

# 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: 08/31/2023

## 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

Arthur Filgueras – Vice President

### b. Others Present

Ariana Hertel (116), Jennifer Kelley (316), Regina Kapron (320), Andrew Richardson & Nicki Bourgo (213), Les Hammer (104)

## 3. Open Forum

Homeowner asked if a police report was filed regarding the lobby elevator button being removed. Board clarified that it was not vandalism just a part that needed replacing. Homeowner also brought up plumbing problems as his kitchen backs up every 2-3 years and requested that an association plumber to be available on short notice or after hours. Antonio commented that PPS is suggested for homeowners to use in case a homeowner does not have a preferred plumber and because PPS knows the building well. Homeowners can use a licensed plumber of their choice for their unit's needs. Resident asked about balcony floor covering stating that tile should not be allowed in addition to astroturf or carpeting. Board clarified that tiles are also not allowed and will amend the agenda footer to reflect this.

## 4. Approval of Minutes

Charles motioned and Antonio seconded to vote to approve the July 2023 meeting minutes. Charles, Antonio, Sara, and Katie voted yes. Arthur abstained. Minutes approved.

# ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

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

## **5. Announcements and Reports**

### Architectural Committee Report

An announcement was made requesting that residents refrain from leaving unwanted belongings in the lobby. There are several places to donate various unwanted items here in Pasadena. An update on last year's plans to redo the landscaping out in front of the building was given stating that it has been on hold due to the extreme heat.

### Treasurer's Report

Regarding the July 2023 Financial Report, Total Assets were \$346,758.68. The Total Assets after deducting the Special Assessment was \$301,698.34. The Total Income was \$33,051.62 of which \$33,000 were HOA Fees, the rest being bank interest and late charges. \$30,000 was transferred to the reserve from the operating account. The Total Operating costs were \$5,683.82 including \$916.23 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 \$3,732.54 (adopted budget average monthly cost is \$4716), the Total Repair costs were \$10,559.94, the Total Insurance Costs were \$0, giving monthly Total Expenses of \$19,976.30. The Current Liabilities were \$28,583.67, which makes the Total Equity to be \$308,391.78. Regarding the Special Assessment of \$75,000 for the Balcony Inspection and Repairs, the balance in the Special Assessment account is \$45,138.34. Regarding the Special Assessments, a total of \$72,585.80 has been collected for the \$1000 Special Assessment (\$75,000 total) and a total of \$15,081.55 has been collected for the \$224.65 (\$16,848.75 total). There are 11 units total that are delinquent, but 6 of those units are on payment plans.

### Property Manager's Report

Installed internet for the new entry system, replaced copper pipe in #10 stack, hydrojetted pipe in the South garage, continued balcony repairs, replaced laundry room smoke alarm, completed dryer vent cleaning, had North garage gate chain repaired, had South elevator repaired, and set up Swiftlane entry system.

## **6. Unfinished Business**

### Balcony/Walkway Updates

Waterproofing on the three balconies under construction is done and the city inspection was completed today. The stucco work will proceed once inspection is passed. Once these balconies are complete, we will review the inspection reports in order to set priority for repairing the rest of the balconies. Set a special meeting for the 27<sup>th</sup> of September at 7pm to discuss further balcony and walkway items.

### Maintenance

Roof maintenance suggested and is possible to schedule for late October. Antonio motioned to accept roof maintenance bid. Charles seconded and asked if vendor can give an opinion on the peak roof in the front of the building. Antonio called for vote. Charles, Antonio, Sara, Katie, and Artur voted yes to accept the roof maintenance bid. We are due for a termite inspection. Liza to get bids for this. Courtyard drains recommended

# ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977  
<https://www.aasnhoa.com/>

to be hydrojetted every other year, but this was done last year along with the pool drains/sump pump. We should revisit next year.

## Door Entry Update

Software is already setup. Waiting on installation possibly next week. Every unit will have their own assigned entry code. Liza suggested that we have a set time for people to get assistance on site. We will post reminders ahead of the switch with a reminder that their door keys will still be usable.

## Stairwells

Window safety film installation will be scheduled once the company has received the deposit.

## **7. New Business**

### HOA Complaint Update

Dismissed due to lack of evidence so this item has been resolved.

### Assessment

Antonio asked if we should we have an assessment this year because of additional costs due to repairs and the natural gas price increase. Katie asked for a monthly breakdown of costs vs. income. Liza to put together the items for the budget. Discussion on assessments tabled until we have more detailed budget information and a better idea on upcoming walkway and balcony repair items.

### Construction Approval Reminder

Reminder to obtain approval for in unit construction prior to installation. Permits should be included with the approval request. A homeowner installed an AC unit without permits or proper installation. Plumbing, electrical, noisy construction, affects common areas, etc. PCM will send out a reminder.

### Subflooring

HOA Attorneys stated that this is common property but that repairs to subflooring in Unit #208 are the unit's responsibility because this was for an upgrade. Tabled until executive session.

### Gutter Repairs

Some gutters were leaking and seen to be pulling away from the side of the building after the last storm. We should have gutters inspected, repaired, and cleaned. Liza to get a bid for this.

# ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

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

## North Garage Flooding

Raised beds outside of the garage has a weep hole that drains into the garage with no weep hole on the outside potentially causing damage to the column next to the floor drain. Suggested to remove the raised planters and landscape at level. Could possibly transplant existing plants to the side of the bldg. after bed removal. Liza to get bids about removal of raised planter beds.

## Signpost Vandalism

Signpost outside of the building was vandalized and pulled down. We are going to get information on if it can be welded/repared. If repair not possible, we should look into other replacement options.

## Report Leak Reminder

PPS a recommended plumber. Will circulate their contact info if needed.

## Leak Reimbursement Policy Update

To be sent to attorney.

## Election Status

New election company has been hired. The next election is set for March and there will be mailings starting in September. Board to look into annual meeting rules regarding voting to reconvene so there is no confusion next time. Liza recommended to have an in person annual meeting instead of a virtual meeting.

## Service Area Parking

Previously voted to implement Sept 1. Proposed to postpone this until Oct 1. New signs will be purchased to indicate that only vendor or service vehicle parking will be allowed in those spots.

## Stairwell Signage

No large appliances in stairwells signs and replacement HOA name signs to be ordered by Liza.

## Pool Deck Sealing

Received two bids for pool deck sealing. After review, Liza recommended to get more bids. Board agrees that we need more bids.

## Internet in Building

Internet has been installed for the door entry system. Wifi or other access to this internet will not be provided for residents as this provides a security risk. This connection is purely for the door entry system.

ALLEN AVENUE SQUARE NORTH HOMEOWNERS  
ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

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

Volunteers for Emergency Assistance Committee

We are asking for volunteers to assist others in case of emergency. Asked for notification from PCM to residents when the elevators are down. PCM to send out board contact info (email) for residents that need assistance in case of an emergency.

**8. Next Meeting Date**

Set next regular meeting date for September 28<sup>th</sup>, 2023 at 7pm.

**9. Adjournment to Executive Session**

---

Sara Howard-Winebarger, 2023-2024 Board Secretary