

ALLEN AVENUE SQUARE NORTH HOMEOWNERS  
ASSOCIATION

125 N. Allen Avenue, Pasadena, CA 91106

Established November 1977

<https://aasnhoa.com/>

Meeting Date: Wednesday 7/17/2024 7:30 PM

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

MEETING MINUTES

**1. CALL TO ORDER**

7:34pm

**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 Nicoletti (PCM Management)  
Michael Royal – Unit 309  
Chris Kapron – Unit 320  
Chris Corral – Unit 310  
Phoebe Chiang – Unit 310  
Andrew Richardson – Unit 213  
David Nicholson – Unit 221  
Les Hammer – Unit 104

**3. OPEN FORUM**

Open forum was held.

**4. APPROVAL OF MINUTES**

Review and approval of the minutes of the June 12, 2024 board meeting. Arthur Motions.  
Sara Seconds. All yes.

**5. ANNOUNCEMENTS AND REPORTS**

- A. Treasurer's Report: HOA Dues Billing and HOA Bank Accounts
- See attached
- B. Completed Projects/Manager's Report
- Repair middle and south gate

- Unit 107 repairs
  - 21 stack hydrojetting scheduled
  - 32 stack low pressure investigation
  - Exit maps
  - Reserve study
  - Insurance broker quote
  - Walkways continued
- C. Architectural Report/Minutes
- Nothing to report
- D. Vice President Report/Welcome
- Be aware of surroundings
  - Increase of typhus and dengue fever, covid and flu is also going around
  - Insurance seminars attended, probably not getting better in next 5 years
- E. Insurance Committee report
- Recommends to contact local rep 626-351-1917 State Rep 818-409-0400 as owners to ask for regulation of insurance industry

## 6. UNFINISHED BUSINESS

- A. Status on questionnaires to amend CCNR/Maintenance matrix
- Waiting on remainder of board to respond to send back to attorney
  - PCM to send email asking for volunteers to join
- B. Exit maps per code and paperwork of maps returned to co.
- PCM to send first draft, no comments from board
- C. Sara welcome hand out
- Draft for owner and tenant version provided
- D. Repipe 09 stack
- Hold since doing from outside and would conflict with walkway project
- E. Camera exam of pipe from parkway to building
- Carol concerned, city told her it needs to be replaced
  - Should be cheap less then \$300
  - Carol motion to do camera inspection, Arthur second. All yes.
- F. Elevator and other Medco replacements (locks)
- Parts haven't arrived
- G. Paperwork from attorney to be recorded with county for unit that refused inspection
- Hold until meet for CC&Rs
- H. Elevator inspection
- On list
- I. Emergency services training
- Waiting maybe August
- J. Re-pipe outbound stack 15
- Pending, waiting on quote
- K. Feces in trash
- Email was sent to owner
- L. Request for new signage until exit maps placed and determine if needed
- Table, exit maps should cover
- M. Walkways and balcony repairs update
- 3<sup>rd</sup> floor is in progress
  - 207 balcony in progress

- N. Inspection of existing equipment in Rec. Room 1
  - PCM did today
  - Treadmill works, it just makes some noise
  - Rider is loose not worth fixing
  - Bike works but not display
  - Stepper works
  - Gravity track
  - Bench with cables – all loose - remove
  - Ab roller
  - Free weights
  - Yoga mats
  - Recommend get rid of most everything if not everything
  - Discussion:
    - Get rid of unsafe equipment but not lose amenity. Maybe look into allowing donation?
    - Attorney previously said no to donations
    - Suggest discuss as a part of CC&Rs revisions
    - Arthur motions to remove anything that doesn't work/is unsafe. All yes.
- O. Peeling popcorn ceiling on 3rd floor
  - On hold due to conflict with walkway project
- P. Repipe 15 stack
  - On hold due to conflict with walkway project

## 7. NEW BUSINESS

- A. Corporate Transparency Act
  - There is still pending litigation, but PCM recommends to do by September/October if nothing has changed
- B. Water proofing of steps in central stairs
  - Will happen, it wasn't a part of the original bid but was added
- C. Remove owner from committee
  - Tabled
- D. Walkway entry carpet to each unit replacement
  - Damaged by 3<sup>rd</sup> floor walkway project
  - Too expensive to do with waterproofing
  - Use same carpet as stairwells?
  - Are these a part of the unit or the HOA...potentially update in the CC&Rs?
  - For now, staple it back down if possible
  - Get arch committee to talk about
- E. Reminder to pay emergency assessment
  - Due in full by November, soon some units may go to collections

## 8. NEXT MEETING DATE

Wednesday August 14<sup>th</sup> 7:30pm (will include ZOOM for next one)

*Katie L Hickey*

Katie Hickey, 2024-2025 Board Secretary

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

Total Assets are \$378,184.09. But not ALL cash on hand as yet. That includes \$71,275.86 in accounts receivable that is from the insurance related special assessment .

**Checking Account: \$62,672.28**  
**General Reserve: \$286,052.33**  
**Special Assessment: \$4,414.90**  
**Accounts Receivable: \$71,275.86**

**Current liabilities: \$27,014.69**

**Income** in June \$33,002.16. From standard monthly, plus interest.

**Total Operating Cost** over June: \$10,572.28

Most expense from that was general administrative \$5048.30, water \$3,130.64 and electric \$1351.79. Gas was zero due to credit.

**Total Fixed Operating Costs** \$5,622.86 - including elevator service, gardening, janitorial, pool service, trash etc.

**Repair & Maintenance Costs** - \$18,760.01. \$16,785.01 in general repair. \$1600 in drain stoppage, \$375 in plumbing repairs.

**Insurance Cost** - \$16,234.54

**Reserve Repairs** - \$36,190. \$36,190 was balcony and walkways, \$20,770 was the roof replacement and \$680 was pool equipment repairs.

**TOTAL EXPENSES:** \$108,829.69

**BUDGET OVERAGE:** -\$75,827.53 (largely from starting the walkway project, the roof replacement and a large general repair to one unit - the walkway and roof projects coming from the reserves, so technically not budgeted items).