

# 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: 07/26/2023

## 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

Charles Chlipala - Treasurer

Sara Howard-Winebarger - Secretary

Katie Hickey – Board Member at Large

### b. Others Present

Rex Lee (111), Aleks Giragosian (319), Regina Kapron (320), Nicki Bourgo (213), David Nicholson (221), Eric Mellem (223), Les Hammer (104), Benjamin Maynard (219)

## 3. Open Forum

Resident asked a question regarding an agenda item, namely the subflooring, and the board clarified that it can be considered to be common HOA property. Homeowner asked for update on balcony repairs and requests that new work should match the rest of the building. One resident who is new to the building is having a get together on Saturday and brought up a letter that had been distributed to the doors of each unit. He noted that the author is accusing the board of fraud or criminal behavior, that it is unhelpful and divisive and complimented Liza and board members regarding their handling of a stolen package. Another homeowner requested that the board or property manager to provide copies of walkway balcony bids and stated concerns of future need to retrofit building for electrical upgrades. Another resident suggested biweekly or monthly newsletter to keep residents informed to reduce incidents and misinformation.

## 4. Approval of Minutes

Vote to approve minutes of 6/15/23 HOA board meeting – Charles motioned to approve minutes with correction. Charles, Antonio, Sara, and Katie – yes. Minutes are approved.

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## **5. Announcements and Reports**

### Architectural Committee Report

This report was skipped due to no Architectural Committee members being present.

### Security Report

A package was stolen by the same perpetrator as a previous incident. They entered with the new door code. A car break in took place in the North Garage. Residents should call PCM if gate doesn't close and should not leave valuable items in vehicles.

### Treasurer's Report

For the month June, total assets are \$351,581.14. Total Liabilities are \$13,340.62. To date \$72,577.30 of \$75,000 has been collected for the Special Assessment and \$14,872.90 collected of \$16848.75 assessment. The two liens placed earlier this year have been released after payment.

### Property Manager's Report

The North Garage gate sensor was replaced, trash chutes have been cleaned, and balcony repairs continue. Received bids for balcony frame repair, continued work on HOA complaint response, got updated bid from Empire Works for walkways, set up Swiftlane demo, got ADCO bid for sealing pool deck, got election company bids, arranged plumbing repairs, and followed up on window film bid.

## **6. Unfinished Business**

### Balcony/Walkway Updates

Read through handout detailing assets and the HOA's current commitment to urgent balcony repairs. Balcony inspection reports available upon request from PCM. Discussed the three bids for walkways received so far. Discussed options for fixing sagging balconies. Options include just fixing the subflooring, slope, and waterproofing or repairing the flooring as well as adding a sister beam to correct the sagging. The sister beam option includes roughly \$25k/balcony additional cost and 6mos additional length of time to fix. Charles called for vote to not do the sister beams and proceed with the base repairs. Charles, Antonio, Sara, and Katie – yes. The repairs will be done without the sister beam option. The board will check in with owners to ask if they want to do the sister beam correction at their own expense.

### Maintenance

Hydrojetting of pipes in the South Garage has been completed. The pipes are not in good condition and some need replacing. Pipes in the North Garage to be done 7/31/23. IMS to give us a bid on this work.

### Trash Chute Cleaning

Completed in June.

### Laundry Room

Plumbing and dryer vent cleaning is scheduled for September. Washers in first floor laundry room need to be fixed since one caught on fire over the previous weekend. Liza to check to make sure the machine gets repaired if it has not already been.

### Building Walkthrough

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Liza to schedule via email.

## Cleaning Elevator and Lobby

This was done by maintenance.

## Garage Floor Cleanup Update

This looks ok now after the most recent cleaning.

## Door Entry Update

Swiftlane door entry system to be installed. User accounts will be self managed past initial setup. Katie moves to vote to install internet for this system. Katie, Charles, Sara, Antonio – Yes. Internet will be installed to support the door entry system. Sara moves to purchase warranty/vandalism protection since our insurance deductible is much higher than the warranty. Charles, Antonio, Sara, Katie – Yes. We will pay for the warranty for the new system.

## Stairwells

Liza got confirmation that they will honor the previous bid of \$1500 to install the window safety film in all windows in stairwells. This was flagged by the insurance so we need to take care of it. Since the bid is the same and the board had previously voted to accept the bid if it was close to the same, we will proceed with this bid.

## **7. New Business**

### 208 Subflooring Bids

Contractor submitted \$2500 bid. Received another bid for \$1200. Need more research to determine if this is the subfloor or just the soundproofing/fireproofing. Unit owner can proceed with the repair at their own cost. We can provide unit owner the second bid and contact information in case they would prefer to use the other contractor. Katie moves to do more research. All in favor. Tabled for next meeting pending research.

### First Floor Rec Room AC

Homeowner requested that this AC be repaired. Previous board voted to not repair/replace. Katie motioned to take off agenda. Charles, Antonio, Sara, Katie – Yes. Will be removed from agenda items going forward.

### Tracking Building Policies

Liza stated that she can add the policies to our website in a policies section.

### Leak Repair Policy Status

Tabled until next time. Still need to write up this and windows policy to submit to lawyer.

### Election Company Bids

Received one bid submitted for \$895, second bid for \$1160 or \$1250 for in person attendance. Timeline for March election we need to make a decision within the next two weeks. Charles motioned to accept the first bid from HOA Inspector of Elections for \$895. Vote – Charles, Antonio, Sara, Katie – Yes. March 7<sup>th</sup> chosen for election with voting to be done by mail.

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## Service Parking and Oil Leaks

Proposed to disallow parking by non service vehicles in the service parking spaces. Katie motioned to remove the notice allowing overnight/after hours parking in service spaces with September 1<sup>st</sup> for the deadline to start enforcement. Katie motioned to vote. Katie, Sara, Antonio, Charles – Yes. The board also agreed to not change practice of allowing drip pans for those with oil leaks so long as they do not cause a hazard.

## Break Ins Status Update

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This topic was already covered in security committee report.

## Non Operational Cars in Garage Policy

Cars should be able to be moved if necessary.

## Pool Deck Sealing

Plain sealing is the least expensive option but we can opt to include a coat of waterproofing with color to either even out with no pattern and seal. Liza to get bid.

## No Smoking Policy Status

Policy that was sent out to residents is now officially in place.

## Board Officer Duties and Responsibilities

Request received from resident to post the draft minutes in the lobby box.

## Unexpected HOA Meetings

Proposed to called topical meetings for non emergency off cycle meetings should be called special meetings to differentiate them from regular HOA meetings.

## **8. Next Meeting Date**

The next meeting is set for Thursday, August, 31, 2023.

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

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Sara Howard-Winebarger, 2023-2024 Board Secretary