

# ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

<https://www.aasnhoa.com/>

Minutes of the Regular of Homeowners Association Meeting

Meeting Date: 05/11/2023

## 1. Call to Order

HOA Board President Antonio Torres called meeting to order at 7:00pm

## 2. Roll Call

### a. 2023-2024 Board Members present

Antonio Torres – President

Arthur Filgueiras- Vice President

Charles Chlipala - Treasurer

Sara Howard-Winebarger - Secretary

Katie Hickey – Board Member at Large

### b. Others Present

Carol Laurence (222), Lisa Jeffery (322), Susan Jefferson (211), Regina Kapron (320), Ronald Page (220), Nicki & Andrew Bourgo (213), David Nicholson (221), Eric Mellem (223), Jenny Lee (111), Les Hammer (104)

## 3. Open Forum

Residents notified the board that the carpet at the bottom of the North stairwell needed to be tacked down. Signs indicating video surveillance in the areas where there are security cameras were requested. One resident recounted having a package stolen and it was determined that the thief used the door code to get into the lobby.

Regarding the walkways, residents asked when the work will be done and if the stairs in front of unit entryways would be included in this work. The board responded that the entryway stairs would be included when the walkways are refinished.

Members voiced concern regarding large expenditures that the HOA has upcoming vs. the ability of the members to pay for these expenses. More transparency was requested for Executive Session items and the board assured the members that only items requiring confidentiality are reserved for those sessions.

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One member asked about a COVID-19 exposure letter that was delivered to members that attended the previous HOA board meeting warning them that an attendee had been diagnosed with COVID-19. The board responded that the letter was written and approved by the board and provided to attendees as a courtesy so that they would be aware of the exposure. Masks were required at the meeting where the exposure occurred and all windows and doors were open to provide ventilation during the meeting as has been the standard practice of the 2023 in-person board meetings.

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

Minutes approved

#### **5. Announcements and Reports**

a. Treasurer's Report – Regarding the March 2023 Financial Report, Total Assets were \$338,784.26 (a decrease of approximately \$900 than last month). The Total Income was \$33,177.11, of which \$33,000 were HOA Fees. The Total Operating costs were \$17,349.25 including \$3,458.11 for Natural Gas and \$7,467.45 for Security Cameras. The adopted budgeted has total monthly average operating costs of \$6,043 of which \$1,417 is natural gas. The Total Fixed Operating costs were \$4,879.12 (adopted budget average monthly cost is \$4716), the Total Repair costs were \$5,740.25, the Total Insurance Costs were \$0, giving monthly Total Expenses of \$27,968.62.

For the April 2023 Financials, Total Assets are \$345,259.78. The Total Assets after deducting the Special Assessment was \$309,396.98 based on the submitted report. The Total Income was \$33,000 all HOA Fees. The Total Operating costs were \$5,484.14 including \$2,019.64 for Natural Gas. The Total Fixed Operating costs were \$5,019.23, the Total Repair costs were \$5,456.99, the Total Insurance Costs were \$2,045.50, and Reserves Repair/Replacement was \$2,794.58 giving monthly Total Expenses of \$20,800.44. The Current Liabilities were \$10,755.96, which makes the Total Equity to be \$307,826.90. Regarding the Special Assessment of \$75,000 for the Balcony Inspection and Repairs, the balance in the Special Assessment account is \$35,822.80. There are 3 units in collection. Another unit had a collection letter sent but is paying their balance off. There are an additional total of 15 units that have delinquencies of 90 or more days, but some of those are on payment plans.

The expenses for the year to date including April is \$110,781.09. Projecting these expenses out to the end of year, the projected expenses would be \$443,124.36, The adopted 2023 budget is \$380,412, a projected overage of over \$62,000. The adopted budget had \$17,000 budgeted for natural gas, the projected expensed are now \$44,100. The natural gas expenses to date is \$14,697.86.

b. Property Manager's Report – Proposals were received for hydrojetting drain pipes, 2 proposals received for window replacement, proposal for garage floor resurfacing/gridding. Received additional bids for removal of unused air conditioning units, received bids for replacing entry system and emergency lights. Confirmed meeting with Empire Works and coordinated with additional vendor for walkway bids.

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Scheduled balcony 323 repair and sent out committee information to HOA members. Awaiting a new no-smoking form from legal counsel will send out with the change to the move in fee letter.

## 6. Unfinished Business

### a. Balcony/Elevated walkway inspections

Empire Works gave a presentation describing their proposal for refinishing and waterproofing the walkways. Work to repair balconies for units 323, 223, and 220 is scheduled.

### b. Maintenance

For the removal of unused air conditioning units, Charles proposed that since his AC is being replaced, we may be able to work with that contractor to remove the additional units at the same time. One unused AC we know which unit it belongs to. Katie motioned to discuss asking that unit to pay their portion of the removal fee.

Fire extinguisher/ smoke alarm maintenance – awaiting a date for fire extinguisher maintenance. Smoke alarm testing was done in January.

Laundry room drain pipes may need hydrojetting. Liza will call PPS about this.

For pool deck cleaning and sealing Liza will get 3 bids. It is recommended that the pool deck be resealed every 3-5 years. Last resealed 7yrs ago. Sealing was checked last year and was determined that it should still withstand one year so this year we should reseal. Setting out pool furniture should wait until after the cleaning and resealing of the pool deck.

For air conditioning in common areas, we need to replace filters. Discussion to clean out the AC condensation lines was tabled until a later date.

Trash chutes need cleaning. Liza will call him now to see when we can get this scheduled.

Three options for replacing the entry way system. The board will review 2 of the bids as all agreed that the third bid was not an option due to risk of vandalism/expensive repairs.

Two bids received for emergency lighting for the stairwells. We should consult with the fire dept before we select lights and confirm that they meet the requirements before installation. Lights should be on at all times. Arthur motioned to go with the West Coast Electric lighting bid. Voted, all in favor

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Regarding stairwell painting bids, the bids were too expensive, tabled this item for now. Sara asked if it was a liability if we paint common areas ourselves. Liza said it probably would be fine for us to do this. Antonio recommended guidelines for safety for residents doing painting work.

Windows in stairwells can have film applied to provide safety in case a person falls into them to prevent more serious injury/damage. Charles said he had received a bid last year for \$1500 to do this job. Charles to provide their contact information to Liza so that she can contact the vendor to discuss. Vote – all in favor

Pest control assessment completed and they set up traps to be checked 5/12/23

## **7. New Business**

The South garage has an uneven surface that needs to be fixed for safety reasons. Bid received to grind down the uneven surface for \$400. Sara motioned to move forward with this bid. Arthur seconded. Vote – all in favor.

Charles brought up officially adopting a maintenance calendar, but this was tabled until the next meeting.

Home owners have been reporting inappropriate notes posted in common areas. Katie recommended a policy for submitting a potential posting for approval. Liza mentioned that we can adopt a civility pledge for the building. Liza will send the policy for review. Can be mailed with smoking notice.

In response to the break in where the door code was used, it was determined that we should update the door code. Utility persons should have a key. Liza will change the code and send out the following week.

## **8. Next Meeting Date**

Set for June 15<sup>th</sup> at 7pm.

## **9. Adjournment to Executive Session**

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Sara Howard-Winebarger, 2023-2024 Board Secretary