0.00, giving monthly Total Expenses of \$10,954.27. The Current Liabilities were \$14,033.06, which makes the Total Equity to be \$270,094.91. Regarding the Special Assessment of \$75,000 for the Balcony Inspection and Repairs, the balance in the Special Assessment account is \$54,222.80. The expenditures to date of this meeting are \$14,498.96.
- C. Manager Report: Two sections of waste drain pipe in the garage were replaced. Dim lights in the hallway were replaced, a bid from IMS was received for replacing the skylights, prepared the 2023 Association's budget, got a bid for removing the walkway carpet from the company replacing the stairway carpet, and the balcony inspections have begun.

6. Unfinished Business

- a. Balcony/Elevated Walkway Inspections: There have been three weeks of balcony inspections. One more inspection is scheduled for later this week. There are 15 more balconies needed to be inspected. The carpeting on the elevated exposed walkways needs to be removed prior to walkway inspections. The contractor who is doing the stairwell carpet made a proposal at a cost of \$1,950 to remove the exposed walkway carpet. Consensus was to go with this proposal. After inspection, temporary walking surface will be installed until the overall inspection process is completed and a decision is made to what walkway surfacing is chosen to replace the carpet.
- b. North and South Stairwells Carpet chosen to replace the original type selected has been ordered and will be installed when received in the south stairwell. North stairwell replacement is waiting on repair for bottom step before replacing carpet.
- c. Town Hall
Tabled.
- d. Maintenance
 - sky lights-second bid received, but first one was just a rough quote in an email. Asked for a more detail bid.
 - Hydro jetting/Replacing Drain Pipes – Arthur made a motion, Carol 2nd to have IMS replace two more drain pipe section. IMS will be asked to do an assessment of the waste drain pipes and decisions will be made then on which to hydro jet, or replace
 - Elevator Call Button/ Lock Box – Buttons in the elevator will be replaced on the next visit
- e. Security Cameras
Asking for another bid. Postponed until next month.
- f. Budget Approval for 2023: A motion was made and seconded to approve the draft budget. The Vote was 5 to 0 in favor. It will have to be amended taking into dues increase and earthquake insurance.

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g. Proposed increase in monthly dues of 20%

Motion made to raise dues 20% made and seconded. Discussion ensued. Motion then made and seconded to amend raise dues only \$20. Discussion ensued. Motion then made and seconded to raise dues by \$35. Discussion ensued. Motion then made and seconded to raise the dues \$50, an or 12.82%. Final vote to raise dues \$50 was Carol Yes, Arthur Yes, Tony Yes, Antonio No. and Charles No on raising the dues \$50 (3 to 2 in favor). The approved budget will have to be revised to take in account.

h. Potential Special Assessment for 2023: This new business agenda item was brought up out of order, briefly discussed, and tabled.

i. Window Door proposal from Unit 319/possible cost sharing:

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 the possibility of cost sharing where he would pay the cost for retrofit installation and the additional cost of new construction would be borne by the Association.

j. Earthquake Insurance: This agenda item was tabled as the Board has not received a bid yet.

k. Review of Parking List: The revised parking list as of October 24, 2022 is as follows:

1. Unit 103 as 11/1/21

7. New Business

a. Written notification from City about smoking disclosure forms and compliance with City's No smoking law:

The City of Pasadena has informed the Board and the Management Company that they will fine the Association if the no-smoking disclosure form is not collected and turned in from owners and tenants and if the no smoking law is not complied with. The Secretary had drafted up a draft rule to fine both owner and tenants for not filling out and turning in the no smoking disclosure form and a draft rule to fine both owner, tenants, and guests if the no smoking law is violated. PCM will take this draft and edit into the correct format and this draft rule will be proposed for adoption.

b. Bidding Policy

The Board approved a draft bidding policy to require three bids if a project or service costs over \$5000.

c. Reserve Study Update for 2022

This agenda item was listed to state that the Board is just going to review, but to not do an office revision of the Reserve Study this year, but just keep last year's study, which was in person Reserve Study and update at the third year.

8. Next Meeting Date: Next Board meeting is Monday November 14th, 2022 at 6:30PM in the third-floor meeting room.

9. Executive Sessions

During the executive session, an issue involving people cutting off the lock off of a storage bin and discarding the contents of the rightful storage bin assignee. Please see announcements in text below
The Meeting adjourned at 8:21 PM.

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Announcements:

- No Astroturf are to be used as flooring for the balconies
- Always confirm storage bin and parking with PCM, the Property Manager, in writing, when making changes, renting, selling, etc.

These minutes were approved by the Board of Directors.



Charles Chlipala, Secretary