

# 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: 06/15/2023

## 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

Olga Schniefer (210), Regina Kapron (320), Eric Mellem (223), Inka Bujalska (206), Les Hammer (104), David Nicholson (221), Jennifer Kelley (316)

## 3. Open Forum

Residents reported south garage floor covered with concrete dust from grinding down garage floor surface. Contractor did not handle clean up after work correctly. Dust in the garage coated vehicles and concerns were voiced about the dust containment and health issues that may be caused by this.

A request was made for more communication around contractor work including notifications prior to work being done and updates to be provided during the process. One resident reported a fight among plumbing contractors in one of the laundry rooms.

One resident asked if the north garage entryway from the lobby will be resurfaced and reported stairwell mess due to someone moving and knocking down ceiling texture.

Another resident brought up the proposed Civility Pledge and his concern that the HOA could be connected with the association that drafted the pledge. The board clarified that they are not associated with the CAI organization.

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A resident requested more information about the North Elevator repair timeline and asked for more oversight on committee decisions. For example, architectural committee making decisions about structural issues.

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

Vote to approve minutes of 5/11/23 HOA board meeting– Charles abstained. Arthur, Katie, Sara, and Antonio voted yes. Minutes approved.

#### **5. Civility Pledge**

Arthur motioned to adopt and this motion was seconded by Antonio. All in favor. Civility pledge adopted.

#### **6. Announcements and Reports**

##### a. Architectural Committee Report

Outside facing windows should match original color (brown/dark bronze) Milgard Tuscan windows is the committee's recommendation.

##### b. Window Replacement Policy

Discussed Street-facing vs. interior-facing window replacement policy and reviewed window replacement recommendation by the Architectural committee. Arthur motioned to ratify this recommendation to make it official policy. A vote was called for. Charles voted no. Arthur, Katie, Sara, and Antonio all voted yes. The window replacement policy is adopted.

##### c. Treasurer's Report

Regarding the Mary 2023 Financial Report, Total Assets were \$363,652.84.

The Total Assets after deducting the Special Assessment was \$327,470.04 based on the submitted report. The Total Income was \$32,931.18 of which \$32,930.00 were HOA Fees. The Total Operating costs were \$7,312.43 including \$1,313.24 for Gas. The adopted budgeted has total monthly average operating costs of \$6,043 of which \$1,417 is gas. The Total Fixed Operating costs were \$6,196.80 (adopted budget average monthly cost is \$4716), the Total Repair costs were \$5,670.36, the Total Insurance Costs were \$2,061.50, giving monthly Total Expenses of \$24,766.09. The Current Liabilities were \$23,766.45, which makes the Total Equity to be \$339,886.39. Regarding the Special Assessment of \$75,000 for the Balcony Inspection and Repairs, the balance in the Special Assessment account is \$35,822.80. A total of \$29,797.50 was spent on the Inspection process. The amount total collected of this Special Assessment is \$69,037.80 (not including two paid off liens). Out of the other Special Assessment for \$224.65 per unit (\$16,848.75 total), 13,938.30 has been collected (not including the two liens that were just paid off.). In terms of delinquencies, there is one unit still in collections, and 6 other units that are delinquent more than 90 days without a payment plan.

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## d. Property Manager's Report

Projects completed or begun include north elevator repair, balcony repairs, order new umbrellas for the pool area, AC filter replacements in common areas, emergency lights installed in stairwells, surveillance signs were hung. Trash chute is schedule June 22. Laundry drain hydrojetting and termite inspection scheduled.

## **7. Unfinished Business**

### a. Balcony and Elevated Walkway Inspections

Another bid received from Western Magnesite. To discuss all bids in next meeting to determine which is feasible. Balcony repairs ongoing.

### b. Maintenance

Fire extinguisher maintenance and fire dept inspection was conducted with no violations. AC filters changed. Trash chutes scheduled. Reviewed the hydrojetting bids. Charles motioned to accept IMS. Arthur motioned to validate if IMS bid is still good and if it is, accept it. If not, go with San Marino plumbing's bid. A vote was called, all in favor of accepting the IMS bid if still valid. It was also noted that the laundry room dryer vents are due to be cleaned in September.

### c. Door Entry System

Arthur motioned to select Swiftline door entry. Katie called to discuss the options and asked for more information including monthly fees amounts for the two options under consideration. Liza to get information on fees, connectivity/compatibility, and speak to installers. Liza will ask for a demo for Swiftline and Alpha Touch. Arthur then motioned to move forward with demos on those two systems. All agreed to move forward with the two demos.

### d. Stairwells

Emergency lights were installed last week. Window safety film project is still pending receiving bids.

### e. Uneven Garage Surfaces Repair Update

We will have the contractor who ground the garage surface to provide appropriate cleanup and compensation.

## **8. New Business**

### a. Authorize Liens

Charles motioned to place liens on units discussed in previous executive session. Motion to ratify previous decision. Antonio called for vote. All in favor. Liens are ratified.

### b. Approval of HVAC Replacement for Unit 303 and Removal of Additional AC Units on Roof

Charles recused himself from this issue/vote. Katie motioned to approve the contract and reimburse owner for additional cost. Arthur, Katie, Sara, and Antonio all in favor. Katie motioned divide the

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additional cost in three and send the known owners a letter requesting reimbursement. Antonio called for vote. Arthur, Katie, Sara, and Antonio in favor.

## c. Repair Stucco and Window for Unit 115

Arthur recused himself from this issue and subsequent vote. Charles motioned to fix the stucco and window. Vote, Antonio, Charles, Sara in favor. Katie, no due to the contractor chosen.

## d. Unit 208 Renovation Application

Charles motioned to authorize unit 208's remodeling proposal. All in favor.

## e. Roof Leak Repairs for Unit 319 Status Update

Roof repair has been completed.

## f. Discussion on How to Keep Track of Building Policies

Liza to create a shared folder with policies.

## g. HVAC Removal/Replacement Policy Proposal

Charles proposes that either a crane must be used or the equipment must be taken only to the third floor freight elevator and must use floor protection all the way to the elevator if a crane is not used. Charles makes motion to adopt 2<sup>nd</sup> option. Charles to write it up the proposed policy.

## h. Proposal for Reimbursement Guideline for In-Unit Leak Repair

Antonio motioned to send to attorney for review. All in favor.

## i. Pool Area

Liza is working on getting more bids for the pool deck maintenance. Any further action is postponed until we get more bids. Liza will ask if the sealing would be able to make the color of the deck uniform. Liza has the umbrellas. Arthur will put the pool furniture out next weekend. Eric asked about lights in the pool area. Katie and Arthur to check out if those are intact – under balcony NW corner.

## j. Creation of Painting Committee

Arthur to get an estimate of the cost of repainting and replacing the baseboards in the stairwells. Color selection to be displayed for membership before purchase.

## k. No Smoking Policy

HOA attorney created the no smoking policy for us. Arthur motioned to adopt the policy. Charles amended the motion to send out the policy for homeowner's review before adoption. All in favor of sending out the policy before adopting.

## **9. Next Meeting Date**

July 26<sup>th</sup>, 2023

## **10. Adjournment to Executive Session**

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Sara Howard-Winebarger, 2023-2024 Board Secretary