

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: 04/10/2023

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

Michael Royal (309), Les Hammer (104), Carol Laurence (222), Susan Jefferson (211), Jennifer Lee (111), Nicki Bourgo (213), Regina Kapron (320), Inka Bujalska (206), Olga Schiefer (210), Amy Hung (307)

3. Open Forum

Jennifer (111) and Susan (211) requested new signs since signs have faded reminding residents to bag trash and commented on spilled trash/food items in the trash chute and asked for unit/name board to be updated regularly.

Carol (222) and Inka (206) are pleased with new stairwell carpeting, requested that we remind maintenance to vacuum the stairwells and take care of cobwebs and to replace lightbulbs that are out.

Michael (309) asked for update regarding flooring in walkways, asked about replacing the outgoing postbox door

Les (104) commented on overflowing trash and food waste in regular trash, commented on spending on surveillance cameras when building upgrades/retrofits may be coming.

Nicki (213) – would like to join the architectural committee.

Andrew (213) and Olga (210) asked for an explanation of fees or dues as to the allocation of these payments, requested separate invoices for any special assessments

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4. Approval of Minutes

Charles made a motion to approve minutes. All other members seconded. Charles moved to not include the accomplishments list submitted by Carol Laurence. Arthur seconded. Charles moved to approve as amended. All members except Arthur voted yes. Antonio moved to approve minutes – all members said yes.

5. Announcement of New HOA Board Members

All Board Members introduced themselves. Antonio moved to ratify Katie's role as Member At Large. All board members voted in favor. Antonio provided explanation of difference between original HOA Election results and the amended election results with Katie Hickey's votes included.

6. Announcements and Reports

a. Architectural Committee

Inka and Arthur from the architectural committee discussed what is happening with the walkway repairs, it was determined that the walkways should not be recarpeted since that can lead to damage again, so the walkways should be covered in a waterproof covering (5 layer waterproof sample given to architecture committee for consideration), proposed new signage (door numbers est. \$2500, replace the carpet in front of unit doors and the landings in the parking garages with the same carpeting as the stairwells for consistency and durability, artwork for the lobby, entryway plant replacements with water conserving options)

b. Treasurer's Report – February 2023

Total Assets were \$339,664.20.

The Total Assets minus the Special Assessment was \$303,781.40.

The Total Income was \$35,813.26 of which \$33,370.01 were HOA Fees.

The Total Operating costs were \$5,772.64 including \$1,369.80 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 \$4,932.05 (adopted budget average monthly cost is \$4716), the Total Repair costs were \$6,400.66, the Total Insurance Costs were \$2,071.49, giving monthly Total Expenses of \$34,516.84.

The Current Liabilities were \$24,390.38, which makes the Total Equity to be \$315,273.82.

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 is having a collection letter sent. One unit paid out of collections. There are an additional total of 15 units that have delinquencies of 90 or more days, but some of those are on payment plans.

c. Manager's Report

Met for balcony and walkway bids, replaced #19 stack covered pipes, tree trimming, got bids for removing unused ACs from roof.

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7. Unfinished Business

Progress report for balcony bids – 323 to start with two bids to consider, second company submitted a bid for three units at once, regarding the balcony openings – recommended to be repaired/replaced when each balcony is repaired, two options – adding mesh to welding in bars to reduce the gap, stated that similar building is completing two balconies a month but the pace for our building would be set by the board’s decision. 323, 223, 220 all remarked to be in bad shape are to be prioritized first.

Antonio asked if we should go back to the company that only estimated 323 to bid fixing 323, 223, 220. Liza suggested that we start with 323 since that one has been indicated to be an immediate threat to occupants. Arthur motioned to approve Martin’s bid for 323. Amended motion to do all three urgent balcony repairs with the rest of the special assessment funds to complete these repairs. Charles seconded. All voted in favor.

Regarding balcony railing, Charles suggested that a supplemental inspection might be required. Liza suggested that we inspect while we do repairs on each balcony. Sara noted that her initial home inspection in 2021 did note that metal bars on the front of the building are not up to code but suggested that we follow Liza’s suggestion to fix each balcony as we go instead of having a separate inspection. Arthur, Antonio, and Katie agreed.

Maintenance will be checking exterior lighting for any lightbulbs that may need replacing. Antonio noted that if residents see maintenance issues, please report to PCM if anything is noticed so that we can address.

Drains are recommended to be hydrojetted every other year. Liza will get bids to clear out drains.

For removal of non-operational AC units on roof, we received three bids ranging for \$300, \$1500, \$2000. Katie suggested that we get more information as to how these companies are going to dispose of these units. We should get more bids from additional contractors so this issue is tabled until we get more bids.

Trash overflows usually over the weekend. This issue is exacerbated by residents not breaking down boxes when throwing them away. Antonio reminded residents to break down boxes. Liza suggested that we request an extra pickup for long/holiday weekends. Susan (211) commented that contractors are not removing their own garbage. They are using the chutes and dumping in our bins.

Several residents commented on security concerns for the front door regarding solicitors, movers, contractors, leaving doors propped open.

Regarding door Entry replacement/repair there was break in due to damage to the outdated call box. Suggested newer call box with more secure options including camera, one time codes, etc. Arthur motioned to get three bids for new call box. Sara seconded. All in favor.

Outgoing mailbox replacement/repair. Michael stated that he put in a work order with USPS to repair. Resolved.

North and South stairwells need to have emergency lights and exit signs with battery back up due to local ordinance as noted by the Pasadena Fire Department. Arthur motioned to get bids for replacing the exit signs and emergency lighting. All in favor.

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Arthur motioned to get bids for replacing the baseboards and painting the stairwells. Arthur, Antonio, Katie voted Yes, Sara and Charles voted No. Motion passes.

8. New Business

Unit 305 ceiling repair reimbursement request – unit withdrew.

Proposal to expand surveillance – adding WiFi to upgrade the current surveillance system. Questions were raised about security and compliance for an expanded system that can provide real time monitoring. This discussion was tabled so that we can monitor how current setup is effective/not effective.

A proposal was made to adopt a maintenance calendar – Antonio suggested we use as a guideline, not formally adopt.

A proposal was made to form a Quick Response committee for potential emergency situations to investigate on site before contacting PCM to streamline repair process.

A proposal was made to form a Grounds Inspection Committee for any issues on the grounds for trash, graffiti, landscape issues. Charles and Susan volunteered.

9. Next Meeting Date

Set for Thursday May 11, 2023 for 7PM.

10. Adjournment to Executive Session

Board discussed maintenance issues and pest control. All keys were accounted for after transition to the new HOA Board.

Sara Howard-Winebarger, 2023-2024 Board Secretary