

# ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

<https://aasnhoa.com/>

## NOTICE OF REGULAR MEETING

Meeting Date: WEDNESDAY 4/15/2024 7:30 PM

Location: 3<sup>RD</sup> FLOOR RECREATION ROOM

## MEETING MINUTES

### 1. CALL TO ORDER

7:32PM

### 2. ROLL CALL

#### A. Board Members:

Arthur Filgueiras - Board President  
Carol Laurence - Board Vice President  
Anthony Moore - Board Treasurer  
Katie Hickey - Board Secretary  
Sarah Howard-Winebarger - Board Member at Large

#### B. Others:

Liza Nicolleti (PCM Management)  
Michael Royal  
Phoebe (ShuJung) Chiang  
Chris Corral  
Les Hammer  
Regina Kapron  
Susan Jefferson  
Andrew Richardson  
Jenny Lee

### 3. OPEN FORUM

During open forum, attendees may be limited to two minutes in order to ensure that others will have an opportunity to speak. Board members or Property Manager may briefly respond to statements made or questions posed, but no action can be taken on items that are not on the agenda unless deemed an emergency. No audio or video recording allowed by attendees.

- Open forum was held

#### 4. APPROVAL OF MINUTES

Review and approval of the minutes of the March 20, 2024 board meeting, annual meeting March 7 and organizational meeting March 13, 2024

- Arthur motion to approve 3/7 annual meeting minutes. Calls for discussion. No discussion. All yes.
- Arthur motion to approve 3/13. Calls for discussion. No discussion. All yes.
- Arthur motion to approve 3/20 meeting minutes. Call for discussion. Minor spelling corrections needed. Call for the vote, Arthur, Tony, Sara, Katie yes. Carol abstains.

#### 5. ANNOUNCEMENTS AND REPORTS

##### A. Treasurer's Report: HOA Dues Billing and HOA Bank Accounts

- See attached report from treasurer.

##### B. Completed Projects/Manager's Report

- Bids for roof shingles
- Bids for waterproofing stucco 107
- Replace unit 103 wood repair
- Bids for metal doors to boiler room
- Bids for evacuation maps
- Bids for plumbing repairs

##### C. Vice president report

- Thank owners that reported folks jumping over fence
- Owners moving out left front door propped open leaving us open for break ins
- Insurance forums - lots of people in same situation, requests more folks to attend future seminars - Les and Sara volunteer

#### 6. UNFINISHED BUSINESS

##### A. Request/Recruit/Educate members to address insurance issues.

- See above

##### B. Status to Amend/restate CC&Rs to reduce coverage ("bare walls vs. walls-in, plus upgrades")

- Summary of discussion with HOA attorneys
- 16 responses, agree with re-write and will spread the word
- Send update to explain bare walls vs. walls in - **Action Item Katie to send info to PCM to send out**
- Discuss at town hall/update everyone - when it gets warmer but for now do some door to door

##### C. Continue to address issues insurance companies have brought up

- All current insurance recommendations are done
- Meeting with Matt (agent at meeting virtually earlier in the year)
  - plumbing
  - roof
- Work quarterly, just try and keep up better
- Roof soon, some plumbing planned as well

#### D. Water Intrusion in 2 units

- 2 bids for each unit
- 107 leaks through stucco and deck
  - SG construction open stucco and reslope concrete deck \$9880k
  - Avina coming in through window and also remove and reset that \$19000k
  - third waterproofing company no time no bid
- 103 leaks
  - SG construction water is coming in through wood - change out wood and adjust gutter to get away from that wall \$16480
  - Avina, similar but \$22,000
- Katie motions to accept SG construction bid on unit 107 and see how it goes and wait on 104. Carol seconds. Discussion already happened. All yes.

#### E. Town Hall date

- June 8th set. **Action Item - Arthur to make flyer**

#### F. Exit Maps per code

- \$174 to create map per location (we need 4)
- \$1200 to \$4000 total depending on materials
- Aluminum is middle of the range
- Arthur motions to move forward with aluminum option. Carol second. All yes

#### G. Walkways repair plan

- Set a goal of trying to do one floor each few months and do all in the next year and fund through the reserves
- Discussion - too much to do at once, it's unfinished project bad for lender
- Arthur counters, do at least 2 and start with worst
- Call for vote, all yes Katie no

#### H. Repair balconies with 1= terrible condition 5/5 and 3 less than 1 month of life in several areas at the rate of one a quarter

- Repair 4 with worst rating, 208 and go to next worst 3
- Motion to do one per quarter starting with worst one by Carol
- Arthur second
- Sarah and Katie would like to table and review the reports again, be able to look at the numbers, maybe do a breakout meeting to discuss over zoom
- Arthur amends motion to do one for now and then discuss the rest later
- Carol seconds
- Call for the vote, all yes Katie no

#### I. Review of action items from previous meeting

- town hall - done, Arthur to come up with flier
- annual meeting minutes approved
- still working on welcome packet
- email with poll for insurance sent
- email with committees sent
- still need to do security system log ins
- board walk through this friday 4/19

#### J. Status of emergency assessments

- people are paying for the most part
- balcony inspection no deadline to use

## 7. MAINTENANCE

#### A. Hydro jet 21 stack and restart preventative hydro jetting to prevent major back ups

- Carol motions to jet this stack and then restart a program
- Arthur motions, Carol seconds, all yes

- B. Drains in courtyard and pool area get backed up
  - when it rains the grates gets clogged up
  - in 2022 they were all snaked/flushed
  - PCM recommends doing every other year
  - Everyone just be more aware
- C. Shingle repair/replacement
  - also an insurance item to get a letter of good condition of roof and may not be able to get without replacing
  - 2 bids basically the same
  - Katie motions we accept SG construction bid to replace as long as they give a letter for pitched roof. Arthur second. All yes.
- D. Unit with brown water out of faucet (106 and 206)
  - can't get a hold of 106, PCM to follow up
- E. Fire Extinguisher inspections
  - coming in May
- F. Interior walls Painting / Fixing Cracks in ceilings
  - Popcorn ceilings in interior hallways is coming down
  - Would need asbestos testing then repair and respray? remove and smooth?
  - PCM to get bids for minimum vs full replace/smoothing

## NEW BUSINESS

- A. Directory signs in hallway showing which direction units are at stairwells and elevators and intersections.
  - this will already be covered by evacuation maps
  - table until emergency maps are done
- B. Peeling popcorn ceiling 3<sup>rd</sup> floor
  - see above
- C. Emergency procedures walk through
  - see above
- D. Obtain insurance coverage in writing on Chase accounts requested via email and no response.
  - no response, PCM to go in person
  - why not make some money and use a high yield savings or CD?
  - do more research, we are a corporation and need to ensure it's liquid
- E. ADA reasonable parking accommodation
  - new owner asked for time to look into during open forum
  - 2 bedroom units have tandem spots
  - let the owners talk
  - look at the spots during the walk through
- F. Drumming/Noise inside of unit
  - noise from inside unit, at all times of day and night, owner has responded but tenant has not responded
  - one more letter and may be called in to a hearing
- G. Gym room machines maintenance / Owners personal items
  - motion to table until next meeting as it is getting late, all agree

## NEXT MEETING DATE

Wednesday May 15, 2024 7:30PM

*Katie L Hickey*

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Katie Hickey, 2024-2025 Board Secretary

## **Treasurer's Report: April 2024**

Total Assets are \$466,000.42. But not ALL cash on hand as yet. That includes \$118,277.16 accounts receivable that is from the insurance related special assessment.

**Checking Account: \$103,487.65**  
**General Reserve: \$286,052.00**  
**Special Assessment: \$4,414.90**  
**Accounts Receivable: \$118,277.16**

**Current liabilities: \$14,752.79**

**Income** in March \$33,000 was regular HOA fees (\$9500 to reserves). The rest interest (\$2.09).

**Total Operating Cost** over March: \$9743.93.

Most expense from that was water - \$2438.23, electric \$1269.83 average, gas \$2545.57. Fire service \$2184.73.

**Total Fixed Operating Costs** \$5336.86

**Repair & Maintenance Costs** - -\$3204.68 (drain stoppage of \$916.78, hot water/vent fans \$382 and a credit of \$4503.46 from insurance payback owner to owner)

**Insurance Cost** - \$16,270

**Reserve Repairs** - \$0.

**TOTAL EXPENSES:** \$28,146.32

**BUDGET DEFICIT: +\$4855.77**

4 units are still making payments on the \$1000 special assessment and one unit defaulted on payment plan, and will receive a collections letter.

Insurance special assessment - 26 units have paid in full, remainder in accounts receivable.