

ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

<https://aasnhoa.com/>

Minutes of Regular Homeowners Association Meeting

Meeting Date: 1/23/2023

1. CALL TO ORDER

President Carol Laurence called the meeting to order at 6:30 PM for a meeting held in 3rd floor Meeting Room

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

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

Association Members/Residents Present (Unit Number in parathesis): Sara Howard-Winebarger (202), Katie Hickey (313), Susan Jefferson (211), Nicki and Andrew (?), Regina Kapron, (320), Inka Bujalska (206), Jennifer Kelley (316), Aleksan Giragosian (319), and Les Hammer (104)

3. Open Forum

Sara brought up that Liza did not send the balcony inspection notice to her correct Email address. Katie had concerns about the walkway floor replacement. Susan had concerns about what the recreation room release form was. Regina had concerns about a roof leak into her unit. Les raised issues about the upcoming Board Elections. Jennifer asked questions about the carpet removal and lights being out in the hallway. There were further discussions about the upcoming Board Elections.

4. Approval of Minutes

The draft meeting minutes of the November 14, 2022 Regular Board meeting was circulated to the board members for approval. Charles made a motion, Arthur seconded to approve the November meeting minutes. The vote was 5-0 in favor. The draft meeting minutes of the January 9, 2023^h Emergency Board meeting was circulated to the board members for approval. Arthur made a motion, Tony seconded, to approve the January 9th Emergency Board meeting minutes. The vote was 5-0 in favor.

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5. Reports

- A. Announcements: Carol made an announcement regarding illegal dumping of furniture on parkway and that pictures were taken and proper reports filed. Carol made an announcement regarding the Special Assessments approved in 2022 (January 20th meeting, the Emergency Special Assessment and May 26th, the 5% Special Assessment). She also brought up previous board had had only person signing checks and that a previous property manager had his name as a signatory on the Chase Bank Accounts. The Association paperwork to the Secretary of State under the previous management company was not filed. There has been a homeless person sleeping on the bench in the front and package thefts.

Charles summarized the January 9th Emergency Meeting minutes.

- B. Financial Report: Regarding the November Financial Report, Antonio and Charles reviewed it. Regarding the December Financial Report, Total Assets were \$324,497.50. The Total Assets after deducting the Special Assessment was \$278,675.10. The Total Income was \$29,676.07 of which \$29,250.01 were HOA Fees. The Total Operating costs were \$3,079.00, the Total Fixed Operating costs were \$4,276.05, the Total Repair costs were \$3,700.00, the Total Insurance Costs were \$2,061.49, Total Reserve Repair/Replacement funding was \$3,000.00, giving monthly Total Expenses of \$19,107.54. The Current Liabilities were \$14,228.67, which makes the Total Equity to be \$310,269.23. Regarding the Special Assessment of \$75,000 for the Balcony Inspection and Repairs, the balance in the Special Assessment account is \$45,822.80. The expenditures to date of this meeting for the Balconies and Walkways Inspections are \$17,498.96. There are three unit in arrears over a \$1000 not including the Special Assessment and there are seven units that have not paid the balcony assessment.
- C. Manager Report: The south stairway carpet was installed. the carpeting in the walkways was removed, the balcony inspection was essentially finished and the walkway have been inspected. The Sump pump was serviced. Replaced shutoff valve on a stack, did plumbing repair on stack 03, serviced the driveway gate, lots of roof leak repairs.
- D. The Association has established a website at <https://aasnhoa.com> as required by a revision to the Davis Stirling Act.

6. Unfinished Business

- a. Balcony/Elevated Walkway Inspections: The balconies and walkway inspections are essentially finished. There are two balcony reports that need to be updated, one that was just inspected that has to have the report completed, and the walkway inspection reports need to be completed. There was discussion about having owner remove tiling for work on their balconies. Carol made a motion that when Liza gets the reports to get bids to do the entirety of the walkway and balcony repairs, Arthur seconded. The vote was Carol Yes, Arthur Yes, Tony Yes, Charles No, Antonio No (3-2).

- b. Town Hall
Tabled.

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c. Maintenance

- sky lights-No leaks, so item is tabled
- Elevator Call Button/ Lock Box – Buttons in the elevator will be looked at and the phone updated at the next visit.
- Hydro jetting/Replacing Drain Pipes – PPS will be doing an assessment inspection of the waste drain pipes on Wednesday at 10 AM.
- Tree Trimming-to be scheduled for February
- Removal of unused AC units from Roof - Postpone
- North step and drain repair – Carol made a motion, Arthur seconded, to accept Avina’s Construction proposal to repair the step and address the drainage issue. The vote was Carol yes, Arthur yes, Tony Yes, Charles No, Antonio Yes (4-1).
- Board and Trim falling off building-Discussion of item.
- Temporary Floor Covering – tabled

d. Security Cameras

Arthur made a motion, Tony seconded to accept the bid from Three Factor Security for 10 cameras. The vote was 5 to 0. Carol made a motion; Arthur seconded to form a security committee and approve a written policy. Vote was 4 to 1. Third member of security committee will be occupant of Unit 324.

- e. Window/Slider Door approval (unit 319): Carol made a motion; the board took a vote of 5 to 0 for unit 319 to replace their doors and slider windows at his expense for the proposal from Avina Construction.

- f. Review of Parking List: The revised parking list as of January 23, 2023 is as follows:

1. Unit 103 as 11/1/21

7. **New Business**

- a. Carpeted area north and south lobby entrance: Tabled
- b. Carpet Removal Cost Breakdown: Charles made a motion regarding the carpet removal, motion died with no second.
- c. Parking Violation/Signage: There is some confusion between the service area signage. The confusing signage was removed.
- d. Form Insurance Committee: Carol asked if anyone wants to form an insurance committee. The consensus was to do nothing.
- e. Maintenance Matrix: Charles will work on redoing the maintenance calendar. The Board may want to form a committee to determine maintenance matrix about what is homeowner and what is Association responsibility.
- f. Carpet Removal 1st floor: The consensus was to schedule as soon as possible.
- g. Recreation Room use form: Tabled
- h. Balcony closure 2nd and 3rd floors: Two signs to state “Balcony closed”, one for each floor, will be ordered and placed in the Recreation Rooms.
- i. Town Hall to discuss flooring options: Tabled. Architectural Committee will handle it.

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- j. Handoff to next Board: Discussion about having contacts for vendors to be shared. Liza will create a vendor list for the board members when the maintenance calendar is redone.

- 8. **Next Meeting Date:** Next Board meeting is Monday February 13, 2023 at 6:30PM in the third-floor meeting room.

9. Executive Session

Board discussed proposals from two units for payment plans. The majority of the Board rejected both unit's proposals as submitted and decided on a requiring a different payment plan for each unit. Discussion of cars violating service area parking. A concern about a board member's behavior was brought up due to multiple homeowner complaints. It was investigated and discussed at the meeting. The board talked to the board member after the closed session.

The Meeting adjourned at 8:20 PM.

These minutes were approved by the Board of Directors.



Charles Chlipala, Secretary